

National Certificate in Business (First Line Management) (Level 4)



NZIM Northern
Venue: DLA Philips Fox Tower
Level 4, 209 Queen Street
Auckland

Investment \$5,000+GST (Members) \$6,250+GST (Non Members)

Workshop Title	Workshop Dates
Team Leader – Essential Skills - 3 days (Choose 1 set of days)	25 – 27 January 2011
	13 – 15 April 2011
	18 – 20 July 2011
	19 – 21 October 2011
	25 – 27 January 2012
Team Leader – Building Effective Teams 3 days (Choose 1 set of days)	9 – 11 February 2011
	11 – 13 May 2011
	15 – 17 August 2011
	9 – 11 November 2011
	20 – 22 February 2012
Team Leader – Operational Leadership 3 days (Choose 1 set of days)	9 – 11 March 2011
	15 – 17 June 2011
	14 – 16 September 2011
	5 – 7 December 2011
	19 – 21 March 2012

NB: There are a number of assessments and/or projects that need to be completed and assessed as competent before you can be awarded the National Certificate in Business (First Line Management) (Level 4).

Workshops do not need to be completed in a sequential order.

Please see website for individual programme outlines.

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

Fax 09 303 9109

enquiries@nzimnorthern.co.nz

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



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Unit Standard	Domain	Title	Level	Credits
1987	People Development & Coordination	Develop strategies to establish and maintain positive workplace relationships	4	5
23396	People Development & Coordination	Demonstrate knowledge of performance management planning	4	3
16342	Systems & Resources Management	Identify key workplace organisational principles	4	4
23397	People Development & Coordination	Plan and monitor performance of others	5	6
9704	Interpersonal Communications	Manage interpersonal conflict	4	6
8495	Developing & Coordinating People	Develop self to improve performance	5	5
15189	Systems & Resources Management	Implement a health and safety plan for a workplace	4	4
16612	Writing	Use effective business writing skills in a business organisation	4	4
11647	Business Information Management	Present business information for a business purpose	5	5
16614	Systems & Resources Management	Apply time management concepts and methods in business situations	4	3
18338	Systems & Resources Management	Prepare and implement a project as a member of a project team	4	5
Total Credits				50

Team Leader Series Essential Skills (3 days)				
U/S	Domain	Title	Level	Credits
16612	Writing	Use effective business writing skills in a business organisation	4	4
11647	Business Information Management	Present business information for a business purpose	5	5
16614	Systems & Resources Management	Apply time management concepts and methods in business situations	4	3
8495	Developing & Coordinating People	Develop self to improve performance (<i>Elements 1 & 2 only</i>)	5	N/A
18338	Systems & Resources Management	Prepare and implement a project as a member of a project team (<i>Elements 1 & 2 only</i>)	4	N/A
Total Credits				12
Team Leader Series -Building Effective Teams (3 days)				
U/S	Domain	Title	Level	Credits
23396	People Development & Coordination	Demonstrate knowledge of performance management planning	4	3
23397	People Development & Coordination	Plan and monitor performance of others	5	6
9704	Interpersonal Communications	Manage interpersonal conflict	4	6
15189	Systems & Resources Management	Implement a health and safety plan for a workplace	4	4
Total Credits				19
Team Leader Series Operational Leadership (3 days)				
U/S	Domain	Title	Level	Credits
16342	Systems & Resources Management	Identify key workplace organisational principles	4	4
1987	People Development & Coordination	Develop strategies to establish and maintain positive workplace relationships	4	5
8495	Developing & Coordinating People	Develop self to improve performance (<i>Element 3 only</i>)	5	5
18338	Systems & Resources Management	Prepare and implement a project as a member of a project team (<i>Elements 3 & 4 only</i>)	4	5
Total Credits				19

**NATIONAL CERTIFICATE IN BUSINESS – LEVEL 4
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 attending: _____

TL – Essential Skills	TL – Building Effective Teams	TL – Operation Leadership

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: _____