

Do you want to become a great team leader?

LearningWorks, in conjunction with Wintec | Te Pūkenga are proud to extend the following training opportunity to you:

NEW ZEALAND CERTIFICATE IN BUSINESS: INTRODUCTION TO TEAM LEADERSHIP (LEVEL 3)

ZERO FEES
GOVERNMENT FUNDED

WHY CHOOSE THIS PROGRAMME?

- Learn the skills to become a great team leader
- Increase confidence in your role
- Develop your communication, problem-solving and decision-making skills
- Complete a qualification while still working
- \$0.00 Fees (Fully Funded)

WHO SHOULD ENROL?

- New team leaders wanting to increase their skills and knowledge
- Anyone wanting to become a team leader
- Team leaders who want a formal qualification

WHAT IS THE TIME COMMITMENT & DELIVERY METHOD?

- This 45 credit programme is delivered over 12 months, via blended learning and a flipped-classroom model.
- The total study time (up to 450 hours) includes four full day sessions (face-to-face or via Zoom), with the remaining hours of learning completed online, in your own time. This equates to approximately 10 hours of study per week.

TO ENROL YOU MUST

- Be a New Zealand Citizen or Resident
- Be in employment or have access to a workplace to meet the requirements of assessment
- Have full support from your manager, supervisor, or senior colleague
- Have regular access and use of a computer with reliable internet
- Minimum three years secondary education; or relevant NZQF Level 2 qualification; or equivalent workplace experience.
- For ESOL learners – an IELTS score of 5; or equivalent

MODULES / PROGRAMME CONTENT:

MODULE 1: UNDERSTANDING THE WORKPLACE

Understanding a business entity; Identification and responsibilities of stakeholders; Adapting communication styles; Understanding goals and objectives; Setting goals and objectives; Strategic and operational objectives; Identifying and understanding problem-solving and decision-making techniques; and Types and features of leadership styles.

MODULE 2: EFFECTIVE TEAM PRACTICES

Effective teamwork principles; Effective communication strategies within a team; Working cooperatively; Improving team performance; Advantages and disadvantages of different leadership styles and for different situations; and Leadership styles that encourage effective teamwork.

MODULE 3: LEADERSHIP AND SELF-MANAGEMENT

The importance of diversity in a workplace; Supporting a diverse workforce; Behaviour in the workplace; and Self-management strategies that enhance team and business performance.

MODULE 4: APPLYING EFFECTIVE TECHNIQUES AND TEAM STRATEGIES

Effective problem-solving and decision making; Using objectives to drive effective team performance; Contributing effectively to team performance; Effective self-management; Using communication effectively; and Demonstrating appropriate behaviour in the workplace that contributes to team work and performance.

MANAGER'S COMMITMENT

- Actively support and encourage your team member throughout the programme (including pre-course goal setting and assessment sign-off)
- Allow flexibility within work hours to attend all face-to-face sessions and complete required learning activities
- Monitor your team members' progress and achievement of assessments and provide additional support where necessary



**SPACES ARE LIMITED
APPLY NOW**

www.learningworks.co.nz/training/

HAVE ANY QUESTIONS?
PLEASE CALL (07) 929 4063
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