

Supervisory Leadership

1. Overview

The purpose of this programme is to equip junior managers and team leaders with the knowledge and skills to effectively lead, motivate, and manage teams to achieve organisational goals.

The programme focuses on developing leaders who can:

- Inspire and motivate team members
- Apply leadership techniques in the workplace
- Build strong, cohesive, and high-performing teams
- Ensure that organisational standards and objectives are consistently met

2. Programme Outcome:

- Explain the concepts of leadership and motivation in a workplace context
- Differentiate between leadership and management
- Apply leadership techniques to individuals and teams
- Understand team dynamics and individual behaviours
- Motivate team members to improve performance and engagement
- Develop and implement plans to build and strengthen teams
- Provide constructive feedback and recognise team achievements
- Explain the role and responsibilities of a team leader
- Establish team expectations and secure commitment from team members
- Monitor and evaluate team performance against organisational standards

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0775
SAQA US:	242824, 242819, 242821
NQF Level:	4
Credits:	24
Entry Requirements:	Communication and Mathematical Literacy at NQF Level 3
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

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

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

- **(242824 US):** Apply leadership concepts in a work context
- **(242819 US):** Motivate and Build a Team
- **(242821 US):** Identify responsibilities of a team leader in ensuring that organisational standards are met

4. Topics

Module 1: Apply Leadership Concepts in a Work Context

- Definition and principles of leadership
- Difference between leadership and management
- Leadership styles (e.g. autocratic, democratic, transformational)
- Situational leadership approaches
- Applying leadership techniques in the workplace
- Leading individual's vs leading teams
- Communication and influence as a leader
- Evaluating the effectiveness of leadership approaches
- Continuous improvement of leadership skills

Module 2: Motivate and Build a Team

- Introduction to motivation in the workplace
- Importance of motivating teams
- Understanding self and others in a team environment
- Personality types and behaviour in teams
- Theories of motivation (e.g. Maslow, Herzberg)
- Group dynamics and team development stages
- Techniques to motivate individuals and teams
- Developing action plans to build effective teams
- Providing feedback and recognising achievements

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

Module 3: Team Leadership & Organisational Standards

- Role and responsibilities of a team leader
- Purpose and importance of teams in organisations
- Organisational standards and performance expectations
- Setting team goals and objectives
- Contracting with team members for commitment
- Monitoring and managing team performance
- Addressing performance gaps
- Ensuring compliance with organisational policies and standards

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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