

# merSETA SKILLS PROGRAMME: Basic Leadership Skills Programme (NQF 4)



The objective of the programme is to enable learners to contribute to improved team efficiency whilst coping with ethical and production pressures.

## Learners will learn to

- Differentiate between the concepts of leadership and management
- Apply leadership techniques to individuals and teams within the work context
- Evaluate the impact of leadership techniques applied
- 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
- Create, implement and maintain a personal and team task list
- Use and maintain a diary
- Prioritise personal and team tasks
- Implement and maintain a task list

## Programme modules

### Leading with ethics

Unit standard title	U/S ID	NQF Level	Credits
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

### Team motivation

Unit standard title	U/S ID	NQF Level	Credits
Motivate and build a team	242819	4	5

## KEY WORDS

Ethics Time management Motivation  
Team

## FAST FACTS

7 Days NQF Aligned  
Target Audience: Superintendents, Managers  
(*C upper*)

012 424 0300

[info@growthlink.co.za](mailto:info@growthlink.co.za) | [www.growthlink.co.za](http://www.growthlink.co.za)