



## **Professional Diploma in Leadership & Management**

### **Program Overview**

The Professional Diploma in Leadership and Management equips students with the skills, knowledge, and experience to lead teams, manage projects, and drive organizational success across diverse business environments. Learners develop strategic planning, communication, and leadership skills required to effectively manage people and operations.

### **Possible Career Progression Opportunities:**

- Team Leader
- Business Manager
- Operations Manager
- Project Coordinator

### **Entry Requirements:**

- Completed Year 13 or a relevant qualification and
- 3 years' work Experience in relevant industry sector (compulsory)

### **Duration & Delivery & Fees:**

- 3 Trimesters
- Blended Delivery: Face-to-Face and online through Moodle
- Total Fees - \$6,000.00

### **Units of Competency**

#### **Cluster 1 – Workplace Effectiveness**

- HPDLM 610 – Develop and use emotional intelligence (*Core*)
- HPDLM 611 – Lead and manage effective workplace relationships (*Core*)
- HPDLM 612 – Lead and manage team effectiveness (*Core*)

#### **Cluster 2 – Leadership and Management**

- HPDLM 613 – Manage operational plan (*Core*)

- HPDLM 614 – Facilitate continuous improvement *(Elective)*
- HPDLM 615 – Manage quality customer service *(Elective)*

### **Cluster 3 – Information Management**

- HPDLM 616 – Manage an information or knowledge management system *(Elective)*
- HPDLM 617 – Manage business document design and development *(Elective)*

### **Cluster 4 – Workplace Health and Safety**

- HPDLM 618 – Ensure a safe workplace *(Elective)*

### **Cluster 5 – Diversity**

- HPDLM 619 – Manage diversity in the workplace *(Elective)*

### **Cluster 6 – Sustainability**

- HPDLM 620 – Manage risk *(Elective)*
- HPDLM 621 – Develop workplace policy and procedures for sustainability *(Elective)*

For further information, please contact on email [info@oit.ac.fj](mailto:info@oit.ac.fj) or phone (679) 835 2627 / (679) 672 0123

For enrolment, please visit OIT Namaka Campus, Level 1, Challenge Plaza, Namaka, Nadi or apply online via <https://oit.ac.fj/qualification-application-form/>

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