

GENERIC MANAGEMENT

COURSE DESCRIPTION

The scope of management covers four domains: leadership, self-management, people management and management practices. This qualification addresses each of these domains with generic competencies, thereby enabling learning qualifications to be contextualised for specific sectors and industries. It provides opportunities for people to transfer between various specialisations within management. This will therefore enable management competencies to be strengthened, and enable managers to better manage systems, processes, resources, self, teams and individuals in various occupations.

PROGRAMME OUTLINE

- Gather and analyse information.
- Analyse events that impact on a business and its competitive environment.
- Comply with organisational standards.
- Motivate an individual or team.
- Negotiate in a work situation.
- Understand the role of business strategy.
- Manage a budget within a specific area of responsibility.
- Apply management principles and practices to a specific area of responsibility.
- Behave ethically and promote ethical behaviour in a work situation.
- Demonstrate an understanding of the consequences of HIV/AIDS and develop plans to achieve defined objectives.
- Lead a team to work cooperatively to achieve objectives.
- Monitor performance to ensure compliance to a plan.
- Make decisions based on a code of ethics.

 011-794-6665

 training@cleaningafrica.co.za

 cleaningafrica.co.za/training

 Bush Hill Office Park, Unit
2, Jan Frederick Ave,
Randpark Ridge, 2169

DURATION:
1 YEAR

CREDITS:
154

NQF:
LEVEL 4

CERTIFICATE: COMPETENCE FROM SETA

TARGET AUDIENCE: JUNIOR MANAGERS OF ALL
ORGANISATIONS, OR ANYONE ASPIRING TO THE
POSITION