

Advanced Team Supervision and Goal Achievement

1. Overview

This programme provides junior managers and team leaders with the skills and knowledge required to plan, organize, allocate, and monitor work effectively within a defined business plan. It also develops oral or signed communication skills necessary for successful leadership in various formal and informal workplace situations.

Participants will be equipped to adopt a systematic approach to achieving objectives while communicating with clarity, purpose, and adaptability.

2. Programme Outcome:

- Define clear objectives and formulate structured plans for a work unit
- Coordinate people and other resources to meet operational goals
- Implement and monitor the execution of plans against defined objectives
- Evaluate outcomes and make informed improvements
- Communicate effectively with teams and stakeholders in both formal and informal contexts
- Adapt communication style and language to audience, purpose, and context
- Recognize and respond appropriately to persuasive or manipulative communication techniques

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0632
SAQA US:	10981, 242822, 119472
NQF Level:	4
Credits:	27
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
Training Options:	Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-face

3. Programme Content

- **(10981 US):** Supervise work unit to achieve work unit objectives (individuals and teams)
- **(242822 US):** Employ a systematic approach to achieving objectives
- **(119472 US):** Accommodate audience and context needs in oral/signed communication

4. Topics

- Module 1: Objective Setting and Planning
- Module 2: Resource Coordination and Work Allocation
- Module 3: Implementation and Monitoring
- Module 4: Evaluation and Improvement
- Module 5: Oral/Signed Communication in the Workplace
- Module 6: Communication Strategies and Ethics

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation