

Teamwork and Project Management

1. Overview

This programme is designed to equip participants with the skills and knowledge needed to manage projects effectively while building and leading motivated, high-performing teams. Through practical, workplace-focused modules, participants will develop the competencies required to drive project success and foster collaborative team environments.

2. Programme Outcome:

- Select and scope a work-based project
- Develop a comprehensive project plan
- Create tools to monitor and measure key performance indicators
- Implement project plans and evaluate progress
- Understand the importance of motivating a team
- Recognize self and team dynamics in the workplace
- Apply motivational and group dynamics theories
- Execute an action plan to strengthen team performance
- Provide constructive feedback and recognize team achievements

Qualification:

Certificate of Completion

Duration:

3-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0861

SAQA US:

252022 & 242819

NQF Level:

4

Credits:

18

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.

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

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

3. Programme Content

- **(252022 US):** Develop, implement and evaluate a project plan
- **(252819 US):** Motivate and build a team

4. Topics

- Module 1: Project Planning, Implementation, and Evaluation
- Module 2: Team Motivation and Development

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