

Leadership and Team Management

1. Overview

This programme equips participants with a clear understanding of leadership within the workplace, providing the knowledge and skills needed to add value to their roles. It focuses on the responsibilities of a team leader in guiding teams to achieve organisational objectives and maintaining high performance standards. Participants will learn practical strategies to lead, motivate, and develop their teams effectively.

2. Programme Outcome

Leadership Competence

- Explain the concept of leadership and differentiate it from management
- Apply leadership techniques to individuals and teams in a workplace context
- Evaluate the impact of applied leadership strategies

Team Leadership

- Explain the role and responsibilities of a team leader
- Define the purpose and objectives of a team
- Establish agreements with team members to secure commitment
- Monitor and track the achievement of team objectives

Team Motivation and Development

- Understand self and team dynamics in the workplace
- Apply theories of motivation and group dynamics to improve team performance
- Implement action plans to strengthen team cohesion
- Provide constructive feedback and recognise team achievements

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0605
SAQA US:	242824, 242821, 242819
NQF Level:	4
Credits:	28
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
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.

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

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

- **(242824 US):** Apply leadership concepts in a work context
- **(242821 US):** Identify responsibilities of a team leader in ensuring that organisational standards are met
- **(242819 US):** Motivate and build a team

4. Topics

- Module 1: Concepts and Principles of Leadership
- Module 2: Role and Responsibilities of a Team Leader
- Module 3: Motivating and Developing a High-Performing Team

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