

Introduction to Leadership and Business Management (Supervisory Skills)

Program Overview:

This program aims to build effective management and supervisor skills to enable the delegate to effectively plan, manage and control activities. Topics like managing personal behavior, stress management, ethics, problem-solving and leadership are explored to provide the tools to manage people effectively.

Course Content:

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| Module 1: General Introduction to Effective Management | Module 8: Managing Interpersonal Relationships |
| Module 2: Introduction to Business and Management | Module 9: Business Ethics and Conduct |
| Module 3: Change and Transformation Management | Module 10: Problem-solving and Decision-making |
| Module 4: Managing Personal Behaviour | Module 11: Introduction to Leadership |
| Module 5: Stress Management | Module 12: Leadership and Motivation |
| Module 6: Role Clarity and Own Contribution | Module 13: Team Leadership |
| Module 7: Time Management and Personal Planning Principles | Module 14: Delegation, Co-ordination and Evaluation |
| | Module 15: Management Functions |

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| Target: | Team Leaders, supervisors, first line managers, junior managers |
| Duration: | 6 Days |
| Students: | Minimum of 8 to a Maximum of 15 |
| SAQA Unit standards: | 242815, 242819, 242824, 242811, 242817 |
| Level: | 4 |
| Credits: | 40 |
| Program Approval: | Services Seta |

