



Fully-accredited Service Provider with the Services Seta

### **TRAIN AS A SUPERVISOR (Management)**

As a manager, your team is one of the most critical resources at your disposal to successfully achieve your work objectives. Gain proven competence in team management through this skills programme specifically designed for first line managers, supervisors and foremen.

This NQF-aligned, three-day management skills programme is based on the outcomes of registered unit standards that count towards nationally recognised and SAQA registered qualifications and is run in Johannesburg, Durban and Cape Town.

*The Supervisor (Management) training programme is aimed at providing appropriate theoretical and practical training interventions to enable individuals to effectively execute the role of supervisor within an organisation*

*This skills programme (39 credits) is based on the following selection of unit standards which form part of the FET Certificate : Generic Management - NQF 4 (SAQA ID 57712)*

- *Maintain records for a team (242820) NQF 3 (4 credits)*
- *Identify responsibilities of a team leader in ensuring tht organizational methods are met (242821) NQF 4 (6 credits)*
- *Accommodate audience and context needs in oral/signed communication (119472) NQF 3 (5 credits)*
- *Conduct a structured meeting (242816) NQF 4 (5 credits)*
- *Induct a member into a team (242812) NQF 3 (4 credits)*
- *Motivate and build a team (242819) NQF 4 (10 credits)*
- *Engage in sustained oral/signed communication and evaluate spoken/signed texts (119462) NQF 4 (5 credits)*

*Experienced facilitators conduct the workshops and the theoretical components are further enhanced by the introduction of practical examples of the different tasks of the supervisor as well as templates of documentation to be used during the supervisory process.*

Assessment requirements are:

- An open-book knowledge test
- Completion of a detailed portfolio of evidence, which needs to be submitted within a stipulated time.

### **HOW THE TRAINING PROCESS WORKS**

1. Registration for training in one of the venues nationwide with the Edutel Office 011 760 4252
2. Complete the 3-day learning programme
3. Write the knowledge test.
4. Complete and submit the portfolio of evidence.
5. Successful candidates' results are submitted to the SERVICES SETA for national registration
6. Certificates of Competence are issued to competent Learners
7. All NQF credits for competent learners are registered on the National Learner Records Database (NLRD) for future reference, and credit for further training in future.

please visit our website:  
<http://www.edutel.co.za>

#### COSTS

**R6 700.00 PLUS VAT**

The course fee includes the training, study material and assessment. Lunch and refreshments are included. Accommodation or travelling arrangements and expenses are the responsibility of the candidate.

#### FURTHER ENQUIRIES

Jenny or Tricia 011 760 4252