

BUSINESS SOLUTIONS - ESSENTIAL BUSINESS SKILLS

HUMAN RESOURCES AND MANAGEMENT SHORT LEARNING PROGRAMME: *MANAGING EMPLOYEE PERFORMANCE*

ALIGNED TO SAQA UNIT STANDARD ID: 11473 - MANAGE INDIVIDUAL AND TEAM PERFORMANCE

Duration:
2 DAY PROGRAMME

This is suitable for all managers and supervisors who wish to better understand themselves and others through completing and interpreting personality typing, to develop their problem solving and decision making skills, to build teams that work, and to explore performance management issues.

Programme overview:

- Understand the work environment
- Gather and use information relevant to managing individual and team performance
- Apply basic negotiation, interviewing and interpersonal skills
- Develop useful techniques for setting and achieving goals
- Apply and interpret personality typing
- Use the results of personality typing to improve communication and team building
- Understand the role of a leader and how to fulfil it
- Identify the stages of team development and use appropriate strategies for each stage
- Problem solving and making decisions
- Conduct performance reviews, manage employee and team performance, and document performance

The following are included in the Course Fee:

Tuition, student support and research supervision, any assessments that may be completed	
Meals	
Certificate of attendance	
TOTAL	R2 500.00

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I, (student/payment sponsor), acknowledge that I understand the information stated in this document.

Date:

Signature:

This Information Sheet forms part of your enrolment contract

The content of this information sheet is subject to change without notice due to legislation, market requirements or any other reason. ELMI reserves

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the right to change the programme subject matter without notice.