

2017

MANAGEMENT DEVELOPMENT PROGRAMME (MDP) Online

A unique 'blended' and proven high performance programme

A comprehensive programme



14 Modules

Typically covered over 17 weeks

BANK SETA Accredited

IQ Business is a BANK SETA accredited training provider:
Accreditation Number 557086
The programme is aligned to the:
National Certificate Generic Management Programme NQF Level 5 SAQA (59201)

Programme Outline

Module 1: Context of the Operation

Understanding Your Environment / Networking / Diversity in the Workplace / Conflict

Module 2: Team Leadership

Effective Teams / Leading Oneself / Leading Teams / Manage Conflict / Negotiations

Module 3: Change

Change / Areas for Change / Change Models and Processes / Implement Change

Module 4: Goals and Objectives

Best Practice / Recommendations and Plans

Module 5: Quality

Quality in Context / Quality Issues / Quality Models and Systems / Using Quality to Enhance Performance / Corrective Action

Module 6: Coaching

Select Team Members / Plan for Coaching / Coaching / Monitor and Measure Progress / Value, Ethics, Culture

Module 7: Performance Management

Performance Management Process / High Performance / Poor Performance

Module 8: Manage Information

Collect and Organise Data / Calculate Data / Managing Knowledge / Using Knowledge Management / Implementation Plans

Module 9: Issue Base Problem Solving

Critical and Analytical Skills / Engage Stakeholders / System Approach / Formulate and Communicate Decisions

Consolidation

A period to recap all previous work and address any outstanding questions with performance coach

Module 10: Solutioning

Opportunities for Innovation / Promote Creative Thinking / Create an Environment

Module 11: Prioritisation

Time Management Profile / Principles of Time Management / Work Plans / Implement Work Plans

Module 12: Manage Finances

Key Financial Concepts / Financial Statements / Financial Forecasts / Draft Budgets / Manage Budget

Module 13: Action Planning

Select a Project / Scope a Project / Project Plan / Plan a Project / Implement and Evaluation Plan / Potential Risk / Potential Risk and Impact / Contingency Plans / Test and Revise / Operational Strategies / Operational Plans / Monitor, Measure, Evaluate

Module 14: Structured Communication

Communication in the Workplace / Lead Meetings and Discussions / Written Communication / Presentations

Dry Run

Opportunity to present and fine-tune practical presentation before presenting to board of assessors (internal management, external assessors, and BANK SETA)

Final Presentation

Final practical presentation to board of assessors in fulfillment of Team Leader (Generic Management) Qualification.