



Take your leaders to the next level

# New Zealand Certificate in Business (First Line Management) Level 4

Ready to grow the leadership strength within your business? This programme is designed for team leaders and supervisors who are ready to step up and master the skills needed for professional management and high-level leadership.

Your people will gain the confidence and capability to thrive in today's fast-paced business environment. They'll learn how to lead teams effectively, communicate with impact, manage performance, navigate change, plan strategically, solve problems, understand workplace principles, ensure legal compliance – and more.

Strong managers combine real-world operational experience with outstanding leadership ability. Leading a team or managing a business requires a different skill set than doing the job itself – and this programme builds exactly that.

Whether you're preparing someone for a leadership role or strengthening your existing team, this is the ideal way to equip them for greater responsibility and long-term success.

## Programme features – Skills for Success

Your employees will develop vital leadership skills and knowledge for management:

- ▶ team building
- ▶ change management
- ▶ strategic planning for a positive workplace
- ▶ problem solving and decision making
- ▶ report writing
- ▶ effective team and stakeholder communications
- ▶ skills and performance management
- ▶ key workplace principles
- ▶ setting and achieving team goals
- ▶ time and quality management
- ▶ professional and ethical behaviour
- ▶ legal and policy compliance.

Find out more: <https://earnlearn-tepukenga.ac.nz/careers-and-courses/business-management>

## EarnLearn –SERVICES–

This essential skills programme is just one of many that will benefit your business and employees. Talk to your EarnLearn account manager for no obligation advice and programmes to fit your needs or email us:

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