

## National Certificate in Business (Level 3)



**NZIM Northern**

**Venue: DLA Philips Fox Tower**

**Level 4, 209 Queen Street**

**Auckland**

Total cost \$4,000+GST (Members) or \$5,000+GST (Non Members) or an individual module payment option is available

<b>Workshop Title</b>	<b>Workshop Dates</b>
<b>Introduction to Management</b> <b>3 days</b> <b>(Choose 1 set of dates)</b>	7 – 9 February 2011
	11 – 13 May 2011
	28 – 30 September 2011
	16 – 18 November 2011
	22 – 24 February 2012
<b>Effective Business Writing</b> <b>1 day</b> <b>(Choose 1 set of dates)</b>	26 January 2011
	17 February 2011
	14 March 2011
	9 May 2011
	13 June 2011
	4 August 2011
	17 October 2011
	11 November 2011
	25 January 2012
	8 February 2012
12 March 2012	
<b>Interpersonal Communication Skills</b> <b>2 days</b> <b>(Choose 1 set of dates)</b>	21 -22 February 2011
	4 – 5 April 2011
	16 – 17 May 2011
	7 – 8 July 2011
	22 – 23 August 2011
	22 – 23 September 2011
	9 – 10 November 2011
	1 – 2 December 2011
20 – 21 February 2012	

*NB: There are a number of assessments that need to be completed and assessed as competent before you can be awarded the National Certificate in Business (First Line Management) (Level 3). Workshops do not need to be completed in a sequential order.*

Please fill out attached booking form fax or scan email to NZIM Northern

Fax 09 303 9109                      [enquiries@nzimnorthern.co.nz](mailto:enquiries@nzimnorthern.co.nz)

Should you have any questions regarding this programme please contact one of our NZIM Northern Learning and Development Team on 09 303 9100 or 0800 800 694.



**National Certificate in Business (First Line Management)  
(Level 3)  
Allocated Unit Standards and Credits**

Unit Standard	Course	Title	Level	Credits
1312	Interpersonal Communications	Give oral instructions in the workplace	3	3
9705	Interpersonal Communications	Give and respond to feedback on performance	3	3
11097	Interpersonal Communications	Listen to gain information in an interactive situation	3	3
1307	Interpersonal Communications	Speak to a specified audience in a predictable situation	3	3
1304	Interpersonal Communications	Communicate with people from other cultures	2	2
9704	Interpersonal Communications	Manage interpersonal conflict	4	6
16342	Introduction to Management	Identify key workplace organisational principles	4	4
16614	Introduction to Management	Apply time management concepts and methods in business situations	4	3
24871	Introduction to Management	Demonstrate knowledge of Performance management, motivation theory and performance reviews in the workplace	3	8
23396	Introduction to Management	Demonstrate knowledge of performance management planning	4	3
18336	Introduction to Management	Demonstrate and apply knowledge of team building skills	4	5
9681	Introduction to Management	Contribute within a group/team which has an objective	3	3
3491	Effective Business Writing	Write a report	4	3
16612	Effective Business Writing	Use effective business writing skills in a business organisation	4	4
<b>Total Credits</b>				<b>53</b>



**NATIONAL CERTIFICATE IN BUSINESS – LEVEL 3  
NZIM PUBLIC PROGRAMME PARTICIPANT ENROLMENT FORM**

Full Name: \_\_\_\_\_ NSI Number (if allocated): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
(e.g. NZ European, NZ Maori, Pacifica, Chinese)

Private address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m)

Email contact: \_\_\_\_\_ Please tick box if you do not wish to receive regular NZIM Northern updates

Special health or dietary needs: \_\_\_\_\_

Employer: \_\_\_\_\_

Position held: \_\_\_\_\_ Authorising Officer \_\_\_\_\_

NZIM Region attending \_\_\_\_\_ Northern \_\_\_\_\_

Dates you wish to attend:

Introduction to Management	Interpersonal Communications	Effective Business Writing

I hereby certify that the above information is correct. I also authorise the release of information to the New Zealand Institute of Management (NZIM)

Signature: \_\_\_\_\_

Please fill out attached booking form fax , scan or email to NZIM Northern Fax 09 303 9109 or email enquiries@nzimnorthern.co.nz