

Project & Business Performance Management

1. Overview

This programme is designed to equip participants with the knowledge and practical skills required to supervise project teams, manage individual and team performance, improve business performance, and manage time effectively.

The programme is suitable for participants who work in project management teams, supervise employees or project teams, aspire to supervisory or line management roles, or are involved in managing their own business. It provides participants with practical skills that can be applied across different business, technical, and developmental projects.

2. Programme Outcomes

- Explain different organisational structures and their impact on business and project performance
- Supervise, coordinate and monitor a business project team.
- Set performance goals, measures and development plans for individuals and teams
- Monitor and evaluate individual and team performance
- Report on project and business performance and progress
- Identify and resolve problems that affect project and business performance
- Apply strategic planning principles to improve business performance
- Monitor project and business expenditure
- Analyse marketing objectives and their impact on business performance
- Develop strategies to improve the performance of a business or business venture
- Plan, organise and schedule business and project activities
- Estimate the duration of activities and manage deadlines
- Develop strategies for dealing with interruptions and changes
- Apply effective time-management techniques to improve productivity
- Set up, manage and close a business project effectively

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0951
SAQA US:	10148, 11473, 114585, 114589
NQF Level:	5
Credits:	30
Entry Requirements:	Ability to read, write and communicate in English at an NQF 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 Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

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

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. Alternatively, the learning material will be emailed 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

3. Programme Content

- **(10148 US):** Supervise a project team of a business project to deliver project objectives
- **(11473 US):** Manage individual and team performance
- **(114585 US):** Plan strategically to improve business performance
- **(114589 US):** Manage time productively

4. Topics

Module 1: Project Team Supervision

- Introduction to project management and project teams
- Organisational structures and their suitability
- Roles and responsibilities within project teams
- Building and managing effective project teams
- Supervising and monitoring team activities
- Project objectives and deliverables
- Project progress reporting
- Identifying and resolving project problems
- Setting up and closing a business project

Module 2: Individual and Team Performance Management

- Principles of performance management
- Setting performance goals and standards
- Developing performance measures
- Individual and team development plans
- Monitoring employee performance
- Evaluating individual and team performance
- Providing feedback and support
- Addressing performance problems
- Improving team productivity and performance

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

Module 3: Strategic Business Performance

- Introduction to strategic planning
- Strategic planning and business performance
- Organisational structures and business performance
- Monitoring business expenditure
- Financial control and cost awareness
- Marketing objectives and business performance
- Identifying business performance problems
- Problem-solving and corrective action
- Developing strategies to improve business performance
- Developing business attributes to support growth

Module 4: Time Management and Productivity

- Principles of effective time management
- Scheduling business and project activities
- Planning and organising activities
- Estimating activity duration
- Prioritising tasks
- Managing deadlines
- Managing interruptions and unexpected changes
- Developing effective business schedules
- Improving personal and team productivity

5. Target Market

This programme is suitable for:

- Project team leaders, supervisors and coordinators
- Supervisors and aspiring line managers
- Team leaders responsible for managing employee performance
- Junior and aspiring project managers
- Small business owners and entrepreneurs
- Employees involved in business or developmental projects
- Individuals responsible for improving business performance and productivity
- Professionals looking to develop their project, leadership and time-management skills

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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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