

2021



*Be Professionally Equipped*

# Taking charge as a Leader & closing the Gap between Specialist and Manager

## 3 Day Course

### 20 August 2021



SAQA ID – 242824 NQF LEVEL: 4, CREDITS: 12



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## Introduction

So, you are a technical specialist. Suddenly, you are excelling at what you do and senior management places you in charge of an important project that comes, yes, with not only technical resources but also with a team of people for you to manage and you have no idea where to begin. Now, you are very good at your job from a technical point of view and although you have much to offer in terms of knowledge and expertise, this is your first time facing the task of managing a team of people. Suddenly, you realize that there are distinct differences between management and leadership that were not obvious to you until now and you know that you need to close the gap between being a specialist and taking on the mantle of leadership so that you can move forward with confidence.

This course is an opportunity to help you grow in mastering leadership techniques in that you will effectively be able to explain the concept of leadership, differentiate between the concepts of management and leadership, evaluate the impact of the leadership techniques put in place and apply those techniques to individuals and teams.

## Programme Outcomes

- Understand the concept of leadership as per accepted definitions.
- Understand the various qualities of a leader including empathy, objectivity, transparency, accountability, responsibility, honesty, integrity, assertiveness, consistency and making reference to present and historical leaders.
- Understand the various roles of a leader including visionary capabilities, the capacity to innovate, the ability to motivate oneself and others, knowing how to create synergies and facilitating a developmental environment.
- Differentiate between the concepts of management and leadership by means of practical examples and working scenarios.
- Understanding the circumstances in which a team leader manages and leads as applied to practical examples in the work context.
- Apply leadership techniques to individuals and teams within the work context using techniques such as trait leadership, leadership based on behavior styles, servant leadership and transformational leadership.
- Identify and apply various theories of leadership.

## Course Outline

- Differentiate between the concepts of leadership and management.
- Explain the concept of leadership.
- Evaluate the impact of the leadership techniques applied.
- Apply leadership techniques to individuals and teams within the work context.
- Identify the roles and qualities of a leader.
- Understand leadership theories.
- Understand the circumstances within which a team leader manages and leads.
- Formulate team leadership approach according to individual needs and organisational requirements.

# BUSINESS AND REPORT WRITING SKILLS PROGRAM

	ID	UNIT STANDARD TITLE	NEW LEVEL	CREDITS	DURATION
Fundamental	242824	Apply Leadership concepts in a work context	NQF 4	12	3 Days

## Target Audience

**Target Audience:** This Course is aimed at supervisors , team leaders and junior managers who manage a team.

**Programme level:** The level of the Programme is at NQF Level 03

**Minimum Qualifying Criteria:** Communication at NQF Level 3, Computer Literacy and Mathematical Literacy at NQF level 3

## Duration

**Programme Duration:** Between one (2) and three (3) Days | between one (1) and (3) Days –POE Based.

**Pre-Assessment:** Pre-assessment of proposed learners is undertaken to identify current qualifications and experience.

**Contact Training Sessions:** Between three (3) and Five (5) Days for comprehensive training.

## Qualification Alignment

**Qualification:** SAQA ID 57712– Further Education and Training

Certificate: Generic Management (4) ACCREDITED



## Training Methodology

The Programme is facilitated by competent subject matter specialist/s, which utilizes the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Videos/DVDs; and Formative Assessments.

To facilitate this process, we offer: {between three (1) and 2 Days – POE Based}

- **Coaching Support:** The Ratomac appointed assessor and project coordinator are available to the learners for telephonic support and coaching while learners compile their POE's. Additional coaching support will be scheduled, as required, to assist with the building of POE's.
- **Credits:** Learners exiting this qualification before completion, retain the credits for Unit Standards successfully completed. Learners can build their credits by attending skills programmes aligned to the Qualification **57712– Further Education and Training Certificate: Generic Management (4) ACCREDITED**

**COURSE FEES – R6 200.00 PER PERSON (1 PERSON)**

### Contact Us

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