

POLC @ BUSINESS (NQF4)

Overview and Purpose

A manager is responsible for providing technical direction, advice and guidance to team members to ensure that the strategic plan, mission and quality principles are communicated to the members. A manager also encourages teamwork, co-operation and trust in the day-to-day operations and in pursuing solutions to team issues.

This workshop develops the skills needed to plan, organise, lead and control a team in order to accomplish its goals.

Unit standard alignment

The workshop/module is aligned to the following unit standards:

Unit Standard ID	Unit Standard Title	NQF Level	Credits
14667	Describe and apply the management functions of an organisation.	4	10

Workshop/module structure and contents

It is a three-day workshop/module and includes the following:

- Description of the management activities involved in running a successful business;
- Introduction to management principles;
- Explanation of the basic activities involved in the management process;
- Description of the planning, organizing, control and leading function in an organization;
- Identification and explanation of the main tasks required of managers;
- Application of the decision-making process to make a management decision;
- Application of an effective communication process;
- Application of a performance-appraisal process.

Certification options

In order for learners to be awarded credits towards a National Qualification, the unit standard-aligned workshop should be attended and a Portfolio of Evidence should be completed by each learner to be assessed by a registered Assessor. Competent learners will receive a Certificate of Competence from the Services SETA.

Should the client require that the learning material be customised to such an extent that the material is not aligned with the unit standard(s) or the learners are not interested in obtaining credits, learners will receive a Growth-Link Certificate of Attendance.