



ESSENTIAL SKILLS FOR TEAM LEADERS

PERSONAL LEADERSHIP DEVELOPMENT

CERTIFICATION	NQF 3 National Certificate in Management (SAQA registered qualification ID 83946 - Services SETA)
ENTRANCE REQUIREMENT	NQF 2 Communication, NQF 2 Mathematical Literacy
TARGET GROUP	Employees new to the role of team leadership
DURATION	Learners spend a total of 32 days in the classroom over a period of 12 months

MODULES

- Mathematics for Team Leaders
- Communication Skills for Team Leaders
- Computers at Work
- The Dynamic Business Environment
- The Reality of HIV/Aids in the workplace
- Teams at Work
- Planning, Organising, Controlling and Leading
- Motivating Self and Others

WHY THIS LEARNERSHIP?

Team Leaders will gain:

- 1** An orientation to the dynamic business environment
- 2** Competency in tools used for planning, organising, controlling and leading
- 3** An understanding of team dynamics and managing a team's performance
- 4** Insight into self-motivation and how to motivate team members
- 5** A basic understanding of computer operating systems and a working knowledge of Microsoft Excel, Word, PowerPoint, Email and the Internet

