

GENERAL MANAGEMENT & COMMUNICATION

OBJECTIVES OF THE PROGRAMME

To share the latest developments in:

- Communication techniques
- Communication skills
- The four functions of management, namely planning, organising, activation and control

LEARNING OUTCOMES

By the end of the programme, participants should be able to:

- Understand and apply the four functions of management (planning, organising, activation and control)
- Understand the importance of communication and be introduced to techniques to help improve communication skills

PROGRAMME OUTLINE

- Communication techniques and communication skills
- The four functions of management:
 - Planning and decision making
 - Organising
 - Leading and implementing
 - Control



Who Should Attend?

- General managers
- Supervisors
- Team leaders
- Project managers

Mode of delivery:

Face to face OR Online

Duration: Face to Face



1 Day

Duration: Online



3 Weeks

Accreditation:

- Short learning programmes are endorsed by the UFS and recognition to predefined formal programmes are available through Recognition of Prior Learning (RPL).
- All short learning programmes can be customised and offered on an in-house basis.
- Notional Learning Hours: 40
- Academic Level: 5

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