

Further Education and Training Certificate: Generic Management NQF 4

^ PURPOSE

This generic management NQF 4 provides a comprehensive introduction to the principles, theories, and practices of modern management. It is designed to equip students or participants with a strong foundation in management skills and knowledge, which can be applied across various industries and organisational settings.

^ COURSE CONTENT

Module 1: Work Orientation ▼

- Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation, and a specific workplace

Module 2: Communication ▼

- Accommodate audience and context needs in oral/signed communication
- Interpret and use information from texts
- Use language and communication in occupational learning programmes
- Write/present/sign texts for a range of communicative contexts
- Engage in sustained oral/signed communication and evaluate spoken/signed texts
- Read/view, analyse and respond to a variety of texts
- Write/present/sign for a wide range of contexts

Module 3: Mathematical Literacy ▼

- Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
- Represent, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
- Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues

Module 4: Improving Team Effectiveness ▼

- Apply the organisation's code of conduct in a work environment
- Conduct a structured meeting
- Employ a systematic approach to achieving objectives
- Identify responsibilities of a team leader in ensuring that organisational standards are met
- Prioritise time and work for self and team
- Solve problems, make decisions and implement solutions
- Identify and explain the core and support functions of an organisation
- Induct a member into a team
- Maintain records for a team
- Describe and assist in the control of fraud in an office environment
- Develop administrative procedures in a selected organisation

^ COURSE CONTENT

Module 4: Improving Team Effectiveness (Continuation) ▾

- Manage administration records
- Manage service providers in a selected organisation
- Apply efficient time management to the work of a department/division/section

Module 5: Monitor Team Effectiveness ▾

- Apply leadership concepts in a work context
- Monitor the level of service to a range of customers
- Manage individual and team performance

Module 6: Manage Finance ▾

- Manage expenditure against a budget

^ DELIVERY

- Duration: 12 Months
- Delivery: Classroom/Online/Blended

^ ENTRY LEVEL REQUIREMENTS

- Communication at NQF Level 3
- Mathematical Literacy at NQF Level 3
- Computer Literacy at NQF Level 3

^ CAREER POSSIBILITIES

- Team Leaders
- Supervisors
- Foreman
- Section Heads

^ ACCREDITATION

- National Certificate: Generic Management
- Accreditation: Services Seta
- SAQA ID: 57712
- NQF Level: 4
- Credits: 150

MORE INFO

OUR MOST POPULAR CATEGORIES

SHORT COURSES

LEARNERSHIPS

COMPLIANCE TRAINING

Contact your preferred Sales Executive for assistance or email us at support@speccon.freshdesk.co.za to find out more.