

GENERAL MANAGEMENT AND 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:

- Apply the four functions of management, namely planning, organising, activation and control
- Demonstrate proficiency by selecting and applying strategies to advance communication in the workplace

PROGRAMME OUTLINE

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



Who Should Apply?

- General managers
- Supervisors
- Team leaders
- Project managers



Duration

6 Weeks



Mode of delivery



Public intakes: Online

In-house intakes: Online, Face-to-Face or Blended Learning



Resources

- All resources and study material will be available on the learner management system upon registration of the programme
- Participants need to have access to a laptop or desktop computer and secure internet connection
- All virtual sessions will be presented on the learner management system, unless otherwise communicated



Endorsement

- After the successful completion of the programme, a participant will receive a certificate issued and endorsed by the UFS
- All short learning programmes can be customised and offered on an in-house basis
- Academic level: 5
- Learning hours: 40



Enquiries

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