ProudAfrique
HUMAN CAPITAL

Risk, Change & Strategy

1. Overview

The purpose of this programme is to equip managers with the skills to effectively plan operations, manage risks, lead change initiatives, and foster an innovative work environment. The programme enables participants to respond to internal and external challenges, improve efficiency, and drive continuous improvement within their units.

2. Programme Outcome:

- Understand business processes and associated risks
- Identify and assess risks within a unit
- Develop and implement contingency plans
- Test and refine risk management strategies
- Analyse the need for change in a dynamic environment
- Identify areas requiring change
- Apply appropriate change management models
- Formulate recommendations for implementing change
- Identify opportunities for innovation within a unit
- Apply techniques to encourage creativity
- Develop an innovation-supportive environment
- Lead teams through creative problem-solving processes
- Develop effective operational plans
- Implement operational strategies
- Monitor and evaluate performance against objectives

Qualification:	Certificate of Completion
Duration:	5-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0992
SAQA US:	252025, 252021, 252020, 252032
NQF Level:	5
Credits:	34
Entry Requirements:	Communication and Mathematical Literacy at NQF Level 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 induction via Microsoft Teams 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

3. Programme Content

- **(252025 US):** Monitor, assess and manage risk
- **(252021 US):** Formulate recommendations for a change process
- **(252020 US):** Create and manage an environment that promotes innovation
- **(252032 US):** Develop, implement and evaluate an operational plan

4. Topics

Module 1: Monitor, Assess and Manage Risk

- Introduction to Risk Management
- Understanding Business Processes and Risk Exposure
- Types of Risks (Operational, Financial, Strategic, Compliance)
- Risk Identification Techniques
- Risk Assessment and Impact Analysis
- Risk Mitigation Strategies
- Developing Contingency Plans
- Testing and Reviewing Risk Plans

Module 2: Formulate Recommendations for a Change Process

- Understanding Change in Organisations
- Drivers of Change (Internal and External Factors)
- Identifying Areas for Change
- Change Readiness Assessment
- Overview of Change Management Models (e.g., Lewin, Kotter)
- Analysing Change Impact
- Developing Change Recommendations
- Communicating and Supporting Change Initiatives

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

Module 3: Create and Manage an Environment that Promotes Innovation

- Understanding Innovation in the Workplace
- Identifying Opportunities for Innovation
- Barriers to Innovation and How to Overcome Them
- Creative Thinking Techniques (e.g., brainstorming, mind mapping)
- Building an Innovative Culture
- Leadership's Role in Innovation
- Developing an Innovation Plan
- Facilitating Team Creativity Sessions

Module 4: Develop, Implement and Evaluate an Operational Plan

- Introduction to Operational Planning
- Aligning Operational Plans with Strategic Objectives
- Setting Goals and Objectives
- Resource Planning and Allocation
- Developing Action Plans
- Implementation Strategies
- Monitoring and Measuring Performance (KPIs)
- Evaluating Outcomes and Continuous Improvement

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.

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