



**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:



(011) 315 2913



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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 | 4. Performance Management |
| 2. Management Foundations | 5. Elective: Skills Development
Management or
General Management |
| 3. Relationship and Perception
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 252032 252027 252021 120300 252026 252022 12433
Management Foundations (credits: 52)	Apply the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks.	252044 252025 120300 252036 252022 252040 12433
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 252027 252029 252043 120300 252042 252022 12433
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 252029 252043 252034 252035 120300 252042 252022 12433
Elective: Skills Development Management (credits: 36)	Elective module; Learning programme no separate ELOs are identified in the registered qualification	11911 15219 15220 15232 116926
Elective: General Management (credits: 54)	Elective module; Learning programme no separate ELOs are identified in the registered qualification	252041 114212 252024 252039 252031 117853 252034 264408 15214 15219 114226 15224
		Create and manage an environment that promotes innovation Develop, implement and evaluate an operational plan Devise and apply strategies to establish and maintain working relationships Formulate recommendations for a change process Analyse leadership and related theories in a work context Apply a systems approach to decision making Develop, implement and evaluate a project plan Use communication techniques effectively Apply the principles of knowledge management Monitor, assess and manage risk Analyse leadership and related theories in a work context Apply mathematical analysis to economic and financial information Develop, implement and evaluate a project plan Manage the finances of a unit Use communication techniques effectively Build teams to achieve goals and objectives Devise and apply strategies to establish and maintain working relationships Lead people development and talent management Manage a diverse workforce to add value Analyse leadership and related theories in a work context Apply the principles of ethics to improve organisational culture Develop, implement and evaluate a project plan Use communication techniques effectively Create and manage an environment that promotes innovation Lead people development and talent management Manage a diverse workforce to add value Monitor and evaluate team members against performance standards Select and coach first line managers Analyse leadership and related theories in a work context Apply the principles of ethics to improve organisational culture Develop, implement and evaluate a project plan Use communication techniques effectively Manage individual careers Develop and implement a strategy and action plans for a team, department or division Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation Coordinate planned skills development interventions in an organisation Implement skills development as workplace learning to support organisational transformation Promote a learning culture in an organisation Explain the impact of organisational wellness on a business environment and indicate a strategy for a business unit Evaluate current practices against best practice Develop a plan to combat corruption Apply the principles and concepts of emotional intelligence to the management of self and others Conduct negotiations to deal with conflict situations Monitor team members and measure effectiveness of performance Manage and improve communication processes in a function Recognize areas in need of change make recommendations and implement change in the team, department or division Develop and implement a strategy and action plans for a team, department or division Interpret and manage conflicts in the workplace 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.

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

