

Leadership, People Management, and Communication

1. Overview

This programme equips participants with a solid foundation in leadership, people management, and effective communication within an organizational context. Participants will gain the skills and strategic insight needed to lead talent management initiatives, foster a culture of continuous development, and align people strategies with organizational goals. The programme emphasizes ethical leadership, practical decision-making, and the ability to guide teams through change, ultimately contributing to organizational success and sustainability.

2. Programme Outcome

- Demonstrate a range of written and oral communication techniques in the workplace
- Lead discussions, chair meetings, and facilitate productive interactions
- Produce workplace reports using various data collection methods
- Deliver clear and engaging presentations
- Lead with vision, integrity, and inspiration
- Apply strategic decision-making, delegation, and goal-setting skills
- Conduct and record training needs analyses
- Understand change management principles and lead teams through organizational transitions
- Gain insight into HR functions and their strategic role
- Align people management practices with organizational objectives
- Identify and address team conflicts effectively
- Apply problem-solving techniques to workplace challenges

Qualification:	Certificate of Completion
Duration:	3-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0375
SAQA US:	12433 & 252029
NQF Level:	5
Credits:	16
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

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

3. Programme Content

- **(12433 US):** Use communication techniques effectively
- **(252029 US):** Lead people development and talent management

4. Topics

- Module 1: Analysing Training and Development Needs
- Module 2: Conducting a Training Needs Analysis
- Module 3: Developing a People Development Plan
- Module 4: Implementing a People Development Plan
- Module 5: Workplace Communication Techniques

5. 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.

6. 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