

Workforce Development and Leadership

1. Overview

This practical and engaging programme is designed for current and aspiring middle managers, equipping them with the leadership skills needed to drive workforce development. Participants will learn to foster a culture of continuous learning, lead inclusive and high-performing teams, and implement effective development initiatives that align with organisational goals. The programme emphasizes strategic planning, talent management, and change leadership to create empowered and adaptable teams.

2. Programme Outcome

- Foster and sustain a culture of continuous learning within their organisation
- Empower team members through inclusive leadership and participative decision-making
- Lead talent management and employee development initiatives for a department or unit
- Manage workforce diversity to enhance collaboration, engagement, and value creation
- Recommend and support change processes to improve organisational performance

Qualification:

Certificate of Completion

Duration:

5-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0110

SAQA US:

252041, 15224, 252029, 252043, 252021

NQF Level:

5

Credits:

31

Entry Requirements:

Communication & Mathematical Literacy at NQF 4

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.

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

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

3. Programme Content

- **(252041 US):** Promote a learning culture in an organisation
- **(15224 US):** Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks
- **(252029 US):** Lead people development and talent management
- **(252043 US):** Manage a diverse work force to add value
- **(252021 US):** Formulate recommendations for a change process

4. Topics

- Module 1: Promoting a Learning Culture
- Module 2: Empowering Team Members
- Module 3: Leading People Development
- Module 4: Managing Workforce Diversity
- Module 5: Recommending and Supporting Change Processes

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