
National Certificate in Business (FLM) - Level 3

"A business has to be involving, it has to be fun, and it has to exercise your creative instincts." - Richard Branson

The National Certificate in Business (First Line Management) qualification is the first of two qualifications for people who are, or are aspiring to be, first line managers, team leaders, supervisors, or charge hands. With a mix of theory and practical application the programme is focussed around the essential oral communication skills required of first line managers, as well as a diverse range of outcomes to allow the qualification to be focused on the specific needs of the individual, business, or workplace.

This programme can then lead you into other qualifications such as the [National Certificate in Business - Level 4](#).

Learning Outcomes

The National Certificate in Business (First Line Management) - Level 3 is made up of three achievable modules over six days training that collectively make up the required unit standard credits for achievement.

Modules can also be taken individually - click below for their learning outcomes and pricing:

- [Management Fundamentals](#)
- [Interpersonal Communication Skills](#)
- [Effective Business Writing](#)

Each training session is highly interactive and allows participants to learn the key skills required of a new manager. On attending the required modules and completing the relevant assessments participants can gain the nationally recognised National Certificate in Business - Level 3.

This qualification is also a great entry level programme that is available to be run as an in-company training course for your business. Contact the team for more details and we can let you know if you may be eligible for ITO (Industry Training Organisation) funding.

Locations	Dates	Member Price	Non Member Price
NZIM Auckland	Start 18 Feb 2014	\$3,500	\$4,000
NZIM Wellington	Start 12 March 14	\$3,500	\$4,000
NZIM Auckland	Start 4 June 2014	\$3,500	\$4,000
NZIM Wellington	Start 13 Aug 2014	\$3,500	\$4,000
NZIM Auckland	Start 13 Oct 2014	\$3,500	\$4,000
NZIM Wellington	Start 11 Nov 2014	\$3,500	\$4,000

National Certificate in Business (FLM) - Level 4

"As we look ahead into the next century, leaders will be those who empower others."Bill Gates

This National Certificate in Business (First Line Management) qualification is the second of two qualifications for people who are likely to be responsible for managing people, resources, and/or work operations. With a mix of theory and practical application the programme is focussed around three key areas of team leadership and the essential communication skills required of first line managers, as well as a diverse range of outcomes to allow the qualification to be focused on the specific needs of the individual, business, or workplace.

This programme can then lead you into other qualifications such as the [NZIM Diploma in Frontline Management - Level 5](#)

Learning Outcomes

The National Certificate in Business (First Line Management) - Level 4 has three modules that collectively make up the required credits for achievement.

Modules can also be taken individually - click below for their learning outcomes and pricing:

- [Team Leader - Essentials](#)
- [Team Leader - Building Effective Teams](#)
- [Team Leader - Operational Management](#)

Each training session is highly interactive and allows the participant to learn the key skills required of a new manager. On completion of all assessments and attendance of the required face-to-face sessions, participants can gain the unit standard credits towards the National Certificate in Business - Level 4.

This qualification is also available to be run as an in-company training programme for your business. You may also be eligible for ITO (Industry Training Organisation) funding.

Locations	Dates	Member Price	Non Member Price
NZIM Auckland	Start 10 Feb 2014	\$4,500	\$5,500
NZIM Wellington	Start 10 Feb 2014	\$4,500	\$5,500
NZIM Invercargill	Start 10 April 2014	\$4,500	\$5,500
NZIM Auckland	Start 15 April 2014	\$4,500	\$5,500
NZIM Dunedin	Start 12 June 2014	\$4,500	\$5,500
NZIM Wellington	Start 25 June 2014	\$4,500	\$5,500
NZIM Auckland	Start 28 Aug 2014	\$4,500	\$5,500
NZIM Wellington	Start 24 Sept 2014	\$4,500	\$5,500

National Certificate in Adult Education and Training - Level 4

“In learning you will teach, and in teaching you will learn.” Phil Collins

The National Certificate in Adult Education and Training (Level 4) is a qualification for people delivering and/or assessing adult education and training. This qualification has been designed for people with diverse backgrounds and experience who are seeking a qualification in the adult education and training field.

People awarded this qualification are able to identify diverse cultural needs of learners, and establish and maintain a culturally safe and inclusive learning environment. The qualification modules also reflect competency in the delivery and assessment of adult education and training and may include skills gained in an open and distance learning environment.

Learning Outcomes

The National Certificate in Adult Education and Training - Level 4 has TWO compulsory* modules and ONE elective module that collectively make up the required credits for achievement.

Modules can also be taken individually - click below for their learning outcomes and pricing:

- **[Train the Trainer*](#)** - Unit Standards: 7091, 7096, 19444
- **[Needs Analysis and Programme Design*](#)** - Unit Standards: 7105, 7093
- **[Facilitation Skills](#)** - Unit Standard: 7097
- **[Workplace Assessment](#)** - Unit Standards: 4098, 11281

Each training session is highly interactive and allows the participant to learn the key skills required of a new manager. On completion of all assessments and attendance of the required face-to-face sessions, participants can gain the unit standard credits towards the National Certificate in Adult Education and Training (Level 4).

This qualification is also available to be run as an in-company training programme for your business. You may also be eligible for ITO (Industry Training Organisation) funding.

For a clear one page view on how this qualification is made up - **[CLICK HERE](#)**

Locations	Dates	Member Price	Non Member Price
NZIM Auckland	Start 17 Feb 2014	\$4,500	\$5,500
NZIM Wellington	Start 3 April 2014	\$4,500	\$5,500
NZIM Auckland	Start 9 June 2014	\$4,500	\$5,500
NZIM Wellington	Start 14 Aug 2014	\$4,500	\$5,500
NZIM Auckland	Start 25 Sept 2014	\$4,500	\$5,500
NZIM Wellington	Start 19 Nov 2014	\$4,500	\$5,50

NZIM Diploma in Management - Level 5

“We have to build the framework in which we will execute the tasks.” LTG Christianson

With the NZIM Diploma in Management - Level 5 participants will undertake a wide range of management roles and tasks through a series of modules focusing on business and management trends and contexts. You will get to analyse issues in your workplace and react using these skills and tasks to resolve the issues.

Key subjects in the course will provide the participant with the knowledge and skills relating to general management, business communication, working in groups, applied research and leadership. They will contribute positively to the goals and culture of the organisation whilst making you a better manager.

This programme can then lead you into other qualifications such as the [NZIM Diploma in Management Advanced - Level 6](#)

Programme Structure

The NZIM Diploma in Management - Level 5 is made up of the following papers that make up the required 120 credits for achievement.

Modules can also be taken individually - click below for their learning outcomes and pricing:

Three Level 5 papers

- [Accounting Principles](#) (500)
- [Business Communication](#) (560)
- [Organisations and Management](#) (530)

Three Level 6 papers

- [Applied Management](#) (636)
- [Human Resource Management](#) (633)
- [Leadership](#) (630)

Each training session is highly interactive and allows the participant to learn the key skills required of a new manager. On completion of all assessments and attendance of the required face-to-face sessions, participants will achieve the NZIM Diploma in Management - Level 5.

Participants who complete this qualification will also have achieved three of the eight papers required to make the perfect staircase up to the [NZIM Diploma in Management Advanced - Level 6](#)

This qualification is also available to be run as an in-company training programme for your business.

Please note: If you are studying this qualification with another training provider, paper options will differ, please refer to [this section](#) of our website.

Locations	Dates	Member Price	Non Member Price
NZIM Auckland	Start 2 April 2014	\$7,000	\$8,000
NZIM Wellington	Start 18 June 14	\$7,000	\$8,000
NZIM Auckland	Start 29 Sept 2014	\$7,000	\$8,000
NZIM Wellington	Start 13 Oct 2014	\$7,000	\$8,000

NZIM Diploma in Frontline Management - Level 5

“Leadership is not about titles, positions or flowcharts. It is about one life influencing another.” John C. Maxwell

With the NZIM Diploma in Frontline Management - Level 5, participants will undertake a wide range of complex frontline management roles and tasks through evaluating their work in terms of its effect on business and management contexts. You will get to analyse issues in your workplace and act using these skills and tasks to resolve the issues.

Key subjects in the course include management, leadership, workplace relations, facilitating work teams, planning, information and accounting systems, customer service, safety and health, and change management. They will contribute positively to the goals and culture of the organisation whilst making you a better frontline manager.

This programme can then lead you into other qualifications such as the [NZIM Diploma in Management Advanced - Level 6](#)

Learning Outcomes

The NZIM Diploma in Frontline Management - Level 5 has SIX compulsory modules covering TWELVE relevant and specific topics that collectively make up the required credits for achievement.

Module Topics include:

- Managing Workplace Priorities & Professional Development (DFM1)
- Managing Effective Workplace Relationships (DFM2)
- Manage Projects (DFM3)
- Presentation Skills (DFM4)
- Ensure Team Effectiveness (DFM14)
- Facilitate and Capitalise on Change and Innovation (DFM9)
- Risk Management (DFM8)
- Manage Operational Plan (DFM10)
- Manage Quality Customer Service (DFM5)
- Ensure a Safe Workplace (DFM12)
- Manage People Performance (DFM6)
- Develop a Workplace Learning Environment (DFM11)

Each training session is highly interactive and allows the participant to learn the key skills required of a new manager. On completion of all assessments and attendance of the required face-to-face sessions, participants will gain the required credits to achieve the NZIM Diploma in Frontline Management - Level 5.

This qualification is also available to be run as an in-company training programme for your business.

Locations	Dates	Member Price	Non Member Price
NZIM Auckland	Start 13 May 2014	\$7,000	\$8,000
NZIM Wellington	Start 1 July 2014	\$7,000	\$8,000

NZIM Diploma in Project Management - Level 5

"All project managers face problems on Monday mornings - good project managers are working on next Monday's problems."

The NZIM Diploma in Project Management - Level 5 recognises the skills and knowledge of a project manager. People awarded this qualification will have demonstrated that they have taken responsibility for managing projects, including managing the work of others within a project team.

The qualification enables a project manager to demonstrate competencies across a range of industry, private sector, public sector, and community contexts.

The NZIM Diploma in Project Management is delivered over 9 days and 4 consecutive months. Modules 1 - 4 covers all aspects of project management as well as the inclusion of a specialist day for MS Project. The programme is designed to provide participants with practical tools for immediate implementation and application and suits all industries.

Learning Outcomes

Module One - Project Conception	Module Two - Project Development
<ul style="list-style-type: none"> * Project Management Overview * Project terminology * Stakeholders and structures * Project selection * Prioritising and definition * Project feasibility * Business cases * Project proposals and charters 	<ul style="list-style-type: none"> * Project work breakdown and structures * Work package estimating and budgeting * Critical path analysis * Scheduling work including Gantt Charts * Resource levelling and allocation * Pre-empting implementation problems * Project plan components * Microsoft Project Session
Module Three - Execute Project	Module Four - Project Finish
<ul style="list-style-type: none"> * Leadership, motivation and team building * Delegation and contract management * Risk management * Stakeholder management * Communications and project control * Managing performance * Variations, variance, issues and risks * Earned value analysis and performance curves 	<ul style="list-style-type: none"> * Handover process * Project closure procedures * Project evaluation & benefits review * Post-project reporting * Visit a project site * Guest speakers * PMBOK review * Project presentation

Locations	Dates	Member Price	Non Member Price
NZIM Auckland	Start 20 March 14	\$7,000	\$8,000
NZIM Invercargill	Start 7 April 2014	\$7,000	\$8,000
NZIM Wellington	Start 8 May 2014	\$7,000	\$8,000
NZIM Auckland	Start 19 Aug 2014	\$7,000	\$8,000
NZIM Wellington	Start 9 Oct 2014	\$7,000	\$8,000

NZIM Diploma in Management (Advanced) - Level 6

"The task of leadership is not to put greatness into people, but to elicit it, for the greatness is there already." John Buchan

The NZIM Diploma in Management Advanced - Level 6 is an innovative, comprehensive programme designed to extend and develop the potential of key managers and leaders within an organisation.

The level of leadership, technical expertise and overall business aptitude needed to successfully manage business units or organisations is always increasing and therefore leaders and managers must be adept at seeking business solutions, being creative and innovative in their approach whilst also ensuring they provide influence within their organisation and outside of their organisation.

Participants who have completed the [NZIM Diploma in Management](#) are able to cross-credit some papers to this programme.

Learning Outcomes

The NZIM Diploma in Management Advanced - Level 6 is made up of **EIGHT** modules in total that collectively make up the required credits for achievement.

Modules can also be taken individually - click below for their learning outcomes and pricing:

- [Leadership](#) (630)
- [Applied Management](#) (636)
- [Strategic Management](#) (994)
- [Operations Management](#) (632)
- [Change Management](#) (962)
- [Human Resource Management](#) (633)
- [Health and Safety Management](#) (991)
- [Marketing Planning and Control](#) (648)

Each training session is highly interactive and allows the participant to learn the key skills required of a senior manager. Each programme is also available as an individual course. On completion of EIGHT assessments and attendance of the required face-to-face sessions, participants gain the credits to receive the NZIM Diploma in Management Advanced - Level 6.

This qualification is also available to be run as an in-company training programme for your business.

Locations	Dates	Member Price	Non Member Price
NZIM Auckland	Start 25 March 14	\$9,500	\$10,500
NZIM Wellington	Start 12 May 2014	\$9,500	\$10,500
NZIM Auckland	Start 11 Aug 2014	\$9,500	\$10,500
NZIM Wellington	Start 15 Sept 2014	\$9,500	\$10,500