

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 WORK FLOW 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.
- Have access to a workplace or other suitable organisation, with appropriate support to undertake a project where you will lead people and process.
- Have 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 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

