

New Zealand Certificate in Business-First Line Management Level 4



Want to Lead the Way?

Do you want to be an effective leader?

Do you have aspirations for more responsibilities?

Are you looking to add value to your current role?

**Come and be part of
the WILSS experience.**



COURSE INFORMATION 2020

Course Start Date: **March 20, 2020**

WORKSHOPS: will run 9-12pm every Friday morning for 10 weeks, starting from the 20th

There will be additional support offered towards the completion date in October

VENUE: WILSS 178 Ruakura Rd, Hillcrest, Hamilton.

COST: \$150+gst per person



What's IN IT For Me? (WIIFM)

- **Technical knowledge and skills**
Understanding and managing work flow to achieve team objectives
- **People skills**
Increase on knowledge, experience and develop strategies for effective communication
- **Affective skills**
Lead a team to demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner
- **Business environment**
Understanding different leadership styles, policies and procedures in the workplace environment

**For further
information
contact**

Naomi Bates

(Sport Programmes Manager)

Phone: 07 839 9908

Mobile: 027-232-9025

Email: naomi@wilss.ac.nz

Website: www.wilss.ac.nz

New Zealand Certificate in Business-First Line Management Level 4



Entry Criteria

To be eligible to attend this course, participants need to be currently working in a paid or volunteer position

It is recommended for your learning if you have the support of the management team you work or volunteer for

Early registration is recommended as participant numbers are limited to 20.

Who should enrol?

People looking to move up as managers or leaders in their workplace

People who have an interest in developing their clubs or organisations towards success

- managers
- team leaders
- administrators
- committee members
- community and volunteer coordinators
- officials
- development officers
- school coordinators and administrators
- community liaison workers
- youth workers



Graduates of this qualification will be able to:

- Respond appropriately to achieve objectives.
- Motivate and involve a team to achieve the team's objectives
- Communicate to develop relationships
- Manage relationships within a team to sustain a productive environment.
- Promote an inclusive environment
- Value diversity for positive performance
- Match the right leadership style to the right environment
- Understand internal policies, legislation

**For further
information
contact**

Naomi Bates

(Sport Programmes Manager)

Phone: 07 839 9908

Mobile: 027-232-9025

Email: naomi@wilss.ac.nz

Website: www.wilss.ac.nz