



Limadi Industrial Projects - Generic Management Learnership Training Roll Out Plan:

Proposed Roll – out Plan for 2 day Generic Management workshops twice a month			
Workshop	Title of Workshop:	Unit Standards & Outcomes Covered in Learner’s POE. Learners will:	Proposed Date
Induction & Workshop 1 (2 Days)	Overview of the learnership- learner responsibilities regarding POE completion and submission for each module.	Complete a Diagnostic self assessment to determine their current level of performance relevant to the role for which they are being trained.	10 - 11 February
	- Management Structures & Roles	Describe the relationship of junior management to other roles (242818) – (Elective) <ul style="list-style-type: none"> • Explaining the relationship between the type, ownership and size of an organisation and its management structure. • Explaining the relationship between various management roles. 	
	Strategic Planning	Explain the contribution made by own area of responsibility to the overall organisational strategy (242813) –(Elective) <ul style="list-style-type: none"> • Understanding the overall strategy of an organisation. • Understanding how the activities of own area of responsibility align with the overall strategy of the organisation. • Communicating to the members of own team how its area of responsibility aligns to the overall organisational strategy. 	
POE to be completed & submitted at the next workshop.(2 weeks to complete)			
Workshop 2 (2 Days)	Flow-charting the business operation for the learner to understand their role as a team leader during these operations	Identify responsibilities of a team leader in ensuring that organisational standards are met (242821) <ul style="list-style-type: none"> • Explaining the role of a team leader. • Explaining the purpose of a team. • Contracting with a team to obtain commitment. • Monitoring the achievement of team objectives. 	24 - 25 February
	Identifying a problem or challenge in the operational flow diagram and identifying the best solution for implementation	Solve problems , make decisions and implement solutions (242817) <ul style="list-style-type: none"> • Defining a problem. • Investigating the problem. • Generating problem solutions. • Implementing problem solution. • Evaluating the effectiveness of the solution. 	



POE to be completed & submitted at the next workshop.(2 weeks to complete)

Workshop 3 (2 Days)	The difference between Leadership & Management	<p>Apply leadership concepts in a work context (242824)</p> <ul style="list-style-type: none"> • Explaining the concept of leadership. • Differentiating between the concepts of leadership and management. • Applying leadership techniques to individuals and teams within the work context. • Evaluating the impact of leadership techniques applied. 	10 - 11 March
	How to ensure Motivated team players	<p>Motivate and Build a Team (242819)</p> <ul style="list-style-type: none"> • Explaining the importance of motivating a team. • Demonstrating an understanding of self and team members in a workplace. • Applying theories of motivation and group dynamics. • Implementing a plan of action to strengthen a team. • Providing feedback and recognising achievements. 	

POE to be completed & submitted at the next workshop.(2 weeks to complete)

Workshop 4 (2 Days)	Managing time during work operations	<p>Prioritise time and work for self and team (242811)</p> <ul style="list-style-type: none"> • Creating, implementing and maintaining a personal and team task list. • Using and maintaining a diary. • Prioritising personal and team tasks. • Implementing and maintaining a task list. 	24 - 25 March
	Planning & implementing operations using Project Planning tools	<p>Employ a systematic approach to achieving objectives (242822)</p> <ul style="list-style-type: none"> • Formulating a plan. • Co-ordinating people and other resources. • Implementing the plan to meet objectives. • Evaluating results and making corrections and improvements. 	

POE to be completed & submitted at the next workshop.(2 weeks to complete)



<p>Workshop 5 (2 Days)</p>	<p>Effective Communication in during Operations</p> <p>Effective meetings</p>	<p>Conduct a structured meeting (242816) – Core</p> <p>-Engage in sustained oral/signed communication and evaluate spoken/signed texts (119462) (Fundamental)</p> <p>-Read/view, analyse and respond to a variety of texts (119469) (Fundamental)</p> <p>-Write/present/sign for a wide range of contexts (119459)</p> <ul style="list-style-type: none"> • Preparing for a meeting. • Conducting a meeting. • Dealing with differing views in a meeting. • Distributing records of a meeting. 	<p>7 - 8 April</p>
<p>POE to be completed & submitted at the next workshop.(2 weeks to complete)</p>			
<p>Workshop 6 (2 Days)</p>	<p>Operating within a Budget</p>	<p>Manage Expenditure against a budget (242810) - Core</p> <p>-Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues (7468) (Fundamental)</p> <ul style="list-style-type: none"> • Explaining the concept of budgeting pertinent to an area of responsibility. • Determining the elements of a budget relevant to an area of responsibility. • Monitoring and controlling actual expenses (and revenue), against projected budget. 	<p>22 - 23 April</p>
<p>POE to be completed & submitted at the next workshop.(2 weeks to complete)</p>			
<p>Workshop 7 (2 Days)</p>	<p>Demonstrate knowledge and understanding of HIV/AIDS in a workplace</p>	<p>Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace (13915) – Elective</p> <ul style="list-style-type: none"> • Understanding the effects of HIV/AIDS on the immune system. • Knowing how HIV/AIDS is transmitted. • Knowing what behaviour is safe and what behaviour carries the risk of HIV/AIDS transmission. • Knowing what guidelines and assistance are available to support workers with HIV/AIDS and recognise own role in creating a caring work environment <p>Understanding the implications of the HIV/AIDS pandemic for society, the economy, a business sub-sector, an organisation and a specific workplace. -Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems (9015)</p>	<p>12 - 13 May</p>



POE to be completed & submitted at the next workshop.(2 weeks to complete)			
Workshop 8 (2 Days)	Working Ethically	<p>Apply the organisation's code of conduct in a work environment (242815) – Core</p> <ul style="list-style-type: none"> -Accommodate audience and context needs in oral/signed communication (119472) (Fundamental) -Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts (9016) (Fundamental) <ul style="list-style-type: none"> • Explaining the concept of personal ethics in relation to the moral compass. • Describing the role of a code of conduct in a work environment, according to ethical principles. • Upholding the code of conduct within the work team. 	26 - 27 May
POE to be completed & submitted at the next workshop.(2 weeks to complete)			
Workshop 9 (2 Days)	Managing Team Performance	<p>Manage individual and team performance (11473) – Elective</p> <ul style="list-style-type: none"> • understand the work environment • gather and use information relevant to managing individual and team performance • apply basic negotiation, interviewing and interpersonal skills. 	9 - 10 June
POE to be completed & submitted at the next workshop.(2 weeks to complete)			
Workshop 10 (2 Days)	Ensuring effective Customer Service	<p>Introduce Monitoring the level of service to a range of customers (242829) – Core</p> <ul style="list-style-type: none"> • Identifying internal and external customers, where applicable. • Explaining standards of customer service expected by the organisation. • Measuring customer satisfaction on an ongoing basis. • Recommending corrective action 	23 - 24 June
Summative Assessment (1 day) Month 11	Exam or Panel presentation /interview		30 June