



Find out more!

Grow the hands-on management capability in your team

New Zealand Certificate in Project Management (Level 4)

Behind every successful project is a skilled project manager. They bring structure, clarity, and momentum – ensuring teams stay focused, timelines are met, and goals are achieved. From managing risks to optimising resources, project managers are essential for delivering quality outcomes on time and on budget.

Programme features – Skills for Success

This programme helps your trainees to develop the strong communication skills essential to leading a great team. They will also gain confidence in:

- ▶ **Define project goals:** Clarify what the project needs to achieve and align it with business objectives.
- ▶ **Create a project plan:** Develop timelines, budgets, and resource plans to map out how the project will be delivered.
- ▶ **Assemble and lead the team:** Choose team members, assign tasks, and keep everyone aligned and motivated.
- ▶ **Manage resources and budgets:** Ensure the project has what it needs – whether it's time, money, or people – without overspending.
- ▶ **Monitor progress:** Track milestones, identify risks, and adjust plans as needed to keep the project on course.
- ▶ **Communicate with stakeholders:** Keep clients, senior management, and team members informed and engaged throughout the project.
- ▶ **Solve problems:** Tackle issues as they arise, from delays to team conflicts, with a focus on keeping the project moving forward.
- ▶ **Close the project:** Wrap up deliverables, evaluate success, and document lessons learned for future projects.

Find out more: www.ServiceIQ.org.nz/training/business-and-management

ServiceIQ

Industry Qualifications

We are the workplace training specialist for service sector employers in aviation, hospitality, retail, travel, tourism, and museums. We help our customers succeed by growing their talent.

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