

# Are you ready to take the next step in your management career?

**ZERO FEES**  
GOVERNMENT FUNDED



LearningWorks, in conjunction with Wintec are proud to extend the following fully funded training opportunity to you:

## New Zealand Certificate in Business (First Line Management) (Level 4)

### Modules / Programme Content

#### MODULE 1: KNOW YOUR BUSINESS

Understanding a business entity; Business values and principles; Business success; Team and management structures; Understanding your team; and Understanding workflow.

#### MODULE 2: WORKFLOW MANAGEMENT AND PLANNING

The importance of business planning; Workflow management; Developing objectives; SMART guidelines and SMART review questions; Developing work plans; Functions of effective meetings; and Functions of report writing.

#### MODULE 3: APPLIED LEADERSHIP AND SELF-MANAGEMENT

Leadership vs management; Leadership attributes and responsibilities; Emotional intelligence and situational leadership; Professional behaviours including – diversity and

inclusive environments, social and cultural responsiveness, ethical responsibility; and Time management and work-life balance.

#### MODULE 4: ACHIEVING TEAM POTENTIAL

Appropriate leadership behaviour; Skill set and gap analysis; Managing performance; Workplace coaching; Effective communication; Introduction to conflict resolution; and Introduction to change management.

#### MODULE 5: MAINTAINING WORKFLOW AND TEAM PERFORMANCE

Leadership style selection; Accountability; Giving feedback; Feedback/feed forward models; Running effective meetings; Analysing data and information; Measuring success; Writing effective reports; and Quality assurance.

### Managers 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 or online sessions and complete required learning activities.
- Monitor your team members' progress and achievement of assessments and provide additional support where necessary.

### To enrol you must:

- Be a New Zealand Citizen or Resident.
- Be employed in a management role, with access to people and resources to complete a workplace project; or be working towards a management role with the support of your manager to meet the project requirements.
- Have full support from your manager, supervisor, or senior colleague
- Have regular access and use of a computer with reliable internet
- 24 credits at NCEA Level 1 or above (10 literacy/10 numeracy); or relevant qualification at NZQF Level 3 or above; or equivalent workplace experience.
- For ESOL learners – an IELTS score of 5; or equivalent.



**SPACES ARE LIMITED! ENROL TODAY.**

### Why choose this programme?

- Learn the skills and techniques to lead effectively and become a great manager
- Increase confidence in your role
- Get the best from your team and stakeholder relationships through effective communication
- Create team environments that value diversity and positive performance
- Complete a qualification while still working
- \$0.00 Fees (Fully Funded)

### Who should enrol?

- New or existing managers wanting to increase their capability, skills, and knowledge
- Team Leaders wanting to move into management roles (who can meet the project requirements for assessment)
- Managers who want a formal qualification

### What is the time commitment and delivery method?

- This 60 credit programme is delivered over 12 months, via blended learning and a flipped-classroom model.
- The total study time (up to 600 hours) includes five 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 13 hours of study per week.

### HAVE ANY QUESTIONS?

Please call (07) 929 4068

or email:

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