

# New Zealand Certificate in Business

First Line Management : Level 4



## Build leadership capability in your business.

Six programme modules:

1. Leadership, self-leadership, team development, roles and responsibilities of a leader
2. Managing performance excellence; planning, standards and development
3. Behavioural styles, communication, conflict management and emotional intelligence
4. Giving and receiving feedback, managing and dealing with poor performance, building rapport
5. Creating and maintaining high performing individuals and teams through coaching.
6. Personal efficiency and effectiveness, work habits, planning and prioritising.

## Six half-day modules

9:00am – 1:00pm

### What's it about?

- Would you like to develop skills and techniques to lead and manage people?
- Are you looking for ways to increase productivity and efficiency in your workplace?
- Do you want to work and study at the same time?

The New Zealand Certificate in Business, proudly bought to you by the Waikato Institute of Leadership and Sport Studies, in partnership with Everest are now accepting registrations.

Our New Zealand Certificate in Business First Line Management is interactive, practical and enables participants to learn authentic leadership skills. This programme is workplace based, focussed on your industry and supports business principles.

The learnings from attending each module will relate directly to your workplace. Participants have the optional opportunity to work on a specific project that will have an operational focus, that

involves the implementation of a current workflow process, or the identification and implementation of change.

### Who should attend?

Any manager or team leader who is looking to increase their management capability and back it up with a recognised qualification. Ideally suited for those new to leading people.

### Outcomes

- At the end of the programme you will receive a nationally recognised qualification.
- You will know how to use your new skills to lead and manage people.
- You will learn positive leadership skills, practical strategies and tools to increase engagement and collaboration.

This programme is registered with the Management Capability Development Voucher Fund. You may be eligible to receive 50% discounted training. Ask us how.

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everestpeople.co.nz

