

New Zealand Certificate in Business - First Line Management (Level 4)



LEAD THE WAY

The purpose of this qualification is to provide New Zealand organisations with people who can manage effective teams when employed in first line management roles

TOPICS COVERED

Technical knowledge and skills

1. Manage workflow and track achievement

People skills

2. Motivate and involve a team, communicate to develop relationships, manage relationships

Affective skills

3. Promote an inclusive environment, value diversity for positive performance and demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner

Business environment

4. Adapt leadership styles for effectiveness in different environments and comply with internal policies, legislation, and external requirements

DETAILS

- Part time over 40 weeks with over 60 hours of face to face learning
- Mix of classroom and practical sessions
- Great workbooks and resources

COST

\$150 + GST per person

CONTACT

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