

Effective Supervision

OUTCOMES	<p>This workshop aligned with unit standard 14667 (Management Functions), empowers delegates to:</p> <ul style="list-style-type: none"> • describe the management activities involved in running a successful business. • explain the basic activities involved in the management process. • identify and explain the main tasks required of managers. • analyse the application of the general management functions in a selected organisation. • apply the decision making process to make a management decision.
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Who should attend?	Duration	NQF Alignment
<ul style="list-style-type: none"> • Junior Managers of business units in larger organisations / Municipalities • Managers of small businesses • Team leaders, supervisors, first line managers and section heads • 1st Level management in an organisation who has employees reporting to him/her 	<ul style="list-style-type: none"> • 2 Days 	<ul style="list-style-type: none"> • SAQA US ID 14667 • NQF Level 4 • 10 Credits

TRAINING CONTENT	<p>Module 1: Management Activities</p> <ul style="list-style-type: none"> • What are the business functions of an organisation? • How to identify resources used in business • How to use resources responsibly <p>Module 2: The Management Process</p> <ul style="list-style-type: none"> • What are the basic activities? • How to apply the planning, organising, leading, and controlling functions • What is the difference between responsibility and accountability? 	<p>Module 3: Management Tasks</p> <ul style="list-style-type: none"> • How to effectively communicate, make decisions, co-ordinate, evaluate, motivate, delegate, discipline and gain the trust of your employees <p>Module 4: The Decision Making Process</p> <ul style="list-style-type: none"> • What are the steps to follow in making a decision? <p>Module 5: General Management Functions</p> <ul style="list-style-type: none"> • What are the management functions and expectations within your organisation? • Where does the team leader fit into the organogram?
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