

Leadership, Team & People Development Excellence

1. Overview

The purpose of this programme is to equip supervisors, team leaders, and junior to middle managers with the knowledge, skills, and practical tools required to lead effectively, motivate and develop teams, communicate with impact, and create a culture of continuous growth and high performance within the workplace.

The programme combines leadership principles, team motivation techniques, communication skills, and talent development practices to enable participants to enhance individual and team performance while achieving organisational objectives.

2. Programme Outcome:

- Explain the concepts and principles of effective leadership and team development
- Differentiate between leadership and management and apply appropriate leadership styles in the workplace
- Motivate individuals and teams to achieve organisational goals
- Apply theories of motivation and group dynamics to improve team performance
- Use effective communication techniques in a variety of workplace situations
- Build positive working relationships and provide constructive feedback
- Identify training and development needs within a team or department
- Develop and implement people development and talent management plans
- Recognise and reward employee achievements to encourage continuous improvement
- Evaluate the effectiveness of leadership, communication, and development interventions

Qualification:	Certificate of Completion
Duration:	5-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0451
SAQA US:	242819, 12433, 252029, 242824
NQF Level:	4
Credits:	38
Entry Requirements:	Communication & Mathematical Literacy at NQF 3
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. 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

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

3. Programme Content

- **(242819 US):** Motivate and Build a Team
- **(12433 US):** Use communication techniques effectively
- **(252029 US):** Lead people development and talent management
- **(242824 US):** Apply leadership concepts in a work context

4. Topics

Module 1: Leadership Fundamentals

- Understanding leadership and its importance
- Leadership versus management
- Leadership styles and approaches
- The role of a leader in the workplace
- Ethical and responsible leadership
- Evaluating leadership effectiveness

Module 2: Motivating and Building High-Performing Teams

- Understanding motivation in the workplace
- Factors that influence employee motivation
- Motivation theories and practical application
- Team dynamics and stages of team development
- Building trust and collaboration
- Managing team performance
- Creating action plans to strengthen teams
- Recognition and reward strategies

Module 3: Effective Workplace Communication

- Principles of effective communication
- Verbal and non-verbal communication
- Written communication techniques
- Active listening skills
- Questioning and feedback techniques
- Conducting workplace meetings and presentations
- Managing communication barriers
- Communicating with diverse teams

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

Module 4: People Development and Talent Management

- Understanding people development and talent management
- Identifying learning and development needs
- Conducting training needs analysis
- Recording and interpreting development requirements
- Developing people development plans
- Coaching and mentoring for performance improvement
- Succession planning and talent retention
- Managing and monitoring development initiatives

Module 5: Leading for Sustainable Performance

- Aligning team goals with organisational objectives
- Creating a culture of learning and development
- Empowering employees through leadership
- Performance feedback and coaching conversations
- Managing change and employee engagement
- Measuring development and team performance outcomes
- Continuous improvement and action planning

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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