SAQA Qualification ID 57712
NQF Level 04
Credit Value 152
Training Sessions: 26 Days

National Certificate in Management NQF Level 4

Skills Program 1
Module I
Business Communication In Context
(2 days, 10 Credits)
119459, 119465

Skills Program 1
Module II
Business Document Composition
(2 days, 10 Credits)
119457, 12153

Skills Program 1
Module III
Achievement of Business Objectives
(2 days, 10 Credits)
242822

Skills Program 2
Module I
Time Management
(1 day, 5 Credits)
242811

Skills Program 2
Module II
Budgeting
(1 day, 6 Credits)
242810

Skills Program 3
Module I
Managing Occupational Documents
(1 day, 5 Credits)
119467

Skills Program 3
Module II
Presentation Skills
(2 day, 15 Credits)
119472
119462
119469

Skills Program 3
Module III
Conduct Meetings
(1 day, 5 Credits)
242816

Skills Program 3
Module IV
Leadership Concepts
(2 days, 12 Credits)
242824

Skills Program 3
Module V
Team Building & Motivation
(2 days, 10 Credits)
242819

Skills Program 4
Module I
Team Leadership
(1 day, 6 Credits)
242821

Skills Program 4
Module II
Customer Service
(1 day, 5 Credits)
242829

Skills Program 5
Module I
Organisational Code of Conduct
(1 day, 5 Credits)
242815

Skills Program 5
Module II
Problem solving and Decision making
(2 days, 8 Credits)
242817

Skills Program 6
Module I
Intro to Business Economics
(1 day, 6 Credits)
7468

Skills Program 7
Module I
HIV/Aids in the Workplace
(1 day, 4 Credits)
13915

Skills Program 7
Module II
Organisational Functions & Strategy
(2 days, 11 Credits)
242814, 242813

Skills Program 7
Module III
The Role of Junior Managers
(1 day, 5 Credits)
242818

Skills Program 7
Module IV
Team Member Induction
(1 day, 4 Credits)
242812

Fundamental Workbook (Self study)
9015 (6 Credits)
9016 (4 Credits)