



Staff skills and training

Staff skills and training should form part your business development programme. This section tells you where to find information about qualifications recognised by the NQA, industry-related work based training and the skills investment subsidy which could be available for your business.

[Developing employee skills](#)

Developing employee skills can be an effective way to increase productivity and motivation in your small business.

[Developing a training plan for your employees](#)

Training can play an important role in your business's success. The right training can turn a mediocre employee into a good employee, and a good employee into a star performer.

[Improve reading, maths and communication skills](#)

Assess your company's workplace literacy. Train your staff in reading, writing and calculating skills

[Skills investment subsidy from Work and Income](#)

You may be able to get a Work and Income Skills Investment Subsidy to help a person develop the skills they need to do their job.

[Search for courses and qualifications with NZQA](#)

Search on the New Zealand Qualification Authority website for approved training courses or degrees.

[Work based training through Industry Training Organisations](#)

Industry Training Organisations (ITOs) provide training that is available to certain businesses either on-the-job in the workplace or outside of the workplace. Find the ITO that is related to your industry, and discover the benefits of this training.

[Search training options through Careers New Zealand](#)

Search for course and training options available throughout New Zealand, information about training providers in your region or check out what funding options are available to help enter training.