



FOUNDATION COURSE: LEADERSHIP AND MANAGEMENT

PROVIDER: GLENYS BRIDGES & PARTNERS - PRACTICE PATHWAYS

(PREREQUISITE TO THE AUSTRALASIAN DIPLOMA DENTAL PRACTICE MANAGEMENT)

The Foundation course is a required forerunner for our ILM programmes and qualifications. All students will complete this and will determine if they are ready to proceed to the: ILM Australasian Diploma in Practice Management.

About the Course

This programme consists of 4 learning activities and an assessment over 12 Guided Learning Hours (GLH) to introduce academic and practical aspects of leadership and management for dental practice managers. The training is highly specialised and looks at the structure and culture of the work of dental teams. You will be awarded 12 hours of CPD in Leadership and Management upon completion.

On booking your course, you will be sent a password and username to give you access to your student pathway. Your tutor will contact you and guide you to complete the induction work, explain how to download your course materials, complete the work and upload your answers for assessment.

Learners are advised to participate in tutorials to help them to complete learning activities to demonstrate their learning. The activities measure participants' ability to demonstrate understanding and practical applications for learning.

The course provides a means by which participants can develop their knowledge, skills and role in the dental team. Students can progress to the ILM Australasian Diploma in Practice Management after completing this programme.

Course Aims

To introduce participants to the required knowledge and understanding of practical and academic leadership and management skills and their links to the management processes.

Objectives, participants will:

- Implement key aspects of leadership and management
- Understand how leaders influence team culture
- Use Reflective management skills
- Demonstrate how leaders and managers influence teamwork and business success

Induction Activity

The Foundation programme starts with an induction activity to establish learners' current knowledge, experience, hopes and expectations from the course. The Induction activity introduces learners to their tutor and our online portal system and library of resources.

Duration Approx. 4-8 weeks

Tuition These programmes offer one-to-one, weekly 30 min tutorials with an allocated named tutor Via video call on Teams or Zoom.

The Student Portal Pre-recorded videos are available on the course portal, plus an extensive online library and a wide range of eCPD programmes are also available during the period of study

Learning Activities Each tuition session will cover one or more blended learning activities. Learners will complete using the provided course materials and upload them for feedback from their tutor before their next tutorial.

IT requirements Laptop or desktop running MS Word

Fee \$800 +gst AUD payable on purchase.

Assessment There are two assessment formats, Missing words assessment or assignments. The learner and tutor will agree on the correct format for individual learners to complete, depending on whether the Advanced or Higher programme is most suitable for the learner's progression.

Upon completion, learners receive an in-house certificate and eCPD and can progress to the full ILM Practice Management course.

This course offers:

- A rolling programme- join any time
- One-to-one contact with tutor
- Student Pathways Library Resources
- Feedback within 48 hours
- Online portal to upload work
- Student WhatsApp group

Terms and Entry Requirements

By booking this course, I confirm that I am aware that this course requires study at an Advanced level. Students need good written English skills. If my tutor advises me that my English skills are not at a suitable level, I will be advised by my tutor on the required course of action, which may involve additional training at my own cost.

- *I will allocate time for my tutorials - 30 minutes per week*
- *I will allocate study time of at least 2 hours per week*
- *I can produce coursework in Microsoft Word Format.*
- *I certify that the work I submit for my assignments will be my original and authentic content.*