



**INSTITUTE OF  
PEOPLE DEVELOPMENT**

This programme is designed for senior managers that have at least three line managers reporting to them. The purpose of the qualification is to empower the candidates to become proficient in all the generic management components of a real world manager, and then to specialise in one specific environment. SAQA ID 59201



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



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www.peopledevelopment.co.za

## NATIONAL CERTIFICATE: GENERIC MANAGEMENT QUALIFICATIONS

NQF Level 5: 162 Credits

Each module is a stand alone skills programme, so learners can choose which skills they require most, and start with that module. Once all of the modules have been successfully completed, the Level 5 qualification will be awarded. Recognition for prior learning applies to this qualification.

### 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.

### Course Content

Module 1: Planning for Managers

Module 2: Management Foundations  
(Risk, Finance, Legal, Ethics)

Module 3: Relationship and Perception Management

Module 4: Performance Management

Module 5: Elective: SD Management or  
General Management



## Programme Structure

### Planning Phase

Selection,  
Enrolment,  
Learning Contract



Terms of  
Participation  
agreed to

### Delivery Phase

#### ONLINE COURSES

1. Planning for Managers
2. Management Foundations
3. Relationship and Perception Management
4. Performance Management
5. Elective: Skills Development Management or General Management



Online Learner Support  
Sessions



Learner Guidance and Support

### Evaluation Phase

Integrated  
Assessment  
(including  
fundamentals)



Moderation



Certification



Module	Exit Level Outcomes	Unit Standards
Planning for Managers (credits: 58)	Initiate, develop, implement and evaluate operational strategies, projects and action plans so as to improve the effectiveness of the unit.	252020 Create and manage an environment that promotes innovation 252032 Develop, implement and evaluate an operational plan 252027 Devise and apply strategies to establish and maintain working relationships 252021 Formulate recommendations for a change process 120300 Analyse leadership and related theories in a work context 252026 Apply a systems approach to decision making 252022 Develop, implement and evaluate a project plan 12433 Use communication techniques effectively
Management Foundations (credits: 52)	Apply the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks.	252044 Apply the principles of knowledge management 252025 Monitor, assess and manage risk 120300 Analyse leadership and related theories in a work context 252036 Apply mathematical analysis to economic and financial information 252022 Develop, implement and evaluate a project plan 252040 Manage the finances of a unit 12433 Use communication techniques effectively
Relationship and Perception Management (credits: 55)	Lead and manage a team of first line managers to enhance individual, team and unit effectiveness. Build relationships with superiors and with stakeholders across the value chain.	252037 Build teams to achieve goals and objectives 252027 Devise and apply strategies to establish and maintain working relationships 252029 Lead people development and talent management 252043 Manage a diverse workforce to add value 120300 Analyse leadership and related theories in a work context 252042 Apply the principles of ethics to improve organisational culture 252022 Develop, implement and evaluate a project plan 12433 Use communication techniques effectively
Performance Management (credits: 65)	Monitor and measure performance and apply continuous or innovative improvement interventions in the unit. Enhance the development of teams and team members	252020 Create and manage an environment that promotes innovation 252029 Lead people development and talent management 252043 Manage a diverse workforce to add value 252034 Monitor and evaluate team members against performance standards 252035 Select and coach first line managers 120300 Analyse leadership and related theories in a work context 252042 Apply the principles of ethics to improve organisational culture 252022 Develop, implement and evaluate a project plan 12433 Use communication techniques effectively
Elective: Skills Development Management (credits: 36)	Elective module; Learning programme no separate ELOs are identified in the registered qualification	11911 Manage individual careers 15219 Develop and implement a strategy and action plans for a team, department or division 15220 Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation 15232 Coordinate planned skills development interventions in an organisation 116926 Implement skills development as workplace learning to support organisational transformation 252041 Promote a learning culture in an organisation
Elective: General Management (credits: 54)	Elective module; Learning programme no separate ELOs are identified in the registered qualification	114212 Explain the impact of organisational wellness on a business environment and indicate a strategy for a business unit 252024 Evaluate current practices against best practice 252039 Develop a plan to combat corruption 252031 Apply the principles and concepts of emotional intelligence to the management of self and others 117853 Conduct negotiations to deal with conflict situations 252034 Monitor team members and measure effectiveness of performance 264408 Manage and improve communication processes in a function 15214 Recognize areas in need of change make recommendations and implement change in the team, department or division 15219 Develop and implement a strategy and action plans for a team, department or division 114226 Interpret and manage conflicts in the workplace 15224 Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks

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

<b>Qualification:</b>	59201	<b>RPL possible?</b>	Yes
<b>Credits:</b>	120 per year	<b>Facilitation language:</b>	English
<b>Course Delivery:</b>	Self-directed online learning	<b>Duration:</b>	Up to 2 years

