

Workplace Leadership and Management Essentials

1. Overview

This programme equips participants with the knowledge and skills needed to excel in a supervisory role within the workplace. Participants will gain a clear understanding of leadership principles and how to apply them effectively to motivate and develop their teams, set and achieve objectives, manage time efficiently, and solve workplace challenges. The programme provides practical tools to enhance team performance and add value to organizational operations.

2. Programme Outcome:

- Effectively implement leadership principles within the workplace
- Utilize a systematic approach to establish and accomplish team objectives
- Analyze problems, make sound decisions, and execute practical solutions

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0333
SAQA US:	242824, 242822, 242817
NQF Level:	4
Credits:	30
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

3. Programme Content

- **(242824 US):** Apply leadership concepts in a work context
- **(242822 US):** Employ a systematic approach to achieving objectives
- **(242817 US):** Solve problems, make decisions and implement solutions

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

4. Topics

- Grasping the fundamentals of leadership
- Distinguishing between leadership and management
- Applying leadership techniques in practical scenarios
- Assessing the effectiveness of leadership approaches
- Understanding the roles and responsibilities of a team leader
- Clarifying team purpose and objectives
- Securing team commitment to achieve organizational standards
- Planning, coordinating, and overseeing team activities
- Implementing and evaluating performance against set objectives
- Identifying, analyzing, and resolving workplace challenges
- Developing and executing effective solutions

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