



Professional Diploma in Leadership & Management

Programme 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.

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

Unit of Competency

Module 1 - Problem Solving & Business Communication

- PDLM501 - Lead and manage organizational change
- PDLM502 - Communicate with influence

Module 2 - Team Leadership

- PDLM503 - Develop and use emotional intelligence
- PDLM504 - Lead and manage effective workplace relationships

Module 3 - Project Management

- PDLM505 - Manage innovation and continuous improvement
- PDLM506 - Understand risk management in Project Management

Module 4 - Budgeting & Managing Finance

- PDLM507 - Understanding Financial Concepts for Budgeting
- PDLM508 - Managing finance

Module 5 - People Management & Organizational Culture

- PDLM509 - Provide leadership across the organization
- PDLM510 - Develop and implement policies to support organisational values and culture

Module 6 - Digital Marketing & Awareness

- PDLM511 - Develop strategies to monetise digital engagement
- PDLM512 - Use artificial intelligence tools for business enhancement

For further information, please contact on email 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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