

1. Overview

The Supervisory Development programme is designed to equip junior managers, team leaders, and supervisors with the essential leadership and management skills required to lead, motivate, and support their teams effectively. Participants will gain practical insights into organizational functions, team dynamics, and performance enhancement while learning to induct new team members and maintain accurate team records.

This programme is ideal for individuals seeking to strengthen their leadership, team building, and operational management capabilities in a dynamic workplace.

2. Programme Outcome:

- Recognize and describe the core and support functions of an organization and their effect on operations
- Create and implement strategies to boost team motivation, collaboration, and overall performance
- Utilize leadership techniques to inspire and develop high-performing teams
- Coordinate the induction of new team members to ensure seamless integration
- Keep accurate team records to track performance and maintain compliance with organizational standards

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0147

SAQA US:

242814, 13912, 242812, 242819, 242820

NQF Level:

3

Credits:

29

Entry Requirements:

Communication & Mathematical Literacy at NQF 2

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

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

3. Programme Content

- **(242814 US):** Identify and explain the core and support functions of an organisation
- **(13912 US):** Apply knowledge of self and team in order to develop a plan to enhance team performance
- **(242812 US):** Induct a member into a team
- **(242819 US):** Motivate and Build a Team
- **(242820 US):** Maintain records for a team

4. Topics

- Module 1: Understanding Organizational Functions and Team Roles
- Module 2: Enhancing Team Performance
- Module 3: Leadership and Team Motivation
- Module 4: Inducting and Integrating New Team Members
- Module 5: Maintaining Accurate Team Records

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