

NQF 3: PERSONAL LEADERSHIP DEVELOPMENT

SAQA Registered Qualification ID 83946

National Certificate: Management

Detailed fact sheet available
on request

LEARNERSHIP



Overview

In this programme, learners are given an understanding of the dynamic business environment and are introduced to foundational concepts and skills relating to personal efficiency, productive work and leadership.

Participant Profile

Employees who show the potential for advancement and who would benefit from learning the tools needed for personal efficiency, productivity and teamwork.

Duration

Learners spend a total of 32 days in the classroom over a period of 12 months.

Modules

1. Mathematics for Team Leaders
2. Communication Skills for Team Leaders
3. Computers at Work
4. The Dynamic Business Environment
5. The Reality of HIV/Aids in the workplace
6. Teams at Work
7. Planning, Organising, Controlling and Leading
8. Motivating Self and Others

Learning & Assessment

- Learners do research about their business and operation. Using the written communication skills they have learnt, they use text and illustrations to describe their operation and the key links in the supply chain.
- Learners describe their own job under the following headings: Planning, Organising, Leading, Controlling
- Learners are observed leading a team meeting in which they discuss a practical problem currently faced by the team, gather team members' views and use a step-by-step process to solve the problem



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