

# BSB51915 Diploma Leadership and Management

## Textbook List – 2017 - ONLINE

MAKE  
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| Textbook to be purchased for the units listed below   | Textbook<br>Approx<br>Cost*  |
|---|--|
| <p>BSBLDR501<br/>Develop and use emotional intelligence</p> <p>BSBLDR502<br/>Lead and manage effective workplace relationships</p> <p>BSBWOR502<br/>Lead and manage team effectiveness</p> <p>BSBMGT516<br/>Facilitate continuous improvement</p> <p>Highly Recommended for the below units -</p> <p>BSBWOR501<br/>Manage personal work priorities and professional development</p> <p>BSBCUS501<br/>Manage quality customer service</p> <p>BSBMGT517<br/>Manage operational plan</p> <p>BSBRISK501<br/>Manage risk</p> | <p><a href="#">Management Theory and Practice e6 + SRA (Student Resource Access)</a><br/>By Cole, Cengage Publishing<br/>ISBN 9780170354059</p> <p>\$89.00</p> |

Revised 23/11/16

**It is essential that you purchase and receive your textbook before commencement of your study.**

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| <p>Supplier:</p> <p>Phone:</p> <p>Fax:</p> <p>Mail:</p> <p>Email:</p> <p>Online Purchasing:</p> | <p>Queensland Textbook Warehouse</p> <p>1800 611 300 or (07) 3261 1300</p> <p>(07) 3261 1966</p> <p>PO Box 3220, Bracken Ridge QLD 4017</p> <p><a href="mailto:info@qtw.com.au">info@qtw.com.au</a></p> <p><a href="http://www.qtw.com.au">www.qtw.com.au</a></p> |
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**Stationery requirements – 2 x USB or Memory Sticks, Writing Materials, Folder / Organiser**

1300 656 188  
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