

MANAGE TEAM PERFORMANCE - NQF LEVEL 4

Duration: 2 days + 1 day follow up
 Target: Candidates competent in NQF Level 3
 Prerequisite: NQF Level 3
 NQF Info: NQF Level 4
 Qualification: National Certificate In Plastics Manufacturing NQF Level 4
 Credits: 14
 Certification: MERSETA accredited
 PFSA Certification.

Unit Standard:

- Lead a team, plan, allocate and assess their work [116714]
- Contribute to the implementation and maintenance of business processes [13254]

Course Objective:

To lead the team, plan and allocate work and assess team members within work context. To demonstrate an understanding of the organisation's vision, mission and values and legislation relevant to the organisation, and implement and maintain procedures related to these.

Outcomes: At the end of the course the learners will be able to :

- Select methods to identify, assess, explain and report on issues within the team.
- Plan the work activities of a team.
- Assess and report on team member performance and issues within the team
- Allocate work to team members.
- Discuss the purpose of implementing and maintaining business processes
- Assess and report on team member performance and issues within the team.

Contents:

- The role of team members in the successful growth of a company is explained. The tasks that need to be executed are listed and prioritized and an estimated time for completion is indicated. A work allocation schedule is compiled and communicated to team members. The strengths and weaknesses of the team are identified against current and anticipated work requirements. All team members are encouraged and assisted to evaluate the teams' overall development needs and possible solutions to meet these needs are suggested. Instructions are received, incorporated with planned activities and agreed with relevant parties after consultation. Team building and development plans to set development objectives for the team are listed and explained.

Assessment and Certification:

- Assignments to be submitted within two weeks following training. One follow up day is required to give feedback on assessed assignments. A PFSA Certificate of Competence is issued to successful candidates
- Relevant credits may be awarded to successful learners upon MERSETA due approval process.

Gauteng: Head Office:
 Reg. No. 79/0607/08
 18 Gazelle Avenue, Corporate Park,
 Old Pretoria Road, Midrand
 Private Bag X68, Halfway House, 1685
 South Africa
 Tel: +27 11 314 4021
 Fax: | +27 11 314 3764

KZN: Building No. 2
 KZN Experimental College
 Corner Surprise and Richmond
 Roads
 Westmead
 Durban
 Telephone Number: 031 702 7222
 Facsimile Number: 031 702 7322

W.Cape: Unit D
 Olympic Park
 969 Voortrekker Road
 Maitland
 Cape Town
 Telephone Number: 021 591 5512
 Facsimile Number: 021 591 5516