

# FEES FREE

## NEW ZEALAND DIPLOMA IN BUSINESS (Leadership and Management, Level 5)

### FOSTERING HIGH PERFORMING STRATEGIC LEADERSHIP



Enrol in our fully-funded online training today!

Enhance your business knowledge, strengthen leadership acumen, strategic thinking, and operations management all the while gaining a nationally recognised Diploma in Business online.

### 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.

### PROGRAMME CONTENT

**This NZQA recognised programme is worth a total of 120 NZQA credits.**

Each of the six courses completed during this programme are worth 20 credits.

#### INTRODUCTION TO BUSINESS OPERATIONS

- Business Operations
- Accounting
- Marketing
- Sales
- Human Resources
- Risk Management

#### BUSINESS DECISION MAKING

- Internal Business Environment
- External Business Environments
- Problem Solving Techniques
- Solving Problems Creatively
- Organisational Change
- Innovation and Change Management

## BUSINESS COMMUNICATION

- Business Communication
- Barriers to Business Communication
- Communicating with Business Stakeholders
- Cross-cultural Communication
- Professional Business Communication
- Ethical Communication

## MANAGING PEOPLE

- Operational Issues and Challenges in Business
- What to Consider in People Performance
- Managing People Performance
- Techniques for Establishing Continuous Improvement
- Workplace Culture
- Workplace Diversity
- Internal and External Staff Compliance

## LEADERSHIP

- What is Leadership?
- Leadership Styles
- Motivating and Inspiring Staff
- Implementing Business Activities
- Leading Change
- Leading Projects

## OPERATIONS MANAGEMENT

- What is Operations Management?
- Operational Issues and Challenges
- Areas for Improvement in Business
- Business Improvement Plans
- Establish Continuous Improvement Strategies

## STUDY COMMITMENT

Total duration: 66 weeks part time or 34 weeks full time

Part-time requires 15-20 hours study weekly

Full-time requires 35-40 hours study weekly



## 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.