

Team Fundamentals

Skills Programme

Study School 2 of the Certificate in Supervisory Development (Qualification ID 83946)

Accredited by the ETDP Seta - no. ETDP13643

UNIT STANDARDS COVERED

Unit Standard ID NQF Level & Credits	Unit Standard Title
US 242821 NQF 4 6 Credits	Identify responsibilities of a team leader in ensuring that organisational standards are met
US 242812 NQF 3 4 Credits	Induct a member into a team
US 242819 NQF 4 10 Credits	Motivate and Build a Team
US 13912 NQF 3 5 Credits	Apply knowledge of self and team in order to develop a plan to enhance team performance
US 242816 NQF 4 5 Credits	Conduct a structured meeting
US 242820 NQF 3 4 Credits	Maintain records for a team
US 119472 NQF 3 5 Credits	Accommodate audience and context needs in oral/signed communication
US 119457 NQF 3 5 Credits	Interpret and use information from texts
US 119467 NQF 3 5 Credits	Use language and communication in occupational learning programmes
US 119465 NQF 3 5 Credits	Write/present/sign texts for a range of communicative contexts

SPECIFIC OUTCOMES

- Explain the role of a team leader in an organisation
- Explain the purpose of the team
- Contract with the team members to obtain commitment to achieve organisational standards
- Implement, monitor and evaluate performance against team objectives and organisational standards
- Prepare to receive a member into a team
- Introduce the new member of the team
- Explain how the performance of a team is monitored
- Create awareness of career opportunities in an organisation
- Explain the importance of motivating a team
- Demonstrate an understanding of self and team members in a workplace

- Apply theories of motivation and group dynamics
- Implement a plan of action to strengthen a team
- Provide feedback and recognise achievements
- Demonstrate knowledge and understanding of self as a worker in a specific work position
- Identify own role in an organisation
- Use a variety of strategies to deal with potential conflict in a team or group
- Demonstrate knowledge and understanding of the dynamic within a specific group
- Develop a plan of action to enhance the performance of a team
- Prepare for a meeting
- Conduct a meeting
- Demonstrate techniques to deal with differing views during a meeting
- Explain why organisations record and keep information
- Identify and describe the type of records used to manage the team
- Record and report team performance against team output

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.

Contact Details

For registration forms or more detail please contact us:

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