

# SUPERVISORY MANAGEMENT - PHASE 1: EFFECTIVE PLANNING

SP0375/09-17

<b>Duration:</b>	3 days plus Project Presentation day = 4 days
<b>Target:</b>	Candidates competent in NQF Level 3
<b>Prerequisite:</b>	NQF Level 3
<b>NQF Info:</b>	NQF Level 4
<b>Qualification:</b>	Towards the Further Education and Training Certificate in Manufacturing and Operations Supervision NQF Level 4
<b>Credits:</b>	37
<b>Certification:</b>	merSETA-accredited Plastics SA Certification

## Unit Standards

- Employ a systematic approach to achieving objectives [E-242822]
- Solve problems, make decisions, and implement solutions [E-242817]
- Motivate and build a team [E-242819]
- Induct a member into a team [E-242812]
- Conduct a structured meeting [C-242816]

## Objectives of Learning Programme

- To enable learners to formulate effective plans towards achievement of specific objectives
- To solve problems effectively and make proper decisions
- Implement a plan of action to strengthen a team
- Prepare to induct a new member on a team
- Conduct a meeting and deal with conflict in a meeting

## Outcomes

*At the end of the learning programme, learners will be able to*

- Use effective planning strategies to improve the workplace context
- Use problem solving and decision making strategies in the workplace
- Conduct a meeting and use various conflict resolution strategies to deal with conflict in the workplace

## Contents

- Tasks that need to be done are listed and prioritised in terms of an Action Plan
- SWOT models are used, as well as various problem solving and decision making techniques
- Indicators of motivation are identified, and a motivation strategy is utilised
- Performance targets and roles and responsibilities of the new team member are identified according to organisational requirements

## Assessment and Certification

- Workplace Experience Assignments to be submitted within two weeks following training. One Exam Presentation day is required.
- A Plastics|SA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon merSETA due approval process.