



ASPIRING LEADERS PROGRAMME

online and virtual learning

SETA QUALIFICATION: 60270, NQF Level 4
NATIONAL CERTIFICATE IN GENERIC MANAGEMENT



PURPOSE

The Management and Leadership in Action Programme (MLAP) programme is designed for junior managers as an entry-level management and leadership intervention.

The programme is designed to enable the participant to thoughtfully spearhead their personal leadership goals, and to address the pivotal growth strategies needed for the organization. This programme provides individuals with the tools and processes needed to meet their organisation's leadership challenges.

PROGRAMME OVERVIEW

The skills, knowledge and understanding demonstrated within this qualification are essential for the creation of a talent pool of experienced and effective middle managers that represents the demographics of South African society. This qualification will create a leadership cadre for South African society throughout multiple industries and sectors both private and public.

TARGET AUDIENCE

A person acquiring this qualification will be able to manage first line managers in an organisational entity. First line managers may include team leaders, supervisors, junior managers, section heads and foremen.

DURATION AND MODALITY

Seven modules over twelve months making the learning journey easy for those in employment.

Learners enjoy a blended learning journey through online learning and virtual facilitator interaction through instructor-led focus sessions via the My Duke CE online portal.

STRUCTURE OF THE PROGRAMME

The programme comprises seven modules:

Module 1: Successful Engagements

Module 2: Personal mastery for the emerging manager

Module 3: Management and Leadership Skills for the Emerging Manager

Module 4: Transitioning from team member to team leader

Module 5: Building Values Based Relationships

Module 6: Organizational Performance Management for an emerging manager

Module 7: Data analytics Fundamentals

ENTRANCE REQUIREMENTS

Matric, NQF Level 3 or equivalent or a minimum of 2 years working experience. If you do not have an NQF 4 qualification or higher, then you may qualify for the Recognition of Prior Learning (RPL) process, Unemployed or Self-employed Individuals .



MODULE OUTLINE



MODULE 1: Successful Engagements

Outcomes

- Accommodate audience and context needs in oral/signed communication
- Interpret and use information from texts
- Use language and communication in occupational learning programmes
- Write/present/sign texts for a range of communicative contexts
- Engage in sustained oral/signed communication and evaluate spoken/signed texts
- Read/view, analyses and respond to a variety of texts
- Use language and communication in occupational learning programmes
- Write/present/sign for a wide range of contexts



MODULE 2: Personal mastery for the emerging manager

Outcomes

- Conduct a structured meeting
- Prioritise time and work for self and team
- Solve problems, make decisions and implement solutions



MODULE 3: Management and Leadership Skills for the Emerging Manager

Outcomes

- Apply leadership concepts in a work context
- Employ a systematic approach to achieving business objectives



MODULE 4: Transitioning from team member to team leader

Outcomes

- Manage individual and team performance
- Motivate and Build a Team



MODULE 5: Building Values Based Relationships

Outcomes

- Explain the contribution made by own area of responsibility to the overall organisational strategy
- Describe the relationship of junior management to other management roles
- Identify responsibilities of a team leader in ensuring that organisational standards are met



MODULE 6: Organizational Performance Management for an emerging manager

Outcomes

- Manage Expenditure against a budget
- Identify and explain the core and support functions of an organization
- Apply the organisation's code of conduct in a work environment
- Monitor the level of service to a range of customers

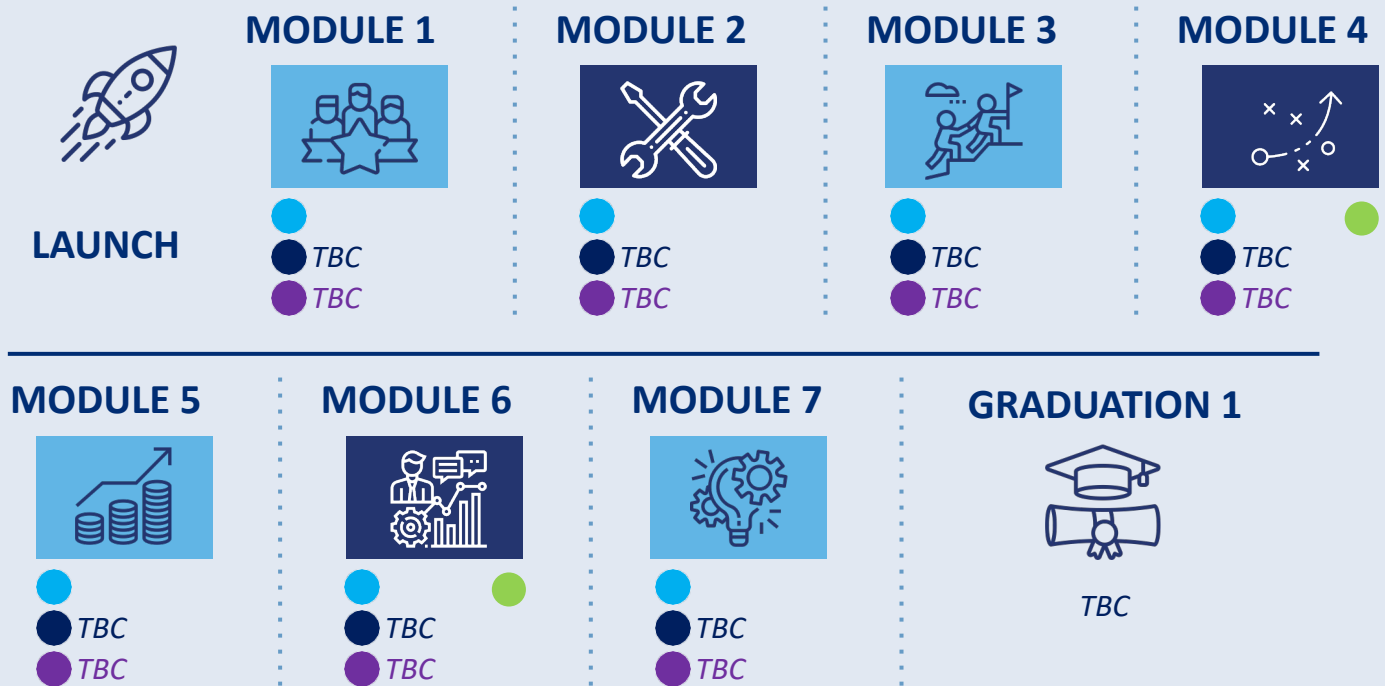


MODULE 7: Data analytics Fundamentals

Outcomes

- Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
- Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
- Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues

MLAP ONLINE AND VIRTUAL INTEGRATION LEARNING SESSION AVAILABLE



>>>Workplace assessment and coaching support throughout the programme>>>

DUKE CE LEVERAGES BEST-IN-CLASS TECHNOLOGY TO DELIVER IMPACTFUL EXPERIENCES

Duke CE offers both live and self-paced virtual solutions



Delivery of a live program virtually with all the learners in a virtual classroom set-up



Delivery of a self-paced learning programme with pre-recorded sessions with coaching support

...leveraging multiple methods and techniques...



Teaching



Immersions



Coaching



Masterclasses

Duke CE leverages a blended learning approach that uses the latest in e-learning platforms, is suited to your organisation's needs and enhances the learning experience.