

Workplace Management Essentials

1. Overview

This programme provides participants with foundational management knowledge and practical skills needed to function effectively as junior managers or team leaders. It focuses on applying key management principles, promoting ethical workplace behaviour, maintaining accurate records, and supporting disaster management processes.

Participants will gain the ability to:

- Apply management principles in an organizational context
- Uphold and model ethical behaviour in the workplace
- Maintain accurate and reliable team records to support performance management
- Contribute to planning and implementing disaster management procedures

2. Programme Outcome:

- Describe and implement the core management functions within an organization
- Apply the organization's code of conduct in day-to-day work
- Keep accurate and reliable records for team management
- Actively participate in the planning and execution of disaster management systems

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0779

SAQA US:

14667, 242815, 242820, 119338

NQF Level:

5

Credits:

27

Entry Requirements:

Communication & Mathematical Literacy at NQF 4

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

- **(14667 US):** Describe and apply the management functions of an organization
- **(242815 US):** Apply the organisation's code of conduct in a work environment
- **(242820 US):** Maintain records for a team
- **(119338 US):** Participate in the planning and implementation of disaster management systems

4. Topics

Module 1: Management Functions in an Organization

- Introduction to Management and Organizational Structures
- The Management Process and Key Functions (Planning, Organising, Leading, Controlling)
- Decision-Making in Management
- Managerial Roles and Responsibilities
- Applying Management Functions in a Selected Organization
- Evaluating the Effectiveness of Management Practices

Module 2: Applying the Organization's Code of Conduct

- Understanding Ethics and Personal Morality
- The Concept of a Moral Compass
- Principles and Importance of a Code of Conduct
- Ethical Decision-Making in the Workplace
- Upholding and Modelling Ethical Behaviour in Teams
- Addressing Ethical Dilemmas and Misconduct

Module 3: Maintaining Records for a Team

- Importance of Record-Keeping in Organizations
- Legal and Organizational Requirements for Records
- Types of Records a Team Leader Must Maintain
- Recording and Monitoring Team Performance
- Data Accuracy, Confidentiality, and Storage Procedures
- Using Records for Performance Improvement and Reporting

Module 4: Disaster Management Systems

- Introduction to Disaster Management
- Types of Disasters and Their Impacts (Macro and Micro Levels)
- Approaches to Disaster Management
- Disaster Management Legislation, Policies, and Frameworks
- Roles and Responsibilities in Disaster Management Systems
- Analysing Disaster Scenarios and Making Recommendations

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

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