





He kōpara te manu nāna I eke te kāpuhipuhi o te kahikatea rā A bellbird that ascends to the top of the kahikatea tree

Empowering Potential, Delivering ResultsCapability building for individuals, teams, and organisations.

At Kāpuhipuhi Wellington Uni-Professional, we understand the challenges of achieving more with fewer resources. Investing in the growth and capability of individuals, teams, and organisations is the key to delivering impactful results while fostering a culture of appreciation and growth.

Our professional development programmes are tailored to meet the unique needs of your organisation, drawing on over 100 years of expertise in capability building and a legacy of academic excellence from Te Herenga Waka—Victoria University of Wellington.

Whether through short courses, micro-credentials, customised programmes, or international collaborations, our learning experiences are practical, engaging, and immediately applicable—empowering your people to thrive in dynamic environments. Together, we can build the skills that drive success and make your workforce feel valued and inspired.

The Kāpuhipuhi Wellington Uni-Professional Team





Unlock Your Potential:

A Pathway for Every Professional

From free events and short courses to micro-credentials, executive development, and degree programmes, Kāpuhipuhi Wellington Uni-Professional offers flexible, high-quality learning tailored to your needs. Backed by a world-class university, our professional development pathways help you gain practical skills, achieve formal recognition, and advance your career.

Capability Building **Events**

Short courses

Executive development

Microcredentials

Degree programmes

Learning & Engagement Partners

Your dedicated partner every step of the way



Maciu Raivoka

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Talk to Maciu about **Pacific Cultural** Competency, Diplomacy and Leadership, and customised programmes for your organisation. We develop and offer sector and organisational capability building programmes co-designed with you.



Marie Cocker

Waea **+64 (21) 552335**

Īmēra marie.cocker@ wellingtonuniprofessional.nz

Talk to Marie about Māori cultural competency and Te Tiriti / Treaty of Waitangi knowledge and application, public and private **Te Reo** Māori, and tikanga short courses Our Te Reo Māori courses are now available as a micro-credential.



Jacoba Holland

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Īmēra jacoba.holland@ wellingtonuniprofessional.nz

Talk to Jacoba about micro-credentials and how we can partner with you to develop and offer microcredentials that meet a capability gap, **align** with your organisation or industry / sector learning strategies, and gain university credits at undergraduate or post-graduate level.



Chris Ortiz

Waea +64 (21) 1676670

Īmēra chris.ortiz@ wellingtonuniprofessional.nz

Chris specialises in our **Government** and Public Policy, Communication and **Engagement, Business** Management and Administration, and **Strategy and Design** short courses. Talk to Chris about running private courses inhouse for your team or organisation.



Anika Maddalena

Waea **+64 (21) 02986478**

Īmēra anika.maddalena @wellingtonuniprofessional.nz

Anika specialises in our **Leadership Programmes, Managing** Yourself, Cultural Competency, Project **Management and Data** and Information short courses. Talk to Anika about running private courses in-house for your team or organisation.







■ Wellington Uni-Professional, PO Box 600, Wellington 6140 Pipitea Campus, Level 2, Rutherford House, 23 Lambton Quay, Wellington 🚺 🐞





Short Courses & Programmes

If you're looking to build your individual capability, take a pick from Aotearoa New Zealand's largest range of contemporary professional development courses. Covering topics from leadership to cultural competency to communication and project management, Kāpuhipuhi Wellington Uni-Professional has the course for you.

Customised Programmes

We develop integrated programmes that meet your organisation's capability priorities and practical requirements. They can range from an intensive programme of one week, to sessions over several months.

Programmes can include content-based teaching, workshops, guest speakers, action learning components, self-reflection, project-based learning, senior leadership team and/or management involvement, e-learning or remote teaching, and other components.

Our programmes draw on contributions from subject-matter experts, senior practitioners, consultants, facilitators, and leaders in the field. They are led by a Programme Manager who has oversight for the programme.

Whatever training goal your business or industry group wants to achieve, we've got the people, structures, and tools to reach it efficiently—and effectively.

In all cases, an experienced Programme Manager will help you decide the programme's content, structure and environment—working with the ideal course presenter, and your organisation's leadership team.

Capability Building Events

Discover fresh perspectives and practical insights with our free capability event series. These short sessions, delivered online and in-person, explore topical professional development themes to inspire and upskill busy professionals. Enjoy a quick and engaging way to build your knowledge and connect with others.

To receive further information or register your interest, visit our website or email profdev@vuw.ac.nz

Co-designed with you



Your Professional Development Journey

Recognise • Upskill • Achieve

In today's competitive landscape, professional growth isn't just an option—it's a necessity. At Kāpuhipuhi Wellington Uni-Professional, we make it easy for working professionals to enhance their skills, gain recognition, and take the next step in their careers.

Our short courses and micro-credentials are designed to fit into your busy schedule and align with your career goals. As you complete them, you'll earn Digital Badges—secure, sharable credentials that showcase your achievements to colleagues, employers, and industry peers.

Leverage your learning to build evidence for your career development

Digital Badges are awarded for our short courses and micro-credentials to recognize your achievements. Badges include what you have learnt, achieved and the hours of learning.

Badges can be used as evidence for Continuing Professional Development (CPD) requirements.

You can share your badges on LinkedIn, in your CV, and on professional portfolios, providing a modern, verifiable way to showcase your capabilities.



WHAT ARE CPD POINTS?

Continuing Professional Development (CPD) points are a measure of the time and effort invested in ongoing learning to maintain and enhance professional skills. They help professionals meet industry standards, stay up to date with best practices, and demonstrate commitment to career growth.

UNDERSTANDING COURSE STAR RATINGS *****

Our course star ratings reflect the feedback from past learners, based on their overall satisfaction with the course. These ratings provide insight into the learning experience and help you choose the right course for your needs.



Course Categories

Explore our course categories to find the perfect fit for your needs and aspirations

LEADERSHIP PROGRAMMES & COURSES

Are you ready to take the next step on your leadership journey? Whether you're an aspiring, emerging, or experienced leader, we have something for you. From one-day workshops to multi-week programmes, we cover women's leadership, team management, strategic decision-making and more.

MANAGING YOURSELF

Feel more confident, resilient and productive in your role. These courses are for professionals who want to develop personal effectiveness through skills like emotional intelligence, time management, and self-leadership.

COMMUNICATION & ENGAGEMENT

Build stronger connections and communicate with greater impact. Whether it's mastering public speaking, navigating tough conversations, or influencing stakeholders, we've got course options for you.

CULTURAL COMPETENCY & TE TIRITI 10

Do you work in diverse teams or engage with different communities? Are you new to Aotearoa or have never had the opportunity to learn about Te Tiriti before? Courses cover Te Tiriti o Waitangi, unconscious bias, and Māori and Pasifika cultural engagement.

TE REO MÃORI 11

Gain University recognised qualifications. Whether you're just starting your te reo Māori journey, or looking to take the next step, our four levels of beginner courses and workplace-focused micro-credential offer a pathway for every learner. Learn in person or online.

DATA & AI 12

Unlock the power of data and artificial intelligence to drive success. Our courses are ideal for professionals who want to make data-driven decisions, visualise insights, or understand how AI can transform their and their organisations work.

STRATEGY & DESIGN

Do you want to tackle complex challenges with innovative solutions? Courses include design thinking, systems thinking, and strategic frameworks for innovation.

Let's get started! Find the category that matches your goals and begin your journey today.

6 PROJECT MANAGEMENT

projects.

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Are you managing projects as part of your role and looking for better tools and techniques?
From foundational skills to advanced frameworks like Agile, our courses will help you deliver successful

BUSINESS MANAGEMENT

& ADMINISTRATIONLevel up your business or administration skills.

Level up your business or administration skills. Explore courses on finance fundamentals, stakeholder engagement, minute-taking, and digital technologies for the workplace.

GOVERNMENT & PUBLIC POLICY

15 nfluence policy

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Do you work in the public sector or want to influence policy? Build your expertise with courses on policy analysis, public governance, and effective writing for ministers.

MICRO-CREDENTIALS FOR PROFESSIONALS 16

Gain University recognition of your skills. Our micro-credentials focus on practical, in-demand topics like restorative practice, privacy, and digital accessibility

MICRO-CREDENTIALS FOR EDUCATORS

Gain University recognized qualifications, designed for educators. From mentoring to contemporary teaching approaches, our courses support teachers at all levels.

UNIVERSITY CERTIFICATIONS & MASTERS PROGRAMMES

Are you ready to take your career to the next level? Explore postgraduate certificates, diplomas, and Master's programmes tailored to working professionals

Every \$1.00 invested in learning is associated with an additional \$4.70 return for the organisation.

The Business Return on Learning and Development, DeakinCo, 2022

Leadership Programmes

EMERGING LEADERS PROGRAMME

In-Person

******4.8**

Accelerate your leadership journey by maximizing your strengths to achieve through others. Gain practical tools, leadership techniques, and the confidence to succeed in your leadership journey.

Duration: Three days

CPD: 22.5hrs **Fee:** \$2,595 + GST

ASPIRE: WOMEN'S LEADERSHIP DEVELOPMENT PROGRAMME

In-Person

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Designed to elevate women's leadership potential, this programme builds confidence, impact, and effectiveness. Explore strategies to overcome barriers and drive organisational performance through diverse, empowered leadership.

Duration: Eight half-days over four months

CPD: 30hrs **Fee:** \$3,595 + GST

HINE MATARAU

In-Person New Course

Embark on a transformative leadership journey designed to empower wāhine through holistic coaching grounded in Mātauranga Māori. This programme addresses key challenges that can hinder women's progress, equipping participants with the skills and resources to overcome obstacles and lead with confidence and authenticity.

Duration: Two hours per fortnight for twelve weeks **CPD:** 26hrs **Fee:** \$1,495 + GST

The Aspire programme gave me a huge confidence boost and understanding of leadership, especially for women in the workplace. It was inclusive, engaging and enjoyable – and I now have a great toolkit to up my leadership game.

Aspire: Women's Leadership Development

Programme Participant from Radio New Zealand

Leadership Courses

DRIVING PEOPLE PERFORMANCE: ESSENTIAL PEOPLE MANAGEMENT SKILLS

In-Person

New Course

Strengthen your leadership skills with this course. Learn practical techniques for managing performance, fostering a positive workplace culture, and inspiring your team. Gain the confidence to address challenges, empower your people, and drive outstanding results.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

LEADERSHIP FUNDAMENTALS

In-Person

★★★★★4.7

This engaging course is for anyone who is new to a leadership role. You will build an understanding of what leadership is today, identify your authentic leadership style and strengths, and build your confidence as you shift from being a team member into your first formally recognised leadership role.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

LEADERSHIP IN ACTION: PRACTICAL TOOLS FOR LEADERS

In-Person

Master leadership excellence through John Adair's Action-Centered Leadership model. Learn to balance task, team, and individual needs. Gain a deep understanding of your role as a leader and learn how to apply tools to make informed decisions, build high-

performing teams, and drive results.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

STRATEGIC LEADERSHIP: VISION, INFLUENCE, AND IMPACT

In-Person

New Course

New Course

Empower your leadership with the essential skills and mindset needed to drive meaningful change. Through interactive workshops, explore self-leadership, vision crafting, influence building, and strategic execution for transformative impact.

Duration: Three days over three months

CPD: 22.5hrs **Fee:** \$2,995 + GST

Managing Yourself

10 BEHAVIOURS OF SUCCESSFUL PEOPLE

In-Person ★★★★4.8

Unlock powerful self-management techniques to boost productivity and become truly focused on outcomes that matter in your professional and personal life. This course is followed up with a private one-on-one coaching session.

Duration: Two days + a 1-hour coaching session.

CPD: 16hrs **Fee:** \$1,795 + GST

BUILDING RESILIENCE AT WORK

In-Person ★★★★★4.5

Deepen your understanding of how we deal with challenges and explore strategies to boost your own resilience. You will walk away with helpful tools and greater confidence to not only deal with challenge, but grow from it.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

EMOTIONAL INTELLIGENCE

In-Person ★★★★4.7

Unlock the power of emotional intelligence to transform workplace interactions. Learn to identify, manage, and leverage emotions effectively, gaining practical tools to enhance communication, leadership, and team dynamics.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

This is a brilliant course that helps you find your reasonfor-being and 'life-compass'. Two weeks after the course the benefits are really starting to show. Wish I had done it a long time ago!



Communication & Engagement

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COACHING CONVERSATIONS

Transform everyday conversations with powerful coaching techniques. Learn to ask insightful questions that boost engagement, creativity, and innovation, supporting capability development within your organisation.

Duration: One day

In-Person

CPD: 7.5hrs **Fee:** \$895 + GST

CONFIDENT AND CREATIVE COMMUNICATION MASTERCLASS

In-Person New Course

Refine your communication skills in this hands-on workshop. Learn techniques to enhance public speaking, storytelling, and presentations, while infusing creativity and authenticity into your interactions. Gain tools to deliver compelling messages with precision and confidence.

Duration: Half day

CPD: 4hrs **Fee:** \$495 + GST

GROUP FACILITATION SKILLS

In-Person

Master the art of effective group facilitation. Learn techniques to make meetings more interactive, drive decision-making, find innovative solutions, and move projects forward with skilled, purposeful leadership.

Duration: Two days

CPD: 15hrs **Fee:** \$1,495 + GST

GROUP FACILITATION SKILLS MASTERCLASS

In-Person New Course

Master advanced facilitation techniques to lead workshops and discussions with confidence. Learn to engage participants, manage group dynamics, and handle challenging situations effectively. Perfect for building expertise in running impactful meetings or collaborative sessions with confidence.

Duration: Half day

CPD: 4hrs **Fee:** \$495 + GST

HARD-TO-HAVE CONVERSATIONS

In-Person ★★★★★4

Build courage and skills to navigate sensitive workplace conversations. Learn strategies for communicating with empathy, clarity, and tact, turning challenging dialogues into opportunities for understanding.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

INFLUENCING AND PERSUASION SKILLS

In-Person ★★★★★4.8

Unlock the science of influence using neurolinguistic and neuroleadership methods. Learn to create favourable outcomes, understand workplace communication dynamics, and enhance your persuasion capabilities.

Duration: Two days

CPD: 15hrs **Fee:** \$1,495 + GST

THE ART OF CONFIDENT AND CREATIVE COMMUNICATION

In-Person ★★★★★4.9

Discover your unique communication strengths and develop powerful public speaking skills. Tap into your creative potential to communicate with confidence, authenticity, and impact across professional settings.

Duration: Two days

CPD: 13hrs **Fee:** \$1,495 + GST

TRAINER'S TOOLKIT

Live Online *****4.8

Whether you train as part of your job or are asked to deliver the occasional workshop, this practical workshop will leave you better equipped to deliver training – even in an online environment. You will learn a variety of training tools and techniques that work both face-to-face, and online. You will then have opportunities to practice and gain confidence to use the tools.

Duration: Two half-days

CPD: 8hrs **Fee:** \$895 + GST



Kāpuhipuhi Wellington Uni-Professional

Cultural Competency & Te Tiriti

INTERCULTURAL COMPETENCY

Live Online New Course

Choose from a half-day Foundations of Intercultural Competency course or a more in-depth two-part Mastering Intercultural Competency course. Both explore key aspects of culture, their impact on interactions, and the core skills needed for intercultural competency. Mastering Intercultural Competency builds on these foundations, equipping participants with advanced skills to foster inclusivity and mutual respect in diverse settings.

Duration: Half day / Two half days

CPD: 3hrs / 6hrs **Fee:** \$395 + GST / \$695 + GST

UNCONSCIOUS BIAS

Live Online New Course

Choose from a half-day Foundations of Unconscious Bias course or a more in-depth two-part Mastering Unconscious Bias course. Both explore the psychology of bias, its impact on interactions, and practical strategies for managing it. Mastering Unconscious Bias offers a deeper dive into the complexity of bias, how it manifests, and effective approaches for long-term change.

Duration: Half day / Two half days

CPD: 3hrs / 6hrs **Fee:** \$395 + GST / \$695 + GST

ENGAGING WITH PASIFIKA

In-Person ★★★★★4.

Develop effective engagement strategies with Pacific businesses, families and communities. Ideal for professionals working in policy, strategy, or community development, this course builds cultural intelligence and meaningful cross-cultural connections.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

LANGUAGE AND CULTURE LEARNING FOR WORK

In-Person • Live Online

We offer customised in-house courses tailored to your organisation's needs. For teams preparing to work internationally, we provide language training in Spanish, Chinese, Italian, Arabic, Russian, French, Asian and Pacific languages, and more.

For te reo Māori, tikanga Māori, or Te Tiriti o Waitangi (Treaty of Waitangi) training, contact our Poutaki – Māori Programme Manager, Marie Cocker at **marie.cocker@**

wellingtonuni-professional.nz

For all other language needs, reach out to Anika Maddalena anika.maddalena@wellingtonuni-professional.nz.

MĀORI CULTURAL COMPETENCY

In-Person • Live Online

****** 4**.4

Cultivate confidence in engaging with Māori culture through interactive learning. Practice te reo Māori pronunciation, learn cultural etiquette, and gain insights into fundamental Māori beliefs and appropriate workplace engagement.

Duration: Half day

CPD: 5.5hrs **Fee:** \$695 + GST

CROWN - MĀORI RELATIONS:

TREATY AND MORE

In-Person ★★★★★4.9

Unpack the relationship between Māori and the Crown. Discover Aotearoa New Zealand's historical context, explore Treaty translation complexities, and examine key debates and constitutional issues with nuanced perspective.

Duration: Two half-days

CPD: 12hrs **Fee:** \$895 + GST

CREATING TE TIRITI / TREATY LITERACY (TQ)

In-Person New Course

Deepen your understanding of Te Tiriti o Waitangi and its relevance in today's context. Gain insights into its historical and contemporary significance, equipping you to engage meaningfully in discussions and applications of Te Tiriti in your workplace or community.

Duration: One day

CPD: 10hrs **Fee:** \$895 + GST

THE WALL WALK: THE IMPACT OF POLICY ON MĀORI

In-Person New Course

Experience an interactive journey through key events in Aotearoa's history that shaped Māori outcomes. Collaborate in a supportive environment to deepen your understanding of historical policy impacts and their implications for contemporary engagement.

Duration: Half day

CPD: 8hrs **Fee:** \$395 + GST

This is a must for anyone in leadership, governance, politics, policy or public service in Aoteoroa.

Past Learner. The Wall Walk.

Te Reo Māori

TE ROU - TE REO MĀORI FOR THE WORKPLACE MICRO-CREDENTIAL

In-Person • Live Online

Te Rou: Aotearoa's expert-facilitated micro-credential for te reo Māori in the workplace—combining levels 1, 2 and 3

This micro-credential combines three-levels of Workplace Te Reo Māori—Te Kaupeka, Te Tauteka and Te Kōpāpā.

This micro-credential is made up of three stand-alone courses, with each course requiring 2 hours of face-to-face or live online learning per week, over ten weeks. Modules can be completed in-person or online, and you have the flexibility to choose the length of time you take between the 3 modules.

You will be awarded 10-credits at Level 5 on the NZQA framework by Te Herenga Waka—Victoria University of Wellington on completion of this micro-credential

Duration: Three modules, each module is two hours per week over ten weeks.

CPD: 100hrs **Points:** 10, University accredited **Fee:** \$555 + GST

TE KAUPEKA – WORKPLACE TE REO MĀORI 1

In-Person • Live Online

Begin your te reo Māori journey with a focused introductory course. Learn essential language skills for office communication, develop cultural understanding, and create a personal mihimihi to confidently engage in workplace and professional settings or as an individual interest.

Duration: Two hours per week over ten weeks.

CPD: 30hrs **Fee:** *\$595 + GST

*Standalone courses are priced at \$595 + GST each. Enrol in the micro-credential package, which includes all three courses, for \$555 + GST. This reduced fee is possible thanks to government funding, available to New Zealand Citizens or Permanent Residents who commit to completing all three courses in the programme over an 18 month period.

TE MATA O TE ARERO

In-Person • Live Online

New Course

Bridge the gap between beginner and intermediate te reo Māori through an engaging, accessible approach. Ideal for those who've mastered basics and are ready for more complex language features, with grammar taught in ways that support all learning styles.

Duration: Two hours per week over twelve weeks

CPD: 36hrs **Fee:** \$650 + GST

TE TAUTEKA – WORKPLACE TE REO MĀORI 2

In-Person • Live Online

Build on your foundational te reo Māori skills by expanding vocabulary and sentence structures. Deepen your understanding of tikanga, integrate language into everyday and work-life contexts, and enhance your cultural communication capabilities.

Duration: Two hours per week over ten weeks.

CPD: 30hrs **Fee:** \$595 + GST

TE KÖPĀPĀ -WORKPLACE TE REO MĀORI 3

In-Person • Live Online

Refine your te reo Māori proficiency in a supportive environment. Develop advanced grammar skills, expand your language appreciation, and gain the confidence to communicate using the te reo you have learnt.

Duration: Two hours per week over ten weeks.

CPD: 40hrs **Fee:** \$595 + GST



Data & Artificial Intelligence

EFFECTIVE USE OF DATA AND ANALYTICS FOR ORGANISATIONS

Live Online

Enhance your ability to use data effectively within your organisation, whether you are a data creator or consumer. Explore how data and analytics inform decisions while understanding the legal, ethical, and cultural considerations of data use.

Duration: 8 x 90-minute sessions

CPD: 12hrs **Fee:** \$1,195 + GST

DELIVERING DATA-DRIVEN INSIGHTS

In-Person ★★★★★4.

Transform complex data into compelling communications. Learn to package, visualise, and communicate insights that drive decision-making and create meaningful impact across your organisation.

Duration: Two days

CPD: 12hrs **Fee:** \$1,395 + GST

USING DATA: DISCOVERY, ANALYSIS, VISUALISATION AND DECISION-MAKING

In-Person $\star\star\star\star$ 4.5

Designed for non-data professionals, this course provides an overview of the modern data landscape. Build your capacity to use data to inform your decisions and to drive your organisation's strategies, tactics and operations, and effectively collaborate with data management professionals.

Duration: Two days

CPD: 13hrs **Fee:** \$1,395 + GST

LEADING WITH AI: FIRST STEPS TO SUCCESS

Live Online New Course

Elevate your leadership skills in the AI era with this one-day course. Gain insights into AI integration, strategic decision-making, and guiding teams through technological transformations. Empower your leadership to navigate and thrive in the evolving digital landscape.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

WORKING SMARTER WITH AI

In-Person New Course

Boost your productivity with this practical one-day course. Learn to collaborate with AI tools, enhance problem-solving, and integrate AI into your workflow. Stay ahead in the digital age—work smarter, not harder.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

Strategy & Design

BEHAVIOURAL BY DESIGN

In-Person

★★★★ 4.4

Drive meaningful change with behaviour focused design principles, and an understanding of cutting-edge behavioural science and design tools. Uncover decades of insights from cognitive psychology and behavioural economics to embed evidence-based strategies that drive psychological innovation.

Duration: One day

New Course

CPD: 7.5hrs **Fee:** \$895 + GST

DESIGN THINKING FUNDAMENTALS BOOTCAMP

In-Person ★★★★★4.7

Unlock the power of design thinking for business and public sector challenges. Explore the process, methods, and mindset needed to approach complex problems and create innovative, successful outcomes.

Duration: Two days

CPD: 17hrs **Fee:** \$1.695 + GST

STRATEGY BUILDER

In-Person ★★★★★4.5

Revolutionise your strategic approach using insights from the book 'Strategy Builder'. Address common strategy development challenges and learn techniques to create and communicate more effective, engaging organisational strategies.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

SYSTEMS THINKING

In-Person ★★★★★4.6

Develop a systems thinking approach to strategic decision-making. Learn tools to understand complexity, design effective operating policies, and guide meaningful change through a comprehensive systems thinking perspective.

Duration: Two days

CPD: 15hrs **Fee:** \$1,495 + GST

I would highly recommend this course to anyone who wants to learn to develop and communicate strategies in a clear and logical manner.

Past Learner, Strategy Builder

Project Management

AGILE LEADERSHIP AND DELIVERY ESSENTIALS

In-Person ★★★★★4.7

Dive into the world of agile delivery and leadership. Uncover agile history, popular agile delivery approaches – Scrum and Kanban – and challenge traditional project management misconceptions, associated roles, responsibilities and jargon.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

PRACTICAL PROJECT MANAGEMENT

In-Person ★★★★★4

Navigate modern project management with a realistic and practical approach. Learn useful frameworks and concepts that enable you to drive successful project outcomes in your organisation.

Duration: Two days

CPD: 15hrs **Fee:** \$1,795 + GST

PROJECT COORDINATION SKILLS FOR ADMINISTRATORS

In-Person ★★★★★4.6

Strengthen your project support capabilities with this specially designed course for administrators. Learn productivity techniques to coordinate projects effectively, from small initiatives to large-scale organisational endeavours.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

PROJECT MANAGEMENT FUNDAMENTALS

In-Person ★★★★★4.6

Discover practical project management tools and techniques as well as basic project management concepts and core principles. Engage in hands-on exercises that provide immediate, actionable skills to apply directly in your workplace and transform your project approach.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST



At Kāpuhipuhi Wellington Uni-Professional, we are committed to sustainability and reducing our environmental impact.

We have achieved Net Zero Carbon Business Lite certification through Ekos, offsetting our emissions by supporting restorative forest carbon projects.

This certification reflects our dedication to responsible business practices and aligns with our broader commitment to sustainable development.

By measuring, verifying, and offsetting our carbon footprint, we are taking meaningful steps toward a lowemissions future.



Business Management & Administration

ENGAGING EFFECTIVELY WITH YOUR STAKEHOLDERS

In-Person ★★★★★4.6

Master the art of stakeholder engagement across diverse cultural landscapes. Develop best-practice strategies for building meaningful connections and driving successful project outcomes through effective communication.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

FINANCE FUNDAMENTALS FOR BUDGET-HOLDERS

In-Person ★★★★4.2

Master essential financial concepts to effectively manage budgets and support organisational decisions. Build your confidence in understanding financial processes, interpreting reports, and applying insights to drive strategic outcomes.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

INTRODUCTION TO ACCOUNTING FOR NON-ACCOUNTANTS

In-Person ★★★★★4.6

Demystify accounting principles for non-financial professionals. Gain a broad understanding of core accounting concepts to communicate effectively with financial teams and support strategic decision-making.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

MASTERING DIGITAL TECHNOLOGY FOR ADMINISTRATIVE PROFESSIONALS

In-Person New Course

Empower your work with essential digital skills. This course equips administrative professionals with tools for cloud collaboration, advanced document management, and more. Build confidence in digital technologies to streamline workflows and boost efficiency.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

PROJECT COORDINATION SKILLS FOR ADMINISTRATORS

In-Person ★★★★★4.6

Discover how to excel in your role as an administrator supporting projects of any size. This interactive course is tailored for beginner and intermediate administrators who want to enhance their project coordination skills and boost their productivity.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

THE ART OF MINUTE TAKING

In-Person ★★★★4.6

Develop comprehensive minute-taking skills for diverse professional contexts. Learn techniques to prepare and record effective minutes, from everyday business meetings to formal organisational gatherings

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST



Government & Public Policy

AI FOR PUBLIC SERVICE PROFESSIONALS

Blended learning

New Course

Explore how AI can transform the public service in this course designed for professionals. Learn to apply AI to enhance decision-making, optimise processes, and deliver better outcomes through practical applications and real-world examples tailored to the public sector.

Duration: 2 x 90-minute sessions

CPD: 3hrs **Fee:** See website

BETTER PUBLIC VALUE DECISIONS:

BUSINESS CASES FOR GOVERNMENT

In-Person New Course

Master the Better Decisions. Better Outcomes™ methodology to create business cases that deliver measurable public value. Through real-world examples, learn to align initiatives with goals, assess options, and measure outcomes to drive impactful public sector decisions.

Duration: One day

CPD: 6hrs **Fee:** \$895 + GST

BUSINESS AND GOVERNMENT WRITING ESSENTIALS: CLEAR

CONCISE COMPELLING

In-Person ★★★★★4.6

Strengthen your professional writing with proven strategies for clarity and impact. Learn to craft concise, compelling documents that communicate more effectively and achieve greater organisational outcomes.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

CRAFTING GREAT POLICY ANALYSIS

In-Person ★★★★4.7

Develop expert-level policy development skills through this engaging workshop. Learn to define complex problems, assemble robust evidence, and create comprehensive policy analysis that drives meaningful organisational change.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

CREATING A COMPELLING POLICY NARRATIVE

In-Person

★★★★4.2

Transform specialist knowledge into powerful policy narratives. Master techniques to streamline complex information, write clearly, and create briefings that capture attention and drive effective decision-making.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

EFFECTIVE WRITING FOR MINISTERS

In-Person

********4.6

Craft exceptional ministerial documents that communicate with clarity and impact. Learn to draft precise briefings and Cabinet papers that ensure recommendations are clear and actionable.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

MACHINERY OF GOVERNMENT

In-Person

★★★★★4.7

Gain insider understanding of government structures, processes, and political contexts. Including a guided parliamentary tour, this course provides comprehensive insights into New Zealand's state sector operations.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

MASTERING POLICY FUNDAMENTALS:

GOVERNMENT IN PRACTICE

In-Person $\star\star\star\star\star$ 4.8

Understand the policymaking process with this foundational course. Learn how government policy is developed, implemented, and evaluated. Gain practical tools to navigate stakeholder engagement and influence impactful policy outcomes with confidence.

Duration: One day

CPD: 7.5hrs **Fee:** \$895 + GST

Micro-credentials for Professionals

Micro-credentials are University accredited short courses that provide learners with information, tools and relevant skills that can be applied immediately. Delivered either fully online or blended online and in person, over several weeks.

Our micro-credentials are awarded by Te Herenga Waka—Victoria University of Wellington, and can stand alone as an individual certification, can be stacked with other micro-credentials, or can contribute to undergraduate or post-graduate degree learning.

********45

PRIVACY IN THE PUBLIC SECTOR

Gain knowledge and confidence to collect, use and share people's information in a respectful, trusted and transparent way to create a cycle of trust between the public sector and the people it serves. This microcredential will introduce you to privacy in an Aotearoa public sector context and equip you with tools to apply this in your role at your organisation.

Points: 5, University accredited

Delivery: Online learning over 6-weeks with weekly 1-hour online tutorials

CPD: 50hrs **Fee:** \$995 + GST

RESTORATIVE FOUNDATIONS:

PRINCIPLES AND APPLICATIONS OF RESTORATIVE PRACTICE

Restorative Practice (encompassing Restorative Justice) is increasingly recognised for its ability to resolve harms (or conflicts) that other resolution approaches cannot. It makes people's needs central in repairing the harm done, restoring dignity and preventing further harm.

Points: 5, University-accredited ★★★★★4.5

Delivery: Delivered fully online or in blended format over 8-weeks with an introductory workshop (6-hours), self-paced online learning, a mid-course online discussion/check in (1-hour) and a closing workshop (3-hours).

CPD: 50hrs **Fee:** \$995 + GST

Interested in partnering with us to create a micro-credential for your industry, profession, or workplace?

Contact Tania McGowan

(tania.mcgowan@wellingtonuni-professional.nz); or **Jacoba Holland**

(jacoba.holland@wellingtonuni-professional.nz)

INTRODUCTION TO DIGITAL ACCESSIBILITY: DELIVERING INCLUSIVE DIGITAL CONTENT

Enhance your professional ability to design accessible digital content. Explore government standards, international accessibility standards/legislation, and best practices to ensure inclusivity in public, private, and educational digital services and environments, from both the academic and practitioner perspectives.

Points: 5, University-accredited ★★★★4.5

Delivery: Online learning and 4 x three-hour live online workshops over 6 weeks

CPD: 50hrs **Fee:** \$995 + GST

RESTORATIVE FOUNDATIONS:

HEALTH AND DISABILITY

In this micro-credential you will learn about the theory, values, and principles of restorative practices within the health system context and a Te Tiriti o Waitangi framework. You will consider how restorative practice and hohou te rongo (peacemaking from a Māori worldview) might be applied in your own health setting.

Points: 5, University-accredited ★★★★★4.4

Delivery: Online learning over 6 weeks with a 2-hour webinar and 2 x half-day online workshops

CPD: 50hrs **Fee:** \$995 + GST

RESTORATIVE RESPONSES:

HEALTH AND DISABILITY

In this micro-credential you will develop knowledge about the factors critical to the success of restorative responses (restorative practice and hohou te rongo – peacemaking from a Māori worldview). You will understand and practice foundational skills, gain an appreciation of cultural safety, learn how to navigate cross-cultural responses, and design a restorative response that is relevant to your own context.

Points: 5, University-accredited ★★★★★4.8

Delivery: Online learning over 6 weeks with a 2-hour webinar and 1-day face-to-face workshop

CPD: 50hrs **Fee:** \$995 + GST

Micro-credentials for Educators

Expand your teaching career horizons with this flexible and accessible pathway into postgraduate learning.

Our micro-credentials for educators have been developed and designed in collaboration with teachers to ensure they meet the highest standards of quality and relevance.

Micro-credentials can be stacked towards postgraduate qualifications such as the Master of Secondary School Leadership (MSSL) and the Master of Education (MEd) at Te Herenga Waka—Victoria University of Wellington.

CONTEMPORARY TEACHING APPROACHES FOR AOTEAROA NZ

This micro-credential is for kaiako to gain a deeper knowledge of effective pedagogical approaches to enable them to teach confidently and inclusively across all levels of schooling. Delivered over 10 weeks of one school term with webinars outside of school time, it will introduce you to a range of contemporary topics including gender, cultural and neurodivergent identity, trauma informed approaches and approaches for class differentiation.

Points: 5, University accredited

Delivery: Blended learning over 10 weeks of one school term. Includes 3 x 1.5 hour webinars and one face-to-face workshop.

CPD/PLD: 50hrs

EFFECTIVE MENTORING PRACTICES FOR TEACHERS IN AOTEAROA NZ

This micro-credential is designed for anyone working in a school context whose role requires them to mentor others. Delivered over 10 weeks of one school term with webinars outside of school time, it will develop your mentoring capabilities through practice, reflection and feedback.

Points: 5, University accredited

Delivery: Blended learning over 10 weeks of one school term. Includes 3 x 1.5 hour webinars and one face-to-face workshop.

CPD/PLD: 50hrs

SUPPORTING STUDENT SUCCESS IN **MATHEMATICS LEARNING**

This 8-week micro-credential is designed to support primary and secondary teachers working with students from Years 4 to 10 to learn powerful mathematics teaching strategies and develop confidence to teach mathematics effectively. Participants explore, discuss, and design evidence-based ways of helping students understand, use, and enjoy mathematical ideas.

Points: 5, University accredited

Delivery: Online learning over 8 weeks of one school term.

Includes 3 x 1.5 hour webinars

CPD/PLD: 50hrs

WORKING COLLABORATIVELY AND BUILDING LEADERSHIP CAPABILITY

This micro-credential focuses on developing the leadership capability of middle leaders working in primary and secondary schools in Aotearoa New Zealand. Delivered over 9 weeks of one school term with webinars outside of school time, it will include the characteristics of leadership, your personal identity as a leader, indigenous leadership frameworks with a focus on Māori and Pasifika, developing leaderhip in others and mana enhancing practices.

Points: 5, University accredited

Delivery: Blended learning over 9 weeks of one school term. Includes 3 x 1.5 hour webinars and one face-to-face workshop.

CPD/PLD: 50hrs

SPRING INTO MATHS

SPRING into Maths is a structured intervention for Year 3 to 9 students requiring extra support with mathematics.

Short, focused sessions build students self-confidence about mathematics and enable them to gain the skills classroom programme.

www.springintomaths.com

Elizabeth Craker

Talk to our Poutaki, Kuranga | Programmes Manager Education about a variety of professional learning opportunities for primary and secondary educators. This includes

webinars, short courses and micro-credentials.

Email: elizabeth.craker@wellingtonuni-professional.nz

Mobile: 022 569 9612



Postgraduate Programmes in Business and Government

Depending on your study and career goals, you may want to consider a professional postgraduate programme delivered by our sister organisation, Te Herenga Waka—Victoria University of Wellington, through the Wellington School of Business and Government. The School offers a range of flexible, tailored postgraduate certificate, diploma, and Master's programmes that provide immense value in terms of both professional development and return on investment of time and money.

STAIRCASING WITH POSTGRADUATE CERTIFICATE AND POSTGRADUATE **DIPLOMA OPTIONS**

If you're not ready to enrol in a full Master's degree, then a postgraduate certificate or postgraduate diploma option available in some programmes could be the right choice. You will experience some of the courses included in the full Master's degree, so you can decide if the Master's programme is right for you. Postgraduate certificates and postgraduate diplomas can then be used to 'staircase' into a full Master's degree.

Explore Our Programmes

EXECUTIVE MBA 🕡 wgtn.ac.nz/emba

	Postgradua								
	Executive Master of Business Administration								
Leading Digital Transformation	Economic Analysis for Business Decisions	Leading and Managing People in Organisations	Fundamentals of Financial Aid and Management Accounting	Strategic Management	Negotiation and Dispute Resolution				
Strategic Marketing	Strategic Operations Management	Corporate Financial Management	Integrative Strategic Consultancy	Elective	Elective				

GG I started with the intention of completing the Executive MBA programme but staircasing was the best option for me. It was challenging at first, but then you get into a rhythm and it becomes part of your life. I am more confident because of the skills and experiences that I have gained through my studies.

Susan Naravan

Graduate, Executive MBA

To learn more about staircasing, read Susan Narayan's full story. wgtn.ac.nz/narayan

The Executive MBA (EMBA) is an internationally recognised senior management qualification that sends a powerful message to your professional peers and future employers about your intellectual ability, professional experience, and executive problem-solving skills to take on leading roles in public and private sectors.

You will master tools and models that improve strategic thinking, decision-making, and leadership, and build powerful professional networks with leading academics, fellow students, and other members of the business community.



Postgraduate Certificate

	Postgradua				
Actuarial Control Cycle I	Actuarial Control Cycle II	Fixed Income Securities	Stochastic Processes	Elective	Elective
Data Science for Actuaries	Derivative Securities	Generalised Linear Models	Portfolio Theory	Elective	Elective

Gain a competitive edge in the job market with our Master of Actuarial Science (MActSc), the only Master's-level actuarial science qualification available in New Zealand. You'll learn how to apply rigorous mathematics to industries that carry a high level of uncertainty, such as insurance. You will be prepared to pursue a career as an actuary, whether in a traditional role at an insurance company or as an insurance consultant, or in a non-traditional role in areas such as financial services and data analytics. Our MActSc courses will give you exemptions from Actuaries Institute (Australia) examinations, allowing you to become an accredited actuary faster.

MASTER OF GLOBAL BUSINESS

wgtn.ac.nz/mgbus

Master of Global Business							
Global Business Environment	Strategic Marketing	Elective	Elective	Global Strategy	Managing Across Cultures		
Management Theory and Practice	Accounting for Managers	Elective	Elective	Consultancy Project	ct		

The Master of Global Business (MGBus) is a professionally focused programme that allows you to build on an undergraduate degree in any field of study and gain valuable skills in global business strategy and analysis. The programme is coursework-based and includes an industry consultancy project, where you'll work with a New Zealand or international organisation to gain real-world experience. This programme is best suited to recent graduates who are looking to launch their careers in global business and strategy.

You'll have access to a range of courses offered at the Wellington School of Business and Government and gain a broad foundation in modern business, exploring how global connectivity impacts and influences the way business is done.

MASTER OF INFORMATION STUDIES

1 wgtn.ac.nz/mis

Post	gradı	uate	Certi	ticate

	Postgradua	ate Diploma							
	Master of Information Studies								
The Information Professions	Information Policy Concepts, Issues and Processes	Management Information Services	Information Access and Use	Research Methods for Information Management Environments	Elective				
Elective	Elective	Creating and Managing Metadata	Elective	Elective	Elective				

The Master of Information Studies (MIS) helps you to become an expert in managing information in today's fast-changing world. Government departments, businesses, libraries, museums, marae, iwi, and archives all need people who can identify relevant information, retrieve it, organise it, and make sure people can use it in an ethical way.

You'll learn about information literacies, services, storage, and retrieval, while gaining skills in management and communication, information technology, and research methods. You'll gain a thorough, technology-focused, and research-based education in information organisation, oriented to the needs of Aotearoa New Zealand information professionals and national aims to improve digital literacy and equity.

The MIS is taught entirely online, giving you the flexibility to study from anywhere in New Zealand, and to balance study with your other commitments.

MASTER OF PROFESSIONAL ACCOUNTING

wgtn.ac.nz/mpa

Master of Professional Accounting						
Financial Accounting	Business Law	Advanced Financial Accounting	Economics	Auditing	Accounting Systems, Ethics and Technology	
Sustainable Decision Making and Control	Finance	Statistics	Taxation	Strategic Accounting for Value and Performance	Sustainability and Accountability	

The Master of Professional Accounting (MPA) will enable you to make the move into accounting or get the certification you need to take the next step in your accountancy career.

The MPA is ideal for both recent graduates and working professionals who want to add accountancy to their skill set. There is no requirement for an accounting qualification or previous background in the field to study.

Further details of how you can work towards provisional membership of Chartered Accountants Australia and New Zealand (CA ANZ) during your studies can be found on our website.

MASTER OF PROFESSIONAL BUSINESS ANALYSIS

wgtn.ac.nz/mbusan

Master of Professional Business Analysis							
Business and Systems Analysis	Digital Architecture	Process Management and Design	Digital Transformation Consulting Practice	Business Analysis F	Project		
Leading Digital Projects and Solutions	Digital Innovation and Strategy	Data, Analytics and Insights	Elective	Elective	Elective		

The Master of Professional Accounting (MPA) will enable you to make the move into accounting or get the certification. The Master of Professional Business Analysis (MBusAn) is designed to equip people from any background with a strong industry-focused qualification. You will gain skills in business and systems analysis, databases and analytics, management and consulting, and digital strategies and innovations, building on your existing talents and expertise. The MBusAn provides hands-on experiences and real-world projects to prepare you to launch your career as a business analyst.

The MBusAn is closely linked with industry requirements, and courses are offered with industry collaboration. The School partners with local tech businesses to provide guest lectures, workshops, real-world projects, and more for our students so they can gain the experience needed to hit the ground running.

MASTER OF PUBLIC MANAGEMENT

wgtn.ac.nz/mpm

Postgraduat	te Certificate				
Postgraduate Diploma					
		Master of Publ	ic Management		
Managing for Results	Public Managers and the Policy Process	Leading Change in Public Organisations	Elective	MPM Capstone	Elective
Managing Public Resources	Managing People in the Public Sector	Quantitative Analysis for Public Policy	Elective	Elective	Elective

A Master of Public Management (MPM) enhances your performance as a manager with advanced knowledge of the theory and strategies behind best practice public management. Become a more effective public manager and build your ability to influence the strategic and operational direction of public sector organisations.

Learn about governance and public sector reform, and how to manage budgets, finances, and organisational capital. Gain the knowledge and skills to design and implement innovative and effective programmes and services, including planning, service delivery, and resource management. Our engagement with government agencies will offer you a window into the management processes that influence the strategic and operational direction of public sector organisations.

MASTER OF PUBLIC POLICY

wgtn.ac.nz/mpp

	Postgradua						
Master of Public Policy							
Government and Governing	Policy Analysis and Advising	Policy Methods	Elective	Policy Capstone			
Economics and Policy	Quantitative Analysis for Public Policy	Elective	Elective	Elective	Elective		

The Master of Public Policy (MPP) equips you with the knowledge, skills, and competencies to provide high-quality policy advice and creative policy and programme design underpinned by a strong sense of public purpose and integrity. Gain the expertise that policymakers need to create strategic and operational policies to make life better—locally, nationally, and internationally.

Our MPP provides an excellent avenue for professionals in the public and non-governmental sectors to acquire a nuanced understanding of policy design, analysis, and implementation in the real world. You will develop practical problem-solving skills and learn techniques that draw on concepts from several disciplines. Our association with key players in government means that you will learn from policymakers and advisers involved in strategic and operational decision-making.

POSTGRADUATE CERTIFICATE IN PROFESSIONAL STUDIES

Build a qualification that suits your individual study background with this flexible study option. Choose from more than 1,000 postgraduate courses offered at Te Herenga Waka—Victoria University of Wellington with the ability to focus your studies in Business and Government or five alternative focus areas, or keep your qualification broad by picking your own unique set of courses across multiple disciplines. Whether you're looking to upskill, fill gaps in your knowledge, move into a new field, or simply flex your creative and critical thinking muscles, this course is for you.

wgtn.ac.nz/pgcps

To attract, retain and grow the best, these are the skills organisations need to deliver and nurture.

CONTACT US

To start your postgraduate journey contact the University's Professional Programmes Office.

≥ ppo@vuw.ac.nz



Kāpuhipuhi Wellington Uni Professional

Join The New Intelligence

Enrolment Information

HOW TO ENROL

Online www.wellingtonuni-

professional.ac.nz

By phone 04 463 6556

By email profdev@vuw.ac.nz

In person Level 2, Rutherford

House

23 Lambton Quay Wellington **VENUE**

Rutherford House 23 Lambton Quay (cnr Lambton Quay and Bunny Street)

Wellington

FEES

- All fees exclude GST.
- Discounts are available for group bookings or multiple enrolments.
 Contact us for details.

Please refer to the Terms and Conditions page of our website www.wellingtonuni-professional.nz for our transfer, cancellation and withdrawals policy.



