

Junior Management Fundamentals

Skills Programme

Study School 1 of the Certificate in Supervisory Development (Qualification ID 83946)



MACCAUVLEI

Accredited by Services Seta – no. 1468

UNIT STANDARDS COVERED

Unit Standard ID NQF Level & Credits	Unit Standard Title
US 242818 (13944) NQF 4 5 Credits	Describe the relationship of junior management to other roles
US 14667 NQF 4 10 Credits	Describe and apply the management functions of an organisation
US 242814 (13919) NQF 3 6 Credits	Identify and explain the core and support functions of an organisation
US 14665 NQF 3 10 Credits	Interpret current affairs related to a specific business sector
US 9010 NQF 3 2 Credits	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations
US 9013 NQF 3 4 Credits	Describe, apply and analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts
US 9012 NQF 3 5 Credits	Investigate life and work related problems using data and probabilities

SPECIFIC OUTCOMES

- Explain the relationship between the type, ownership, size of an organisation and its management structure
- Explain the relationship between various management roles
- Describe the management activities involved in running a successful business
- Explain the basic activities involved in the management process
- Identify and explain some of the tasks required of managers
- Apply the decision making process to make a management decision
- Apply the general management functions to a selected organisation
- Identify and explain the core business of an organisation
- Explain the types of work done within the various core activities of an organisation

- Explain the role of a selected work unit in an organisation in relation to the core business
- Identify and explain the difference between the line and support functions within a selected organisation
- Explain the concept of business environments
- Interpret information about events in the physical environment that could impact on a business
- Identify events in the socio-political environment that could impact on a specific business sector
- Identify events in the economic environment that could impact on a specific business sector
- Identify events in the technological and institutional environment

WHO SHOULD ATTEND?

This skills programme is intended for

- Team Leaders
- New Supervisors
- Foreman

DURATION OF TRAINING

5 Interactive Days

MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 2 / Grade 10

LEARNING ASSUMED TO BE IN PLACE

Communication at NQF Level 2

Maths Literacy at NQF Level 2

Computer Literacy at NQF Level 2

CERTIFICATION

Learners who successfully complete the Portfolio of Evidence will be awarded a Skills Programme Certificate of Competence with the Unit Standards listed.

Public Price **R9,128.00 per person** (excluding VAT).

For In-House quotes please contact

info@maccauvlei.co.za



Contact Details

For registration forms or more detail please contact us:

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Version 012018