

NATIONAL CERTIFICATE IN GENERAL MANAGEMENT (NQF LEVEL 5)

SAQA ID: 59201

Learning programme ID: 60269



Fully accredited by the
ETDP SETA
(Accreditation number: *ETDP10163*)

Accredited by the
Services SETA
(Accreditation number: *10063*)

Certified:
BBBEE Status Level 1
135% Recognition

**The Fundamentals
Training Centre**

www.onlineftc.com

About the qualification:



The scope of The Fundamentals Training Centre's General Management qualification covers five domains: leadership, managing the environment, managing relations, managing knowledge and the practice of management. This qualification addresses each of these domains with generic competencies, so that it allows learning programmes to be contextualised for specific sectors and industries. This qualification provides opportunities for learners to transfer between various specialisations within management. This leads to the strengthening

The following, which can be offered as accredited stand-alone short courses, make up this qualification:

UNIT 1: INITIATE, DEVELOP AND EVALUATE OPERATIONAL STRATEGIES

This unit focuses initiating, developing, implementing and evaluating business operational strategies, projects and action plans, to improve the effectiveness of the organisation.

- ◆ Project Management
- ◆ Operational Management
- ◆ Change Management

UNIT 2: LEADING AND MANAGING PEOPLE

This unit focuses on leading a team of first line managers, by capitalising on the talents of team members and promoting synergistic interaction between individuals and teams.

- ◆ Leadership Theory and Practice
- ◆ Knowledge Management
- ◆ Coaching
- ◆ Human Resource Management

UNIT 3: INNOVATION AND ETHICS

This unit will allow learners to develop their skills and knowledge as manager to create an environment that encourages an innovation order to attain desired outcomes.

- ◆ Innovation in the Workplace
- ◆ Organisational Ethics

UNIT 4: PRINCIPLES OF RISK, FINANCIAL AND KNOWLEDGE MANAGEMENT

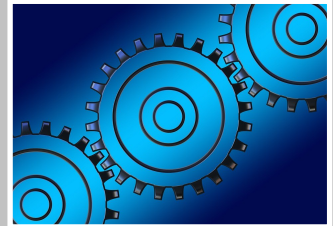
This unit will empower the learner to apply the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks in order to ensure the effectiveness and sustainability of the business.

- ◆ Risk Management:
- ◆ Financial Analysis:
- ◆ Financial Management

of management competencies and will enable managers, particularly at middle-management level, to successfully manage systems, processes, resources, supervisors and teams in their various occupations and contexts.

Who should attend this course?

The learners will typically be managers who have other junior managers or team leaders reporting to them. In smaller organisations or entities, the managers could primarily be responsible for managing the supervisors and staff within their section, division or business unit.



UNIT 5: BUILD RELATIONSHIPS WITH SUPERIORS AND STAKEHOLDERS

Effective working relationships with superiors and stakeholders are critical to your success. In this unit we will explore how to build relationships using communication processes both vertically and horizontally namely, with superiors and with stakeholders across the value chain.

- ◆ Diversity Management
- ◆ Professional Relationship Management
- ◆ Effective Communication
- ◆ Decision Making

UNIT 6: TEAMBUILDING

This unit focusses on enhancing the development of teams and team members through facilitating the acquisition of skills, coaching, providing career direction, and capitalising on diversity in the unit.

- ◆ Monitoring and Evaluation
- ◆ Teambuilding

UNIT 7: PROFESSIONAL DEVELOPMENT FOR MANAGERS

This unit's modules were selected to complement the previous six units in order to further develop the managers and supervisors in a holistic manner.

- ◆ Training and Development Management
- ◆ Recruitment and Selection
- ◆ Combatting Corruption in the Workplace
- ◆ Conflict Management
- ◆ Fundamentals of Change Management
- ◆ Strategic Management
- ◆ Emotional Intelligence

For more details on all our courses, visit our website: www.onlineftc.com



SUMMARY OF FTC's GENERAL MANAGEMENT QUALIFICATION

US TYPE	NLRD	US TITLE	LEVEL	CREDITS
Fundamental	252022	Develop, implement and evaluate a project plan	5	8
Core	252032	Develop, implement and evaluate an operational plan	5	8
Core	252021	Formulate recommendations for a change process	5	8
Fundamental	120300	Analyse Leadership and related theories in a work context	5	8
Core	252044	Apply the principles of knowledge management.	5	6
Core	252035	Select and coach first line managers.	5	8
Core	252029	Lead people development and talent management.	5	8
Core	252020	Create and manage an environment that promotes innovation	5	6
Fundamental	252042	Apply the principles of ethics to improve organisational culture	5	5
Core	252025	Monitor, assess and manage risk	5	8
Fundamental	252036	Apply mathematical analysis to economic and financial information.	5	6
Fundamental	252040	Manages the finances of a unit	5	8
Core	252043	Manage a diverse work force to add value	5	6
Core	252027	Devise and apply strategies to establish and maintain workplace relationships	5	6
Fundamental	12433	Use Communication techniques effectively		8
Fundamental	252026	Apply a systems approach to decision making	5	6
Core	252034	Monitor and evaluate team members against performance standards	5	8
Core	252037	Build teams to achieve goals and objectives	5	6
Elective	252041	Promote a learning culture in an organisation	5	5
Elective	12140	Recruit and select candidates to fill defined positions	5	9
Elective	252039	Develop a plan to combat corruption	5	5
Elective	114226	Interpret and manage conflicts within the workplace	5	8
Elective	15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	5	3
Elective	15219	Develop and implement a strategy and action plans for a team, department or division	5	4
Elective	252031	Apply the principles and concepts of emotional intelligence	5	4

TOTAL CREDITS 165

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