



**INSTITUTE OF  
PEOPLE DEVELOPMENT**

Articulates into the Further Education and Training Certificate:  
Generic Management, SAQA ID 57712



For more information, or to find out about our training schedule, contact us:



(011) 315 2913



enquiries@peopledev.co.za



www.peopledevelopment.co.za

## MANAGEMENT SKILLS PROGRAMME: Planning and Goal Setting

This course will equip managers with skills to plan and set goals effectively. It will empower the team leader to:

NQF Level 4: 33 Credits

- Define and align tasks, resources, timeframes and measurement criteria to meet organisational objectives
- Set goals and achieve objectives
- Compile and implement a budget
- Determine statistics and probability
- Analyse text

### Duration

This course consists of self-directed online learning (video lectures followed by completion of various tasks and activities), coupled with facilitator/tutor support over Telegram group chat, Telegram individual chat and six scheduled Zoom group support sessions over a three week period. The regular scheduled support sessions are available on our website for reference.

This course builds on the FETC: Generic Management and develops the key concepts, principles and practices of management that will enable candidates to lead, manage, organise and control first line managers and team leaders. The candidates will typically be managers who have other junior managers or team leaders reporting to them. In smaller organisations or entities, the managers could primarily be responsible for managing the supervisors and staff within their section, division or business unit.

The unit standards link to Further Education and Training Certificate: Generic Management SAQA ID 57712

This is also available as recognition of prior learning (RPL)

### Unit standards awarded upon successful completion of this learning programme

|        |  |
|--------|--|
| 242822 | Employ a systematic approach to achieving objectives<br>NQF 4 - 10 Credits   |
| 242810 | Manage Expenditure against a budget<br>NQF 4 - 6 Credits   |
| 9015   | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems<br>NQF 4 - 6 Credits |
| 119469 | Read/view, analyse and respond to a variety of texts<br>NQF 4 - 5 Credits  |
| 7468   | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues<br>NQF 4 - 6 Credits             |





INSTITUTE OF  
PEOPLE DEVELOPMENT

## Planning and Goal Setting

### Planning Phase

Selection,  
Enrolment,  
Learning Contract



Terms of Participation  
agreed to

### Delivery Phase

ONLINE COURSE  
Planning and  
Goal Setting



Online Learner Support  
Sessions



Learner Guidance and Support

### Evaluation Phase

Integrated  
Assessment  
(including  
fundamentals)



Moderation



Certification



**Note: Unit standards remain applicable for the registration period of the qualification.**

**Credits:**

120 per year

**Facilitation language:**

English

**Course Delivery:**

Self-directed online learning

**Duration:**

Up to 1 year



(011) 315 2913



[www.peopledevelopment.co.za](http://www.peopledevelopment.co.za)



[enquiries@peopledev.co.za](mailto:enquiries@peopledev.co.za)