

# Talent & Performance Management

## Skills Programme

Study School 2 of the Higher Certificate in Management Development (Qualification ID 59201)



MACCAUVLEI

Accredited by Services Setra – no. 1468

### UNIT STANDARDS COVERED

| Unit Standard ID<br>NQF Level & Credits | Unit Standard Title   |
|---|---|
| US 252034<br>NQF 5<br>8 Credits         | Monitor and evaluate team members against performance standards |
| US 252029<br>NQF 5<br>8 Credits         | Lead people development and talent management                   |
| US 252035<br>NQF 5<br>8 Credits         | Select and coach first line managers                            |
| US 12140<br>NQF 5<br>9 Credits          | Recruit and select candidates to fill defined positions         |
| US 252041<br>NQF 5<br>5 Credits         | Promote a learning culture in an organisation                   |

### SPECIFIC OUTCOMES

- Analyse education, training and development needs of members of a unit
- Record the results of the training needs analysis
- Compile a people development plan for a unit
- Manage the implementation of the people development plan of a unit
- Select first line manager for a specific position
- Plan the coaching process of a first line manager
- Coach selected first line manager
- Monitor and measure the results of coaching sessions
- Plan and prepare for recruitment and selection
- Recruit applicants
- Select staff
- Investigate and analyse the status of the learning culture within the organisation
- Develop strategies for the promotion of a learning culture within the organisation
- Implement strategies to promote a learning culture
- Formulate performance standards for team members in a unit
- Establish systems for monitoring performance
- Prepare for a performance review of a team member
- Conduct performance review interview

### WHO SHOULD ATTEND?

This skills programme is intended for Managers or soon to be Managers of Supervisors, Foreman and Junior Managers.

### DURATION OF TRAINING

5 Interactive Days

### MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 4 / Grade 12 (Matric)

### LEARNING ASSUMED TO BE IN PLACE

Communication at NQF Level 4

Maths Literacy at NQF Level 4

Computer Literacy at NQF Level 4

### 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](mailto:info@maccauvlei.co.za)



### Contact Details

For registration forms or more detail please contact us:

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