

Team Empowerment through Decision-making

OUTCOMES	The qualifying learner is capable of: <ul style="list-style-type: none"> • Recognising team member performance. • Encouraging participation in decision-making. • Delegating tasks. • Reviewing decisions and the progress with delegated tasks. 	
Who should attend?	Duration	NQF Alignment
Management, Supervision and all staff contributing to team decision-making and departmental effectiveness.	2 Days	SAQA US ID: 15224 NQF level: 5 Credits: 4
TRAINING CONTENT	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Module 1: Recognising Team Member Performance</p> <ul style="list-style-type: none"> • The roles, duties and responsibilities of team members. • Giving feedback to team members • Dealing with team members effectively. <p>Module 2: Encourage Participation in Decision-making</p> <ul style="list-style-type: none"> • Inclusion of team members in decision-making. • Encourage team members to contribute solutions to the problem. • Providing alternatives and select an alternative for implementation. • Debating team members points of view to reach the best solution. </div> <div style="width: 45%;"> <p>Module 3: Delegation of Tasks</p> <ul style="list-style-type: none"> • Compile a plan and task analysis and a breakdown for delegation. • Communicate tasks. • Allocate decision-making authority. • Finalise a Feedback and Reporting Schedule. • Establish an information-sharing system. • Monitor the successful completion of delegated tasks. • Recognition of successful achievement of delegated tasks. <p>Module 4: Reviewing Decisions and Performance of Delegated Tasks.</p> <ul style="list-style-type: none"> • Reviewing decisions. • Reviewing delegated tasks. • Drawing up alternative action plans. </div> </div>	

