

Leadership and Personal Empowerment for Team and Business Success

1. Overview

This programme is designed to equip participants with the skills, knowledge, and tools needed to enhance team performance by understanding themselves and applying effective leadership and knowledge management practices. Participants will learn how to motivate and develop cohesive teams while exploring and evaluating new business ideas or opportunities.

By the end of the programme, participants will be able to create actionable plans to improve team performance, integrate knowledge management into leadership practices, and conduct research to assess the feasibility of new ventures.

2. Programme Outcome

- Develop self-awareness and understand one's role within an organization
- Recognize and navigate group dynamics effectively
- Manage and resolve potential team or group conflicts
- Create and implement action plans to enhance team performance
- Understand and apply the principles of knowledge management
- Present and communicate information effectively
- Motivate and engage team members using leadership theories and practices
- Provide feedback and acknowledge team achievements
- Identify and evaluate personal business ideas or opportunities
- Assess the viability and potential of selected business opportunities
- Conduct research and analyze risks related to new ventures
- Make informed decisions based on research findings and evaluations

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0698

SAQA US:

13912, 120392, 242819, 114596

NQF Level:

4

Credits:

28

Entry Requirements:

Communication & Mathematical Literacy at NQF 3

Training Options:

Online - Each participant will receive the programme materials and resources are emailed to the participants. 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 the learning material by email to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus.

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

This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

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

- **(13912 US):** Apply knowledge of self and team in order to develop a plan to enhance team performance
- **(120392 US):** Apply the concept and principles of knowledge management to leadership
- **(242819 US):** Motivate and Build a Team
- **(114596 US):** Research the viability of new venture ideas/opportunities

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