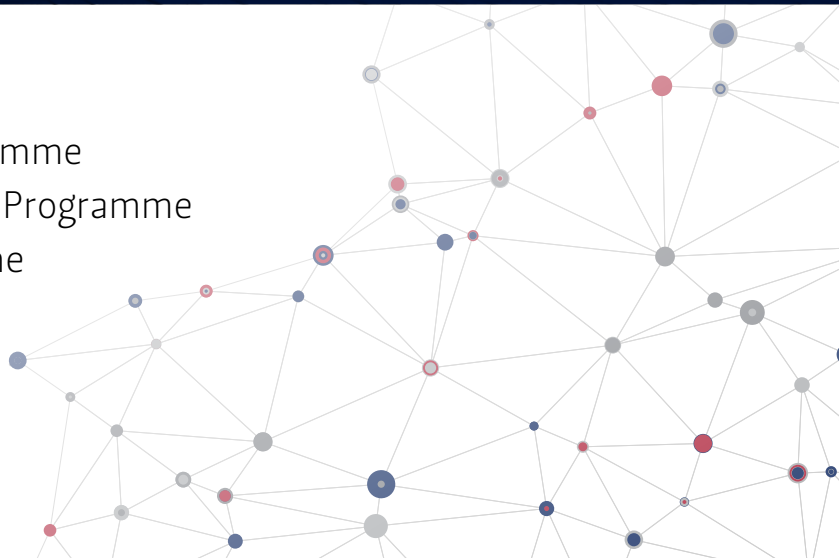# SHORT LEARNING PROGRAMMES IN MANAGEMENT

- New Managers Programme
- Management Development Programme
- Senior Management Development Programme
- Executive Development Programme

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VISION **130**
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MANAGEMENT DEVELOPMENT LEARNING PATH

New Managers Programme

- Academic level 5
- 6 months

Management Development Programme

- Academic level 6
- 7 months

RECOGNITION OF PRIOR LEARNING TO BACHELOR OF MANAGEMENT LEADERSHIP

Senior Management Development Programme

- Academic level 7
- 10 months

RECOGNITION OF PRIOR LEARNING TO BACHELOR OF MANAGEMENT LEADERSHIP

Executive Development Programme

- Academic level 8
- 11 months

NEW MANAGERS PROGRAMME

OBJECTIVES OF THE PROGRAMME

This programme is designed to introduce entry-level managers to the fundamentals of management and leadership. It develops basic knowledge and competencies of individuals that are new to a managerial work situation. The programme covers introductory management and leadership roles, theory, and principles, as well as develops fundamental knowledge of managerial and leadership tasks, such as self-leadership, business and academic skills, digital skills, general management, entrepreneurship and innovation. The programme has a specific focus on the development of an individual's ability to understand the dynamics of management and leadership, as well as how to develop self-management techniques and understand oneself in relation to others in the business environment.

PROGRAMME OUTLINE

- *Self-leadership*
  The importance of understanding personality in personal and professional life

- *Business and academic skills*
  Academic reading and writing skills and challenges and pitfalls in business writing

- *Digital skills*
  The concept of digitisation and its implications in various industries

- *General Management*
  An introduction to the four functions of management, namely planning, organising, activation and control

- *Entrepreneurship*
  The importance and scope of entrepreneurship in South Africa

- *Innovation*
  Adopting an innovative mindset

- *Reflection on learning and integration with career path*
  Reflecting on learning for SLP integration of learning with personal goals

WHO SHOULD APPLY?
Potential and existing supervisors/team leaders in any organisation.

ENTRY REQUIREMENTS
The applicant should:
- Be at least 22 years old
- Have at least grade 10
- Have at least 2 years of workplace experience
- Submit a manager/supervisor recommendation
- Submit a short application letter, expressing the desire to enrol for the SLP

MODE OF DELIVERY
- Public intakes: Online
- In-house intakes: Face-to-Face or Online

DURATION
- Approximately 6 months
- Supplemented with virtual contact sessions

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: 300 hours

MANAGEMENT DEVELOPMENT PROGRAMME

OBJECTIVES OF THE PROGRAMME

The purpose of the Management Development Programme is to enhance the skills, knowledge, and capabilities of individuals in leadership and managerial roles within an organisation. The programme is specifically designed to prepare managers to effectively improve on their current responsibilities, drive organisational success, and contribute to achieving the strategic objectives of the organisation.

PROGRAMME OUTLINE

- *Personal leadership*
  Analyse your own stressors, strains and outcomes of stress

- *Interpersonal leadership*
  Effective verbal, non-verbal, and written communication skills

- *Personal financial management*
  The process of making personal financial decisions

- *Marketing*
  Introduction to marketing management and all aspects of the marketing process

- *Information technology and data management*
  Data governance and its role in ensuring data quality, privacy, and compliance

- *Reflection on learning and integration with career path*
  Reflecting on learning for SLP integration of learning with personal goals

WHO SHOULD APPLY?

The programme is aimed at middle managers, new managers earmarked for middle management positions.

ENTRY REQUIREMENTS

The applicant should:

- Be at least 23 years old
- Have at least grade 10
- Have at least 3 years of workplace responsibilities
- Submit a manager/supervisor recommendation
- Submit a short application letter, expressing the desire to enroll for the SLP

MODE OF DELIVERY

- Public intakes: Online
- In-house intakes: Face-to-Face or Online

DURATION

- Approximately 7 months
- Supplemented with virtual contact sessions

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
- Recognition to predefined formal programmes is available through Recognition of Prior Learning (RPL)
- All short learning programmes can be customised and offered on an in-house basis
- Academic level: 6
- Learning hours: 400 hours

SENIOR MANAGEMENT DEVELOPMENT PROGRAMME

OBJECTIVES OF THE PROGRAMME

The main purpose of the programme is to assist participants with the development of leadership capacity and to transition into senior managerial roles. The programme also aims to address and develop relevant business environment skills and knowledge, such as leading a team, economics, financial management, design thinking and analytical skills.

PROGRAMME OUTLINE

- *Leading a team*
  Understanding effective teamwork and exploring the characteristics of high-performing teams

- *Introduction to economics*
  Introduction to key concepts in micro- and macro-economics

- *Fundamental financial accounting*
  Understanding cost/expense terminology, integrating accounting for material, personnel, manufacturing and financially-based decision making

- *Design thinking*
  Reframing problems to uncover underlying needs and opportunities

- *Reflection on learning and integration with career path*
  Reflecting on learning for SLP integration of learning with personal goals

WHO SHOULD APPLY?

Employees that are earmarked for senior roles in the organisation or those who are currently in such roles, but with the need to broaden their skillset. The programme is also aimed at participants who are currently in senior management positions and earmarked for executive management roles.

ENTRY REQUIREMENTS

The applicant should:
- Be at least 24 years old
- Have at least grade 10
- Have at least 3 years of managerial experience
- Submit a manager/supervisor recommendation
- Submit a short application letter, expressing the desire to enroll for the SLP

MODE OF DELIVERY

- Public intakes: Online
- In-house intakes: Face-to-Face or Online

DURATION

- Approximately 10 months
- Supplemented with virtual contact sessions

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
- Recognition to predefined formal programmes is available through Recognition of Prior Learning (RPL)
- All short learning programmes can be customised and offered on an in-house basis
- Academic level: 7
- Learning hours: 500 hours

EXECUTIVE DEVELOPMENT PROGRAMME

OBJECTIVES OF THE PROGRAMME

The main purpose of the programme is to assist participants with the development of leadership capacity and to transition into senior/executive managerial roles. A Business-Driven Action Learning Model that is enriched with reflection sessions helps participants to integrate their learning and to close the gap between understanding and effective action.

PROGRAMME OUTLINE

- *Megatrends*
  Systems thinking
  Macro-economic environment
  Technology environment
  Natural environment
  Socio-political environment
  Legal environment

- *Managing on a strategic level*
  Strategic management
  Dealing with complexity
  Governance, risk, and compliance
  Digital transformation

- *Taking the lead in the organisational context*
  Organisational structure
  Organisational culture
  Managing change on an organisational level

- *Stakeholder alignment*
  Strategic partnerships
  Stakeholder management

WHO SHOULD APPLY?
Employees earmarked for senior/executive roles in the organisation or those who are currently in such roles, but with the need to broaden their skillset.

ENTRY REQUIREMENTS
The applicant should:
- Have at least grade 12
- Have at least 5 years of managerial experience

MODE OF DELIVERY
- Public intakes: Online
- In-house intakes: Face-to-Face or Online

DURATION
- Approximately 10 months
- Supplemented with virtual contact sessions

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: 8
- Learning hours: 500 hours

ENQUIRIES

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