

Accredited by Services Seta – no. 13643

UNIT STANDARDS COVERED

Unit Standard ID NQF Level & Credits	Unit Standard Title
US 242814 NQF 3 6 Credits	Identify and explain the core and support functions of an organisation
US 242818 NQF 4 5 Credits	Describe the relationship of junior management to other roles
US 242816 NQF 4 5 Credits	Conduct a structured meeting
US 119472 NQF 3 5 Credits	Accommodate audience and context needs in oral / signed communication
US 119462 NQF 4 5 Credits	Engage in sustained oral/signed communication and evaluate spoken/signed texts

SPECIFIC OUTCOMES

- 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 relationship between the type, ownership, size of an organisation and its management structure
- Explain the relationship between various management roles
- Prepare for a meeting
- Conduct a meeting
- Demonstrate techniques to deal with differing views during a meeting
- Distribute records for a meeting

WHO SHOULD ATTEND?

This skills programme is intended for

- Supervisors
- Foreman
- First Line Managers
- Junior Managers

DURATION OF TRAINING

5 Interactive Days

MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 3 / Grade 11

LEARNING ASSUMED TO BE IN PLACE

Communication at NQF Level 3

Maths Literacy at NQF Level 3

Computer Literacy at NQF Level 3

CERTIFICATION

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



Contact Details

For registration forms or more detail please contact us:

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