



Introduction Management Programme

Benefits of the programme

The Introduction Management Programme focuses on building the capability and the core operational skills required to perform at team leader level. The programme is aimed at helping team leaders and supervisors perform better in their current roles and prepare those candidates with the capability for entering the next management level.

The IMP can serve as a core component of your company's Skills Development, Recognition of Prior Learning, Talent Management and Succession Planning Strategies.

This programme is only offered as a customised company-specific programme for 8 or more delegates. The programme will be customised to your organisation at no extra cost. Discover the benefits of having an entire level of management building their collective knowledge once a month and discussing, learning and implementing these skills in your company.

The IMP runs for 10 days over 8 months, covering 8 different modules delivered by a highly qualified lecturer team, all of whom are successful business consultants actively involved in management development. Each module provides practical, operational skills and techniques to enable delegates to manage and lead their teams more effectively.

Projects, case studies and practical exercises will be completed at all stages of the programme to ensure learning is embedded and that the skills covered will be successfully implemented back in the work place.

The IMP is presented at the complexity of NQF level 3-4.

Who should attend this programme

Candidates should have had some exposure to a supervisory position, be newly appointed or be identified to have team leading potential.

RECOMMENDED PROGRAMME - 10 days over 8 months with these 8 core modules:

First Time Leadership and Management Skills (2 days)	Introduction to Finance, Accounts and Budgets (1 Day)
Managing Team Productivity and Performance (1 day)	Introduction to Diversity Management and Business Etiquette (1 day)
Basic Labour Law, Disciplinarys and the CCMA (2 days)	Personal Effectiveness, Time and Stress Management (1 day)
Fundamentals of Coaching and Mentoring Others (1 day)	Confidence and Assertiveness Skills for Managers (1 day)

Qualification Breakdown

Onsite MDP Modules

Total training days recommended are 10. Additional training days will be quoted separately. The programme below can be further customised to meet specific company and delegate needs.

The IMP gives a complete overview of what a manager needs to know and covers technical development and relationship skills. At the end of the programme, learners will leave with a thorough understanding of what good management looks like, and how to use it to get the best results through others.

Module	Development Module	Module Overview	Duration
1	Personal Effectiveness, Time and Stress Management	Principles for effective management of time, tasks and personal work goals.	1
2	Introduction to Finance, Accounts and Budgets	Awareness module covering basic financial principles, reporting and budgeting.	1
3	First Time Leadership and Management Skills	Steering clear of typical traps related to first time leadership by exploring success factors of early leadership and EQ principles.	2
4	Introduction to Diversity Management and Business Etiquette	Awareness of diversity issues in the workplace. Appreciating differences and learning how to respond appropriately and professionally.	1
5	Managing Team Productivity and Performance	Essentials of how to manage team productivity and deliver KPI's. This programme is linked to the First Time Leadership course.	1
6	Basic Labour Law, Disciplinarys and the CCMA	Labour Law 101 with an overview of the disciplinary process and when appropriate to escalate IR issues to senior management / HR	2
7	Fundamentals of Coaching and Mentoring Others	Reactive coaching techniques for helping others improve their performance. Introduction module focused largely on technical skills coaching.	1
8	Confidence and Assertiveness Skills for Managers	Building personal assertiveness levels and how to respond to conflict in the workplace. Linked to the First Time Leadership course with further exploration of applying EQ in conflict situations.	1

Add a recognised PIVOTAL qualification

If an NQF qualification is required, the IMP can be extended with the CBM Training RPL Learnership in Generic Management (Qualification ID: 57712—NQF Level 4) for an additional R9 750 per delegate ex Vat. Once the programme has been completed, delegates will have 6 weeks to compile and submit 5 Portfolios of Evidence (PoE's) for assessment, which if assessed as competent, will grant them the above SAQA qualification. T's and C's apply.

For more information or to request a quotation for the Public MDP or Onsite MDP please contact us.

