

Generic Management Essentials

1. Overview

This programme provides participants with the essential skills, knowledge, and understanding required for effective management. It introduces key management concepts, tools, and applications, with a focus on practical workplace relevance. Participants will learn to apply effective communication techniques, analyse leadership theories, and implement management practices in real-world work contexts.

2. Programme Outcome:

- Apply communication techniques effectively in the workplace
- Analyse leadership concepts and related management theories in a work context
- Use a systems approach to support sound decision-making
- Apply knowledge management principles to optimise organisational learning and efficiency
- Conduct mathematical analysis of economic and financial information
- Manage the financial operations of a unit or department
- Implement ethical principles to enhance organisational culture and integrity

Qualification:

Certificate of Completion

Duration:

6-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0799

SAQA US:

12433, 120300, 252026, 252044, 252036, 252040, 252042

NQF Level:

5

Credits:

47

Entry Requirements:

Communication & Mathematical Literacy at NQF 4

Training Options:

Online - Each participant will receive training resources, which contains all programme materials and resources. 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.

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) Face-to-face

3. Programme Content

- **(12433 US):** Use communication techniques effectively
- **(120300 US):** Analyse leadership and related theories in a work context
- **(252026 US):** Apply a systems approach to decision making
- **(252044 US):** Apply the principles of knowledge management
- **(252036 US):** Apply mathematical analysis to economic and financial information
- **(252040 US):** Manage the finances of a unit
- **(252042 US):** Apply the principles of ethics to improve organisational culture

4. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

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