

Leadership and Strategic Management Excellence

1. Overview

This programme is designed to equip current and aspiring managers with essential leadership, strategic management, and communication skills. It is ideal for individuals responsible for overseeing teams, managing operations, and driving organizational performance. Participants will gain practical skills in team leadership, strategic communication, organizational analysis, and managing workplace diversity.

2. Programme Outcome:

- Lead and develop high-performing teams to achieve organizational goals
- Create and improve communication processes to enhance workplace efficiency
- Conduct organizational needs assessments to align objectives with strategy
- Design and implement operational plans to maximize performance
- Manage workforce diversity to harness strengths and reduce conflict

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0410

SAQA US:

252037, 264408, 12138, 252043

NQF Level:

6

Credits:

25

Entry Requirements:

Communication & Mathematical Literacy at NQF 5

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. 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

- **(252037 US):** Build teams to achieve goals and objective
- **(264408 US):** Manage and improve communication processes in a function
- **(12138 US):** Conduct an organisational needs analysis
- **(252043 US):** Manage a diverse work force to add value

4. Topics

- Module 1: Developing High-Performance Teams
- Module 2: Effective Strategic Communication
- Module 3: Conducting Organizational Needs Analysis
- Module 4: Managing and Leveraging Workplace Diversity

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