

Short course in emerging managers

Programme Modules

Module 1: Basic Management Skills

Emerging managers will be introduced to basic management skills through a selection of topics that are relevant to management practice.

Topic 1: The roles that managers play

This topic provides a general overview of the roles that managers fulfil on the different levels of an organization. It should be regarded as an orientation for the remainder of the short course. In this topic, the differences and similarities between management and leadership will be explored.

Topic 2: Your management communication toolbox

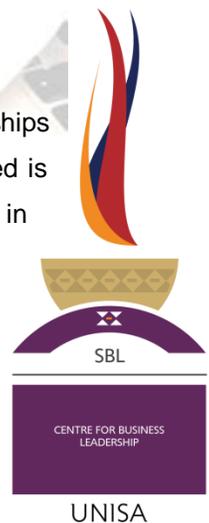
This topic will include verbal and non-verbal communication tools. Poor communication is often regarded as the root cause of many problems in an organization – and this assertion is most often true. This topic will address communication tools that should address communication requirements in a modern-day organization.

Topic 3: Managing self and others

At the heart of this topic is the productivity of staff in the organization. How much time is spend on meetings? Is there a way to make meetings work better? The emphasis in this topic is on ways to spend time wisely.

Topic 4: People management

This topic is very important, because managers have to deal with people and the relationships that they have with people. Before becoming a manager the staff that needs to be managed is colleagues and friends. It is important to manage staff in a way that engages them in achieving the organisations' objectives. This topic will share the best practice.



Topic 5: Setting personal goals

It is important that people must think about themselves as achievers. It is even more important to share the “How” of setting and achieving personal, professional and other goals.

Topic 6: It is all about a customer

All organisations exist because there is a need for the products and services that they provide. Your department may not deal directly with the market, but the work that you do is still required to satisfy market needs. This topic discusses the understanding of this simple fact.

Learning material

Students will receive learning material electronically before each contact day. No additional textbooks will be prescribed.

Assignments

Students will be required to submit 3 assignments during the course. These are individual assignments designed to entrench basic management skills. As this is a management development programme, it will be expected for the assignments to be on a high level and on time. Details will be provided to students before every assignment.

Examination

Students will be required to prepare and submit a portfolio of evidence of their competence. This is not a formal written sit-down examination, which is less disruptive on the time required to write an exam.

Contact time

It is recommended that students who enroll for the programme avail themselves for three days of study schools in which the topics will be workshopped. This will not be three successive days, but will be spread over the duration of the course.

Duration

The course is planned for three months.

PLEASE NOTE

This course could be presented as an in-house programme.

