

National Certificate: Generic Management Level 5

SAQA Qualification ID 59201 , NQF Level 5, 162 Credits | 20 OPISA CPD Points

Introduction

Effective management and strategic leadership lie at the heart of every successful organisation. In an increasingly complex, global environment, executives are expected to lead their organisations in strategic decision making, ensuring that their input is relevant and fresh.

Combining innovative design with a strong emphasis on developing superior workplace performance, this program provides learners with a national qualification. The sessions are focused on providing learners, and their organisations, with a competitive edge by developing their strategic perspective, creativity and vision. Facilitation is by subject-matter-experts who will share practical global insights, leadership acumen and key strategic thinking skills.

Personal development, coupled with group and individual feedback, challenging exercises and practical strategy tools will ensure that learners are ready to perform in the workplace on their return.

This qualification is ideal for middle and senior managers or people earmarked for this position as the sessions cover gap-training of concepts and principles relating to the specific topics and outcomes of this qualification. These sessions will also facilitate understanding of the evidence required to be collected for the delegates Portfolio of Evidence.

There are no exams! Delegates are required to complete a Portfolio of Evidence.

Entry Requirements

Applicants must have a Senior Certificate or Communication at NQF Level 4 and Mathematical Literacy NQF Level 4 (Grade 12) and at least one year's managerial experience.

Qualification Objectives

The qualification offers a comprehensive range of progressive management skills, assisting learners to gain the essential knowledge to:

- Initiate, develop, implement and evaluate operational strategies, projects and action plans to improve the effectiveness of their teams
- Monitor and measure performance and apply continuous and innovative improvement interventions in their unit
- Lead and manage teams to enhance individual, team and unit effectiveness
- Build relationships with colleagues, superiors and stakeholders across the value chain
- Apply the principles of risk, financial and knowledge management and business ethics internally and externally
- Enhance the development of teams and team members

Qualification Outline

Cluster 1: Initiate, develop, implement and evaluate operational strategies, project and action plans to improve the effectiveness of the unit

Module 1: Ops Strategy and Planning

- Managing successful meetings
- Devising and applying strategies to establish and maintain workplace relationships
- Developing, implementing and evaluating an operational plan

Module 2: Change Management

- Formulating recommendations for a change process
- Evaluating current practices against best practice
- Writing effective reports

Cluster 2: Monitor and measure performance and apply continuous and innovative improvement interventions

Module 3: Innovation and Organisational Wellness

- Create and manage an environment that promotes innovation
- Understanding impact of organizational wellness

Module 4: EQ and Performance Management

- Monitor and evaluate team members against performance standards
- Apply the principles of emotional intelligence in the workplace

Cluster 3: Lead and manage a team of first line managers to enhance individual, team and unit effectiveness

Module 5: Leadership and coaching

- Selecting and coaching first line managers
- Developing a leadership development strategy

Module 6: Teamwork and delegation

- Empowering team members through recognizing strengths, encouraging participation in decision making and delegating tasks

Cluster 4: Build relationships with superiors and with stakeholders across the

value chain

- ### **Module 7: Team Strategies and communication**
- Building teams to achieve goals and objectives
 - Mastering business communication

Module 8: Project Management

- Apply the principles of project management

Cluster 5: Apply the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks

Module 9: Knowledge Management and Ethics

- Applying the principles of knowledge management

Module 10: Risk Management and Business Finance

- Monitoring, assessing and managing risk
- Managing business finance

Cluster 6: Enhancing the development of teams and team members

Module 11: Conflict, Diversity and Negotiation

- Managing conflict and diversity
- Conducting successful negotiations

Module 12: People and Talent Development

- Manage people development and talent management