

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

## Programme Overview

### You can be a Manager!

Managing a team is all about having the confidence and the techniques to lead effectively. This programme will give you the self-assurance to be a great leader. It will give you the systems and tools to lead in a capable and confident manner and the motivation to take your career in management to the next level.

Are you looking for a change in career direction? Are ready to step up to more of a leadership role? Or have you recently been made a supervisor, team leader or manager? Then this programme could be for you!

## eCampus NZ Overview

We know that your time is precious. That's why we've made it easy for you to upgrade your skills with innovative online learning through eCampus NZ.

With flexible online learning to match your lifestyle, goals and dreams, our online campus option will work around your lifestyle so you can work, earn, live, and learn.

## How Long Will it Take

This programme is made up of four courses and can be studied part time or full time. If you choose to study full time you will need to complete two courses at the same time, which will require around 30 hours a week of study time.

If you choose to study part time you study one course at a time which will require around 15 hours a week of study.

## Fees

The programme fee is \$697.40, however you may be eligible to study this course fee-free.

For more information and to find out if you are eligible please visit [feesfree.govt.nz](http://feesfree.govt.nz)

## Entry Requirements

### Academic requirements:

Requirements: 40 credits NCEA Level 1, including 10 literacy credits and 10 numeracy credits or New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3).

*"I really enjoy having the ability to study when I have the time and wherever I might be. I also like the online videos and course reading and have found the course facilitators are always available when I need them"*

Nikki Davidson

## Courses in this Programme

### Course 1: Effective Leadership

Give yourself the knowledge and skills to become an effective leader – learn how to lead confidently, motivate your team and contribute positively to your workplace environment.

- **Fee:** \$174.35      **Credits:** 15
- **Weeks:** 10        **Level:** 4

### Course 2: Team Management and Motivation

Arm yourself with the skills and confidence to manage and motivate a team! Add value and contribute to the development and maintenance of a positive and productive working environment.

- **Fee:** \$174.35      **Credits:** 15
- **Weeks:** 10        **Level:** 4

### Course 3: Achieving Team Objectives

Building a strong performing team takes skill and expertise. Make sure you understand the basics to help make that happen and know how best to help your team achieve their objectives.

- **Fee:** \$174.35      **Credits:** 15
- **Weeks:** 10        **Level:** 4

### Course 4: Performance and Variance Management

Ensure you have the skills and confidence to effectively manage workflows – taking account of and dealing with variances as they crop up.

Learn the skills required to keep projects on track and your team focused on meeting Key Performance Indicators, required outputs and organisational objectives.

- **Fee:** \$174.35      **Credits:** 15
- **Weeks:** 10        **Level:** 4

## Contact Us

Any questions or queries please contact one of our enrolment team members below:

- **Phone:** 0800 328 269
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