

### PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip learners with the necessary knowledge, skills and attitudes to apply leadership concepts in a work context, ensure that organisational standards and code of conduct in a work environment are met.

### PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Apply leadership concepts in a work context.
- Apply the organisation's code of conduct in a work environment.

### PROGRAMME OUTLINE

- Explain the concept of leadership.
- Differentiate between the concepts of leadership and management.
- Apply leadership techniques to individuals and teams within the work context.
- Evaluate the impact of the leadership techniques applied.
- Ethic and the Code of conduct.
- Uphold the code of conduct within the work team.

### LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enrol on this programme should be competent in Communication at NQF Level 3 and Mathematical Literacy at NQF Level 3.

### RECOGNITION OF PRIOR LEARNING (RPL)

RPL against these unit standards of this programme are allowed. Application forms are available from our offices.

### METHODOLOGY

Training Programme Duration: 3 Days

Assessment: Portfolio of evidence will be submitted within one month after completing the training. Assessment activities include observing the learner in his leadership approach and techniques; applying the various aspects of the code of conduct of the organisation; prepare to start a new venture and questioning to test knowledge and ability to apply.

Certification: This includes obtaining endorsement from the SETQAA.

Unit Standard(s):

- 242824 - Apply leadership concepts in a work context.
- 242815 - Apply the organisation's code of conduct in a work environment.

NQF Level: 4

Credits: 17

### TARGET GROUP

- Team Leaders
- Supervisors
- Foremen
- Section heads
- Junior managers

### BENEFITS

- Increased productivity
- Credits towards a qualification
- Improved opportunities to claim skills grants
- Effective team work
- Effective team leaders