

NQF LEVEL 4 - 6

Target Audience

Team leaders and supervisors who want to strengthen their leadership abilities and techniques.

Outcomes:

- Apply techniques to motivate others in a leadership context
- Understand and implement decision making and problem solving techniques
- Build effective teams, apply negotiation skills and avoid conflict
- Apply effective communication techniques
- Master MS Excel to produce accurate and professional reports

Module Structure:

- Building Effective Teams - 12 hours
- Transitional Leadership - 24 hours
- Managing Self & Others - 12 hours
- Conflict & Negotiation Techniques - 12 hours
- Decision Making and Problem Solving – 12 hours
- Presentation Skills - 12 hours
- Excel Master Class – 18 hours
- Communication Techniques – 24 hours
- Business Etiquette - 12 hours

Admission Requirements

Matric/NQF Level 4 qualification with at least 2 years' relevant work experience

Duration

138 Instructor-Led hours (23 days) over 12 months

Investment

R45 200 + VAT per person