



Velile Supply Chain Projects & Consulting (Pty) Ltd

Office 10 Kaapenberg Building 301 Commissioner Street Boksburg 1459 South Africa

T +27 (11) 892 8176 C +27 (73) 3940668

@ velile.mguni@vscpcconsulting.africa | @ inquiries@vscpcconsulting.africa

Website www.vscpcconsulting.africa

Further Education and Training Certificate: Generic Management: Planning and Scheduling Techniques

COURSE OUTLINE

COURSE

| | | |
|------------------|---|---|
| US ID | : | 83988 |
| US TITLE | : | Further Education and Training Certificate: Generic Management: Planning and Scheduling Techniques |
| NQF LEVEL | : | 4 |
| CREDITS | : | 150 |

**Qualification against which Learning Programme is recorded: 57712*

PURPOSE OF THE QUALIFICATION

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

COURSE OUTLINE

Planning

- Information is analysed and presented according to organisational objectives and requirements.
- A plan is developed by using a systematic process.
- Tasks, resources, timeframes and measurement criteria are defined and aligned to meet organisational objectives.

Organising

- Methods, procedures and techniques to organise a work unit are applied in accordance with organisational requirements.
- The activities of the work unit are analysed and adjusted in order to align to the organisational strategies.
- Resources are allocated to achieve the developed plan.

Leading

- The principles of leadership are explained and applied within a work unit.
- The organisation's objectives and Standard Operating Procedures (SOPs) are analysed in order to determine the direction of work units.
- Knowledge of group dynamics is applied to build a team.

Controlling

- Work unit performance is measured against organisational objectives.



Velile Supply Chain Projects & Consulting (Pty) Ltd

Office 10 Kaapenberg Building 301 Commissioner Street Boksburg 1459 South Africa

T +27 (11) 892 8176 C +27 (73) 3940668

@ velile.mguni@vscpconsulting.africa | @ inquiries@vscpconsulting.africa

Website www.vscpconsulting.africa

- Corrective action is taken in response to performance variances in accordance with Standard Operating Procedures (SOPs).

Ethics

- The concept of ethics is explained in terms of its influence on the activities of a work unit.
- The value of a code of ethics is explained in terms of its impact on decision making.
- Ethical decisions are made in the workplace.

