

BTC Training (Africa)(Pty) Ltd

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TRAINING CENTRE: 9 Pickers Place, 33 Second Avenue, Alberton North

Basic Management

NQF Level 4

Credits: 3

Unit standards:

14048 - Apply self-management concepts

14667 - Describe and apply the management functions of an organisation.

Duration: 14 hours

Price on request (Min 5 Max 20 delegates)

Target group: Persons in a supervisory or management function.

Course outcome: Delegates will understand the principles of the managerial processes and be equipped to demonstrate the skills and techniques that will be required to strengthen the management function in the organization.

Course contents:

- ❖ Management Principles.
- ❖ Personal Motivation.
- ❖ Personal Goals.
- ❖ Qualities and Behaviour.
- ❖ Personal Skills.
- ❖ Performance.
- ❖ Positive Self-concept.
- ❖ The Classic Theory.
- ❖ The Practical Approach.

Support learning material

- ❖ Learner Manual
- ❖ Supporting Video Presentation
- ❖ Supporting Documentation
- ❖ Case Studies
- ❖ Exercises