

FEES FREE

NEW ZEALAND CERTIFICATE IN BUSINESS

(Introduction into Team Leadership, Level 3)

**TIRED OF BEING
JUST ANOTHER
OFFICE WORKER?**



Enrol in our fully-funded online training today!

Breaking into junior management has never been so easy, thanks to this online course. Gain the knowledge, skills and confidence you need to effectively manage a team, and apply your learning to real and simulated business scenarios.

PROGRAMME CONTENT

This NZQA recognised programme is worth a total of 48 NZQA credits.

Each of the three courses completed during this programme are worth 15 credits.

TEAM LEADERSHIP

- Leadership Styles
- Leadership Principles
- Leadership Techniques
- Professional and Ethical Behaviour
- Socially and Culturally Appropriate Leadership

TEAMWORK AND OBJECTIVES

- SMART Objectives
- Teamwork
- Working Cooperatively in a Team
- Team Development Stages
- Team Performance

PROGRAMME CONTENT CONTINUED

PROBLEM SOLVING AND COMMUNICATION

- Motivational Theories
- Business Team Motivation
- Business Team Culture
- Workplace Diversity
- Creating an Inclusive Business Environment

STUDY COMMITMENT

Total duration: 34 weeks part time or 17 weeks full time

Part-time requires 15 hours study weekly

Full-time requires 35 hours study weekly



COURSE REQUIREMENTS

You must have access to a computer and a reliable internet connection to complete these studies, we will provide you with Office 365.

ENTRY CRITERIA

- Students must be 16 years of age and over
- Students must be residing in New Zealand for the duration of their studies
- This programme is only available to New Zealand and Australian citizens and permanent residents.
- Students will be required to have NCEA Level 2 or the equivalent, this includes:
 1. Minimum of 10 numeracy and 10 literacy credits at Level one or higher on the Directory of Assessment Standards; and
 2. 60 credits at Level two or above with at least 12 credits in each of three subjects including a minimum of 8 literacy credits at Level 2 or higher in English or Te Reo Māori.
- Provisional entry
 1. Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success.