

GENERIC MANAGEMENT

NQF Level 4



Generic Management:

NQF Level 4

SAQA:57712

This FET certification set at an NQF Level 4 aims to provide delegates with the competencies required to lead effectively, as well as understand the operational space in which they function.

For those who need a deeper understanding of leading, this learnership is an ideal starting point on which to base a leadership / management / supervisory career.

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

Planning

- Prioritise time and work for self and team
- Solve problems, make decisions and implement solutions
- Employ a systematic approach to achieving objectives
- Explain the contribution made by own area of responsibility to the overall organisational strategy

Organising

- Conduct a structured meeting
- Identify and explain the core and support functions of an organisation
- Maintain records for a team

Leading

- Motivate and build a team
- Identify responsibilities of a team leader in ensuring that organisational standards are met
- Apply leadership concepts in a work context
- Induct a member into a team

Control and Ethics

- Monitor the level of service to a range of customers
- Manage expenditure against a budget
- Apply the organisation's code of conduct in a work environment

Business Communication

- Use language and communication in occupational learning programmes
- Read/view, analyse and respond to a variety of texts
- Use the writing process to compose texts required in the business environment

MBAT IS A REGISTERED TVET COLLEGE OFFERING A WIDE RANGE OF HUMAN CAPITAL SOLUTIONS FROM HP AND B-BBBE CONSULTING TO LEARNERSHIPS ACROSS A WIDE RANGE OF INDUSTRIES

Tel: 086 010 9000 | E-mail: general@mbat.biz | Web: www.mbat.biz