

Do you want to become a great team leader?

**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 (Introduction to Team Leadership) (Level 3)

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.

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 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.



**SPACES ARE
LIMITED!
ENROL TODAY.**

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 and 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.

HAVE ANY QUESTIONS?

Please call (07) 929 4063

or email:

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