

MANAGEMENT AND SUPERVISORY PROGRAMMES

Programme	NQF Level	Credits	Duration (Days)	Qualification/ Unit Standard Number and Title
Time Management	4	5	2	242811 – Prioritise time for self and team
Managing Meetings	4	5	1	242816 – Conduct a structured meeting
Introduction to Leadership	4	12	2	242824 – Apply leadership concepts in a work context
Business Presentation Skills	5	5	2	10055 – Present Data to Stakeholders
Appraisal Skills	5	4	2	252034 – Monitor and evaluate team members against performance standards
Stress Management	5	5	2	15096 – Demonstrate an understanding of stress management
Team Leadership	5	7	3	15220 – Build teams to meet set goals and objectives 252037 – Set, monitor and measure the achievement of goals and objectives for a team, dept or division within an organisation
Introduction to Project Management	4	14	2	120373 – Contribute to project initiation, scope definition and scope change control 120372 – Explain the fundamentals of project management
Managing Projects	4	12	2	120385 – Apply a range of project management tools and techniques 120374 – Contribute to the management of project risk within own field of expertise
Financial Management	5	8	2	115821 - Apply business financial practices and 15236 - Apply financial analysis
Managing Change	5	3	2	15214 – Recognise areas in need of change, make recommendations and implement change
The Employer / Employee Relations			2	Not aligned to Unit Standard
The Labour Relations Act	5	12	2	114278 -Demonstrate and apply an understanding of the Labour Relations Act