



TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents

General Management Learnership L5 National Certificate: Generic Management NQF L5

This qualification is accredited by the Services Seta and material covers SAQA ID 59201/ 60296 at NQF level 5 worth 167 credits

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 BBBEE company with 51% black ownership.



This National Certificate 12-month programme can be offered as a learnership programme.

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 per employee tax rebate from SARS.

PURPOSE OF THE TRAINING

Many organisations develop leaders internally and promote them into management positions yet recognise they still lack something. This Management Development Programme will enable your emerging leaders to grow to effectively manage their teams. The focus of this qualification is to enable learners to develop competence in a range of knowledge, skills, attitudes and values. This 6 to 12-month programme will enable new managers to unleash the potential of their teams. The course provides a sound foundation for the professional development of managers. The course has six modules interspersed with practical workplace application.

They include:

Module 1:

Team Development

Development of teams by leading a team of first line managers to establish and maintain positive workplace relationships. Promote creative communication between individuals for innovative solutions. Manage a diverse team to add value in order to achieve the goals of the unit more effectively.

Module 2:

Management and Leadership Development

Analyse and apply leadership theories in a work context. Initiate develop, implement and evaluate operational strategies by applying a systems approach to decision making. Recommend participation in decision making and delegation to improve the effectiveness of the unit.



Module 3:

Conflict and Change Management

Building relationships using communication processes both vertically and horizontally within the unit. Formulate recommendations for change processes with superiors and with stakeholders across the value chain. Manage conflict through conducting negotiations to ensure the achievement of intended outcomes.

Module 4:

Human Resource Management

Develop the capacity to capitalise on the talents of team members through providing career direction and the acquisition of skills. Monitor the performance of individuals and coach members to achieve standards of excellence. Learn to select and recruit candidates for defined positions by enhancing the diversity in the unit. Manage discipline effectively.

Module 5:

Financial Management

Manage the finances of a unit by applying mathematical analysis to economic and financial data for sustainability of the unit. Apply the principles of risk, financial and knowledge management within internal and external regulatory frameworks. Understand the importance of business ethics in order to improve organisational culture.

Module 6:

Project Management, Monitoring and Evaluation

Develop and implement a project and operational plan by monitoring and measuring performance. Evaluate current practices against best practices in order to attain innovative improvement interventions. Assess and manage risk thereby contributing towards the achievement of customer satisfaction, and the objectives and vision of the entity.



COURSE OUTLINE

Module 1: Professional Team Development

Objectives	US	Title	Credits
Monitor and measure performance and apply continuous or innovative improvement interventions in the unit.	252027	Devise and apply strategies to establish and maintain workplace relationships	6
	252037	Build teams to achieve goals and objective	6
Build relationships with superiors and with stakeholders across the value chain.	252020	Create and manage an environment that promotes innovation	6
	252043	Manage a diverse work force to add value	6
Enhance the development of teams and team members.	12433	Use communication techniques effectively	8
Total Credits			32
Total Number of Days			5



Module 2: Professional Management and Leadership

Objectives	US	Title	Credits
Lead and manage a team of first line managers to enhance individual, team and unit effectiveness. Understand leadership theories and develop your situational leadership styles. Develop your decision making and delegation skills Develop your mentoring and coaching skills as a manager.	120300	Analyse leadership and related theories in a work context	8
	15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	4
	252035	Select and coach first line managers	8
	252026	Apply a systems approach to decision making	6
Total Credits			26
Total Number of Days			4

Module 3: Professional EQ, Conflict and Change Management

Objectives	US	Title	Credits
Manage the change process and develop conflict management and negotiation skills.	264408	Manage and improve communication processes in a function	3
	252021	Formulate recommendations for a change process	8
	117853	Conduct negotiations to deal with conflict situations	8
	252031	Apply the principles and concepts of emotional intelligence to the management of self and others	4
	114226	Interpret and manage conflicts within the workplace	8
Total Credits			31
Total Number of Days			5



Module 4: Professional Human Resources Management

Objectives	US	Title	Credits
Monitor and measure performance and apply continuous or innovative improvement interventions in the unit. Develop the human resources management skills of recruitment, performance management, people development, talent management, & effective discipline	252029	Lead people development and talent management	8
	252034	Monitor and evaluate team members against performance standards	8
	12140	Recruit and select candidates to fill defined positions	9
	Total Credits		25
	Total Number of Days		3

Module 5: Financial Management for Professionals

Objectives	US	Title	Credits
Apply the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks. Develop your business financial management skills. Develop your ability to manage your departments budget effectively	252042	Apply the principles of ethics to improve organisational culture	5
	252044	Apply the principles of knowledge management	6
	252036	Apply mathematical analysis to economic and financial information	6
	252040	Manage the finances of a unit	8
	Total Credits		25
	Total Number of Days		5



Module 6: Professional Results-based Management – Planning, Monitoring and Evaluation

Objectives	US	Title	Credits
Initiate, develop, implement and evaluate operational strategies, projects and action plans so as to improve the effectiveness of the unit. Develop professional project management skills. Develop monitoring and evaluation techniques and skills.	252022	Develop, implement and evaluate a project plan	8
	252032	Develop, implement and evaluate an operational plan	8
	252024	Evaluate current practices against best practice	4
	252025	Monitor, assess and manage risk	8
	Total Credits		28
	Total Number of Days		4

