

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 our online learning portal and a few days of either face-to-face or virtual facilitation.
- Learning hours are approx. 10 hours a week, made up of:
Approx. 2 Hours per Week:
 - Online learning and activities, Assessments and self-directed study e.g. reading, planning or researching.
- Other Hours Include:
 - Self-directed practicing of new skills, applying what you learn in your everyday work and a few facilitated days across the year.

HAVE ANY QUESTIONS?

Please call (07) 929 4063

or email:

sales@LearningWorks.co.nz

