

GENERIC MANAGEMENT

NQF Level 5



Generic Management:

NQF Level 5

SAQA: 59201

This FET certification set at an NQF Level 5 aims to provide delegates with the competencies required to lead effectively, as well as understand the operational space in which they function.

This course is suitable for any person who is in a leadership role, or those who are being developed in as high potential employees, and / or those part of succession planning.

CONTENT

1. Strategic Management

- Develop, implement and evaluate an operational plan
- Formulate recommendations for a change process
- Develop, implement and evaluate a project plan.

2. Lead Teams

- Monitor and evaluate team members against performance standards
- Build teams to achieve goals and objectives

3. Develop Teams

- Manage a diverse work force to add value
- Select and coach first line managers
- Apply the principles of ethics to improve organizational culture

4. Manage Risks

- Apply mathematical analysis to economic and financial information
- Manage the finances of a unit

5. Relationship Building

- Devise and apply strategies to establish and maintain workplace relationships
- Use communication techniques effectively.

6. General Management

- Recruit and select candidates to fill defined positions
- Evaluate current practices against best practice

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