

Project Team Leadership, Change Management & Recruitment

1. Overview

This programme equips participants with the knowledge and practical skills to analyse workplace data, supervise project teams, manage organisational change, and recruit and select staff within a Local Economic Development (LED) environment. Participants will develop the ability to interpret workplace information, lead project teams, implement change initiatives, and conduct recruitment processes in accordance with organisational policies and legal requirements.

2. Programme Outcome:

- Analyse and communicate workplace information using tables, graphs, charts and diagrams
- Interpret workplace data to support informed decision-making
- Supervise and monitor business project teams to achieve project objectives
- Report on project progress and resolve project-related challenges
- Establish, manage and close business projects effectively
- Identify areas requiring organisational change
- Develop recommendations and implement change initiatives within teams or departments.
- Plan and manage recruitment and selection processes
- Recruit and appoint staff in accordance with local government procurement policies and relevant legislation
- Apply leadership, communication and problem-solving skills in the workplace

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0988

SAQA US:

8662, 10148, 15214, 110489

NQF Level:

5

Credits:

26

Entry Requirements:

NQF Level 4 qualification

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 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 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.

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

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

- **(8662 US):** Analyse and communicate workplace data
- **(10148 US):** Supervise a project team of a business project to deliver project objectives
- **(15214 US):** Recognise areas in need of change, make recommendations and implement change in the team, department or division
- **(110489 US):** Recruit and select staff for a local economic development unit in accordance with local government procurement policies and other legal requirements

4. Topics

Module 1: Analysing and Communicating Workplace Data

- Introduction to workplace data
- Collecting and organising workplace information
- Workplace numeracy skills
- Using tables to present information
- Creating and interpreting graphs
- Using charts and diagrams effectively
- Analysing workplace trends
- Presenting data clearly to stakeholders
- Supporting workplace decision-making with data

Module 2: Supervising a Business Project Team

- Introduction to project management
- Organisational structures and project environments
- Roles and responsibilities within project teams
- Building effective project teams
- Supervising project team performance
- Monitoring project activities
- Reporting project progress
- Identifying project risks and problems
- Resolving project issues
- Setting up, managing and closing business projects
- Team communication and leadership

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

Module 3: Managing Organisational Change

- Introduction to change management
- Identifying the need for organisational change
- Analysing business performance
- Identifying opportunities for improvement
- Developing recommendations for change
- Planning change initiatives
- Implementing change effectively
- Managing resistance to change
- Monitoring and evaluating change outcomes
- Continuous improvement practices

Module 4: Recruiting and Selecting Staff

- Human resource planning
- Identifying staffing needs
- Recruitment planning
- Local government procurement policies
- Employment legislation and compliance
- Preparing recruitment documentation
- Advertising vacancies
- Shortlisting candidates
- Conducting interviews
- Selection methods and tools
- Making appointment recommendations
- Completing the recruitment process
- Employee onboarding principles

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5. Target Market

This programme is suitable for:

- Project Coordinators
- Project Supervisors
- Team Leaders
- First-Line Managers
- Department Managers
- Local Economic Development (LED) Practitioners
- Municipal Officials
- Human Resource Officers
- Recruitment and Selection Officers
- Office Managers
- Operations Supervisors
- Business Owners
- Individuals aspiring to leadership and management roles

6. 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.

7. 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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