

# JUNIOR MANAGEMENT PROGRAMME



The Junior Management Programme will provide delegates with the fundamentals of management and leadership and enable them with practical tools to deliver on targets.

## You will learn to

- Understand the details of management
- Motivate your team and what the responsibilities of a team leader is
- Manage team performance
- Manage own performance

## Recommended programme modules:

### Management principles

Unit standard title	U/S ID	NQF Level	Credits
Describe and apply the management functions of an organisation	14667	4	10
Investigate and explain the structure of a selected workplace or organisation	242814	4	6

### Team leadership and performance management

Unit standard title	U/S ID	NQF Level	Credits
Identify responsibilities of a team leader in ensuring that organisational standards are met	242821	4	6
Maintain records for a team	242820	4	4

### Managing effective teams

Unit standard title	U/S ID	NQF Level	Credits
Motivate and build a team	242819	4	10

### Yourself as a leader

Non-aligned

## Build your own:

In addition to the recommended programme, you can add or substitute the following modules to craft your own unique offering

### Present like a PRO

Unit standard title	U/S ID	NQF Level	Credits
Make oral presentations	242840	4	2

### Problem solving and decision making

Unit standard title	U/S ID	NQF Level	Credits
Solve problems, make decisions and implement solutions	242817	4	8

### Managing finance

Unit standard title	U/S ID	NQF Level	Credits
Manage expenditure against a budget	242810	4	6

### Conduct a formal meeting

Unit standard title	U/S ID	NQF Level	Credits
Conduct a structured meeting	242816	4	5

### Coaching and mentoring

Unit standard title	U/S ID	NQF Level	Credits
Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path	114215	4	3
Coach a team member in order to enhance individual performance in work environment	113909	3	5

### Leading with ethics

Unit standard title	U/S ID	NQF Level	Credits
Demonstrate knowledge and application of ethical conduct in a business environment	242655	4	4
Apply leadership concepts in a work context	242824	4	12

### Time and diary management

Unit standard title	U/S ID	NQF Level	Credits
Prioritise time and work for self and team	242811	4	10

### Business report writing

Unit standard title	U/S ID	NQF Level	Credits
Present information in report format	110023	4	6

### Profitable partnerships

Unit standard title	U/S ID	NQF Level	Credits
Provide Customer Service	7789	4	8

## KEY WORDS

Management principles Leadership Time Teams Ethics Coaching Mentoring

## FAST FACTS

11 Days (recommended modules)

NQF Aligned

Target Audience: (C lower – C upper)

