

Talent & Performance Management

Skills Programme

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

Accredited by Services Seta – no. 13643

UNIT STANDARDS COVERED

Unit Standard ID NQF Level & Credits	Unit Standard Title
US 252034 NQF 5 8 Credits	Monitor and evaluate team members against performance standards
US 252029 NQF 5 8 Credits	Lead people development and talent management
US 252035 NQF 5 8 Credits	Select and coach first line managers
US 12140 NQF 5 9 Credits	Recruit and select candidates to fill defined positions
US 252041 NQF 5 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.



Contact Details

For registration forms or more detail please contact us:

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