



MICT SETA accredited ACC/2011/07/066 Est. October 2003

BEE LEVEL 2 COMPANY

College Africa Group – Apply leadership concepts in a work context US242824 5 credits

This is accredited course which will provide the delegate with essential skills so that they can improve their leadership skills. The delegate receives a manual and an electronic attendance certificate. Duration three to four days.

Further Education and Training Certificate: Generic Management. ID 57712; NQF level 4.

PURPOSE OF THE UNIT STANDARD

This Unit Standard will be useful to learners, working in all sectors of the economy, community organisations or Non-Governmental Organisations (NGOs). It will enable learners to gain insight into the role of leadership within a work context, and thus providing them with the skills and knowledge to add value to their job. This Unit Standard is intended for junior managers of organisations.

The qualifying learner is capable of:

- Explaining the concept of leadership.
- Differentiating between the concepts of leadership and management.
- Applying leadership techniques to individuals and teams within the work context.
- Evaluating the impact of leadership techniques applied.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

Learners should be competent in Communication and Mathematical Literacy at NQF Level 3.

UNIT STANDARD RANGE

'Area of responsibility' includes, but is not limited to, cost centre, section, department or team.

'Junior managers' include, but are not limited to, team leaders, supervisors, foremen and section heads.

'Standard Operating Procedures' (SOPs) may comprise formal written documents or accepted practices in the organisation.

'Organisation' includes but is not limited to, workplace, work context, work unit, company, department or section.

Outcome

At the end of this workshop the individual will be able to identify and solve problems using critical and creative thinking processes to diagnose which leadership theories are appropriate to their own work context; work effectively with others as a member of a team, group, organisation or community; organise and manage themselves and their activities responsibly and effectively in order to ensure effective leadership



Contact

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ABOUT THE FACILITATORS AND SHAREHOLDERS

ARNOLD MUSCAT

Obtained a Bachelor of Commerce degree majoring in Business Management and Economics (UNISA). He also obtained a First Class pass with Institute of Marketing Management (IMM). He has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and Managing Director. Arnold began using spreadsheets in the 1980's when Microsoft Office was being introduced into the workplace and has been a continuous and progressive user of MS office and related programmes for the

past 20 years. He has been involved with training since 2003 and is the Managing Director and co-owner of College Africa Group, a national training company in Southern Africa.

You can learn more about Arnold at www.arnoldmuscat.co.za and Facebook and LinkedIn.

JENNY MUSCAT

Obtained a Bachelor of Commerce degree majoring in Business Management and Industrial Psychology. She also obtained a Diploma in Public Relations and in Real Estate. She has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director. Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa.

She joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in Southern Africa.

You can learn more about Jenny at www.jennymuscat.co.za