



Management



The 5 Day Management Programme



5 Day Course



Classroom or Virtual Blended Training



Accredited Course

Aligned to Unit Standard Unit Standards 242824 (12 credits), 252043 (6 credits), and 13912 (5 credits) in the Generic Management Level 4 Qualification.



About the Course

 **Classroom:** R 17, 500 Excl. VAT | **Virtual Training:** R 15, 950 Excl. VAT

This comprehensive cutting-edge management programme will cover the key management, financial and business success areas that managers in South Africa need to know.

The programme, which is effectively four courses in one, will deliver several proven management skills and techniques to help you become the complete all-round manager. If you are a new or existing manager, you will benefit by sharing and solving the various challenges that you face when managing your people, departments and your own workloads.

This **5 Day Management Programme** will clearly demonstrate how to use proven management techniques to consistently achieve success in any form of management position and prepare you to tackle the challenges inherent in achieving success in an ever-changing business environment.



[View Public Dates](#)



2 Days



Accessible from any Location on any Device



Certificate of Attendance



Course aligned to Unit Standards 242824 (12 credits), 252043 (6 credits), and 13912 (5 credits) in the Generic Management Level 4 Qualification.

Unit Standard Assessments are optional but charged an additional fee of R 1, 450 Excl. VAT each per delegate.

What you will learn

- **Module 1 and 2:** Discovering a “toolbox” of proven people management and self-management skills and techniques to help managers survive and succeed
- **Module 3:** Mastering business etiquette and cultural diversity to build awareness of and sensitivity to cultural differences, and leaving a lasting impression of professionalism at all business engagements
- **Module 4:** Decoding the language of finance and accounts and applying this knowledge to reading and understanding financial reports
- **Module 5:** Identifying the key performance management techniques that will help you manage your staff in a way that results in a willing and results-driven team

4 COMPREHENSIVE MANAGEMENT COURSES IN 1 PROGRAMME!

The 5 Day Management Programme is made up of the following courses:

- [The Management and Leadership Programme](#)
- [Introduction to Finance for New Managers](#)
- [Traditional and Virtual Business Etiquette](#)
- [Everyday Performance Management that Works](#)

Who should attend

If you are a new or existing manager, you will benefit by sharing and solving the various challenges that you face when managing your people, departments and your own workloads. This programme will clearly demonstrate how to use technology and proven techniques to consistently achieve success in any form of management position and prepare you to tackle the challenges inherent in achieving success in an ever-changing business environment.

Course Programme Agenda

Module 1: Transitioning from Employee to Manager

- Managing your workload as it now incorporates managing the workloads of others
- Understanding how your time should best be spent
- Gaining Respect and Support from your team
- Understanding the role EQ plays in your new role
- Learning Assertiveness & Conflict Resolution Skills

Module 2: People Management Skills

- Understanding the importance of clear communication
- Motivating staff to perform
- Using analytical thinking to solve problems and make decisions
- Using delegation as a motivational as well as a management tool
- Coaching and Managing staff performance
- The Management versus the Leadership Process

Module 1 and 2 consists of our **Management and Leadership Programme 2-day course** valued at R 6, 850 Excluding VAT. This module is aligned to Unit Standard 242824 (12 Credits) in the Generic Management NQF Level 4 Qualification. The Unit Standard Assessment is optional at an additional fee of R 1, 450 Excluding VAT per delegate.

Module 3: Business Etiquette, Networking and Image for Managers

- Greet, meet and converse with people in a business setting
- Network professionally with potential business contacts
- Participate professionally and respectfully during meetings
- Use discretion and judgment to avoid being culturally insensitive
- Remain cool and calm during a crisis to guide your team's effort
- Dress to Impress - Understand the nuances of appropriate dress
- Learn why discretion is important when talking

Module 3 consists of our **Traditional and Virtual Business Etiquette 1-day course** valued at R 4, 650 Excluding VAT. This module is aligned to Unit Standard 252043 (6 Credits) in the Generic Management NQF Level 5 Qualification. The Unit Standard Assessment is optional at an additional fee of R 1, 450 Excluding VAT per delegate.

Module 4: A Manager's Guide to Finance

- The importance of the financial function
- Decoding common Accounting Terminology and Jargon
- What Balance Sheets & Income Statements tell you
- Understanding the importance of Cash flow
- Draw conclusions and trends from a Financial Statement
- How to prepare a realistic budget or Financial Forecast
- Practical ways to manage and monitor your budgets

Module 4 consists of our **Introduction to Finance for New Managers 1-day course** valued at R 4, 650 Excluding VAT. This module is not aligned to any unit standards.

Module 5: Everyday Performance Management that Works

- Understanding the role of the 21st Century Manager
- Discover what performance management interventions are expected of managers today
- The importance of management styles when operating in a diverse workplace
- Assess the role of goal-setting
- Improving policies and procedures
- Company policies and labour law
- Conducting performance improvement discussions with staff

Module 5 consists of our **Everyday Performance Management 1-day course** valued at R 4, 650 Excluding VAT. This module is aligned to Unit Standard 13912 (5 Credits) in the Business Administration NQF Level 4 Qualification. The Unit Standard Assessment is optional at an additional fee of R 1, 450 Excluding VAT per delegate.

SAVE UP R 3, 300 EXCL. VAT FOR THIS COMPREHENSIVE 4-IN-1 PROGRAMME



Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

*Classroom training (Johannesburg only) and **Blended / Virtual Training** (nationwide) is available.



Onsite / In-House Training

Have a **group of delegates** and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

*Classroom training (nationwide) and **Blended / Virtual Training** (nationwide) is available.

Blended training is available on these popular platforms:



Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Staff can Earn Credits towards a Qualification*



Provides a Great Networking Opportunity

Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email cassidy@cbm-training.co.za. Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



Interested? Here's the Next Step



SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

[Work out a Cost Estimate](#)

[Request a Quotation](#)



HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent (*available during business hours only*).

Alternatively, call us on +27 (0)11 454 5505 or email info@cbm-training.co.za.

ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH

+27 (0)11 454 5505

info@cbm-training.co.za

www.cbmtraining.co.za

Connect with us



[Download 2022 Catalogue](#)