

ARE YOU READY TO TAKE THE NEXT STEP IN YOUR MANAGEMENT CAREER?

LEARNINGWORKS, IN CONJUNCTION WITH WINTEC ARE PROUD TO EXTEND THE FOLLOWING TRAINING OPPORTUNITY TO YOU:

NEW ZEALAND CERTIFICATE IN BUSINESS: FIRST LINE MANAGEMENT (LEVEL 4)

ZERO FEES
GOVERNMENT FUNDED

WHY CHOOSE THIS PROGRAMME?

- Learn the skills to become a great manager/supervisor
- Learn ways to increase your productivity and efficiency in your workplace
- Complete a qualification while still working
- \$0.00 Fees (Fully Funded)

WHO SHOULD ENROL?

- Any manager/supervisor who wants to increase their management capability and increase their skills and knowledge
- Managers/supervisors who want a formal qualification in management

WHAT IS THE TIME COMMITMENT?

- The programme is delivered over 12 months
- NZQA guidelines suggest up to 600 hours of total study time for a 60 credit programme, this is the equivalent of 13 hours of study per week.
- There are 5 full day face-to-face sessions to attend (1 session approx. every 8 weeks)
- The remaining hours of learning are completed online, in your own time over 12 months

ENTRY REQUIREMENTS

- NZ Citizen or NZ Resident
- Employed in a position where you are leading, managing or supervising people or resources
- Full support from your management
- Regular access and use of a computer with reliable internet

MODULES / PROGRAMME CONTENT:

MODULE 1: MANAGE WORKFLOWS IN AN ORGANISATION

How to run a successful business, the importance of business planning, factors that affect business success, managing workflow, analysing workflow and implementing change, developing objectives, developing a work plan, report writing.

MODULE 2: MANAGING STAKEHOLDER AND TEAM RELATIONSHIPS

Team and management structures, leadership vs management, emotional intelligence and situational leadership, diversity and creating an inclusive environment, managing performance, workplace coaching.

MODULE 3: MANAGE OWN PROFESSIONAL BEHAVIOUR IN THE WORKPLACE

Appropriate leadership behaviour, leadership attributes and responsibilities, time management and work-life balance.

WHAT HAPPENS AFTER I SUCCESSFULLY COMPLETE THE PROGRAMME MODULES?

The unit standards associated with this qualification (US29040; US29039) are uploaded to NZQA, and you will be awarded the New Zealand Certificate in Business (First Line Management) (Level 4).

MANAGER'S COMMITMENT

- Actively support and encourage learner throughout the programme (incl. pre-course goal setting and assessment sign-offs)
- Provide time within work hours to attend all face-to-face sessions and complete project work/learning activities
- Monitor learner progress and achievement of all assessments, and provide additional support where necessary.



APPLY NOW

www.learningworks.co.nz/training/

ANY FURTHER QUESTIONS

PLEASE CALL (07) 929 4063
SALES@LEARNINGWORKS.CO.NZ

