

Organisation Planning

1. Overview

This programme aims to equip junior managers and team leaders with practical skills in planning, leading teams, achieving objectives systematically, and communicating effectively in a variety of workplace contexts. Participants will develop the ability to set goals, coordinate people and resources, monitor performance, and lead teams while mastering oral and written communication suited for professional environments.

2. Programme Outcomes:

- Define clear, achievable objectives aligned with organisational goals
- Develop structured plans to meet these objectives
- Coordinate team members and other resources efficiently
- Implement plans effectively and within set timelines
- Monitor progress, evaluate outcomes, and make necessary improvements
- Explain the role and responsibilities of a team leader in the workplace
- Understand and communicate the purpose of the team within the organisation
- Establish agreements and contracts with team members to secure commitment
- Monitor and support the team in achieving its objectives according to standards
- Respond appropriately and critically in oral/signed discussions
- Analyse and adapt personal communication strategies based on audience and purpose
- Engage fluently and confidently in both formal and informal spoken/signed interactions
- Evaluate spoken or signed discourse to assess effectiveness and meaning
- Critically analyse a range of texts for purpose, tone, audience, and context
- Identify values, attitudes, and assumptions embedded in texts
- Evaluate the impact of language, style, and structure on readers/viewers

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

&Programme ID:

PA0907

SAQA US:

242822, 242821, 119462, 119469

NQF Level:

4

Credits:

26

Entry Requirements:

Communication & Mathematical Literacy at NQF 3

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. 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.**

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. 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

- **(242822 US):** Employ a systematic approach to achieving objectives
- **(242821 US):** Identify responsibilities of a team leader in ensuring that organisational standards are met
- **(119462 US):** Engage in sustained oral/signed communication and evaluate spoken/signed texts
- **(119469 US):** Read/view, analyse and respond to a variety of texts

4. Topics

Module 1: Setting Objectives and Planning Strategically

- Understanding objectives: SMART goals
- Strategic vs. operational planning
- Allocating tasks and setting timelines

Module 2: Resource and Team Coordination

- Identifying required resources (people, time, tools)
- Delegating responsibilities
- Communication and collaboration techniques
- Problem-solving during implementation

Module 3: Monitoring and Evaluation

- Tools for tracking progress
- Collecting and using feedback
- Making corrective decisions
- Reporting on outcomes

We trust that the above is in order and look forward to hearing from you for Implementation

Module 4: The Role of the Team Leader

- Core leadership responsibilities
- Understanding team purpose and dynamics
- Contracting with team members for performance
- Managing and motivating teams to meet standards

Module 5: Effective Oral Communication

- Principles of effective spoken/signed communication
- Speaking confidently in meetings and presentations
- Listening actively and responding sensitively
- Adjusting tone, style, and register for different contexts

Module 6: Reading and Interpreting Texts in the Workplace

- Reading workplace texts: reports, memos, policies, and media
- Analysing tone, bias, and intention
- Drawing comparisons and making contextual connections
- Interpreting visual and written content critically

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.

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