

Leadership and Management Essentials

1. Overview

This programme is designed to develop fundamental leadership and management competencies essential across all occupations. Participants are introduced to key concepts, principles, and practices of management, as well as leadership theories and strategies.

By acquiring these skills, participants are empowered to lead effectively, improve workplace productivity and efficiency, and confidently assume leadership roles in any professional environment.

2. Programme Outcome

- Explain the concept of leadership and distinguish it from management
- Analyse and compare different leadership theories
- Apply leadership roles and qualities in practical work contexts
- Analyse a unit in line with organisational knowledge management policies and procedures
- Develop and implement a knowledge management plan for a unit
- Select and coach first-line managers for specific positions
- Plan, monitor, and evaluate coaching processes and outcomes
- Analyse education, training, and development needs within a work unit
- Document and report on training needs analysis
- Develop and manage a people development plan for a work unit

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0664
SAQA US:	120300, 252044, 252035, 252029
NQF Level:	5
Credits:	30
Entry Requirements:	Communication & Mathematical Literacy at NQF level 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

- **(120300 US):** Analyse leadership and related theories in a work context
- **(252044 US):** Apply the principles of knowledge management
- **(252035 US):** Select and coach first line managers
- **(252029 US):** Lead people development and talent management

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