

BUSINESS SOLUTIONS - ESSENTIAL BUSINESS SKILLS

HUMAN RESOURCES AND MANAGEMENT SHORT LEARNING PROGRAMME: *THE PROFESSIONAL SUPERVISOR*

ALIGNED TO SAQA UNIT STANDARD ID: 14667 - DESCRIBE AND APPLY THE MANAGEMENT FUNCTIONS OF AN ORGANISATION

**Duration:
2 DAY PROGRAMME**

If you are a newly appointed supervisor, you may still be feeling a little unsure of your roles and responsibilities. This programme can help you deal with the challenges of managing work through others. You will have the opportunity to develop the critical skills of planning work, leading your group, and communicating with employees, your colleagues and your manager. Learning these skills can have a tremendous impact on your organisation’s productivity, and on your personal success.

Programme overview:

- Describe the management activities involved in running a successful business
- Explain the basic activities involved in the management process
- Identify and explaining the main tasks required of managers
- Apply the decision making process to make a management decision
- Analyse the application of the general management functions in a selected organisation

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	R 2500.00

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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 the right to change the programme subject matter without notice.

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Reg No: 2008/021076/07

QCTO Accreditation:
Skills Development Provider
Accreditation no:
QCTO NATED/14/0062