

The Management Programme for Non-profit Organisations (NPOs) is a corporate social initiative programme which aims to develop the managerial skills of NPO managers. The programme is a joint initiative of USB Executive Development (USB-ED) and USB alumni.

► OVERVIEW

INTRODUCTION

The objective of this programme is to promote social development and education in South Africa by enhancing managerial effectiveness, service delivery and good governance within the NPO sector. In order to be sustainable, NPOs must be managed efficiently and have the ability to attract, secure and retain funding, and apply sound management principles and good governance to enable effective delivery to their clients. Studies by the Centre for Civil Society have shown that only 2% of welfare organisations are viable in the longer term.

HOW IT ALL BEGAN

In 1999, four final-year MBA students of the University of Stellenbosch Business School (USB) won the Bain Competition and, as a farewell gesture, the part-time II class of 1998 decided to use the R50 000 prize-money as seed capital for a project that would make a difference in the community.

After doing market analysis it was found that the group could best meet this aim through establishing what is now known as the Management Programme for Non-profit Organisations. The organisation of this programme has subsequently been taken over by successive groups of alumni. The programme has been presented bi-annually since 2000. It also forms part of the University of Stellenbosch Business School and USB-ED social initiative programme.

WHAT SETS THIS INTERVENTION APART?

The NPO programme focuses on the main management functions needed for running a successful NPO. Participants eventually integrate the skills they have developed in these functional areas into an individual assignment.

PAST PARTICIPANTS' COMMENTS

"The programme has been a real eye-opener. Challenges we are facing in our NPO do now appear more manageable. The quality of the sessions and lecturers has been fantastic. It has also been a great opportunity to share and network with people in similar positions." – Yasmin Smith, Project Supervisor, Hope, Cape Town

"The programme provides NGO managers with the opportunity to engage with experts in their fields, allowing them to be challenged and inspired by cutting-edge thinking and sound management theory and practice." – Garth Moys, NOC Manager, AMS

"I have learned and grown so much over the last five days, it's unbelievable. Now I have the challenge/opportunity to go and implement what I've learned at my organisation." – Anthea Benting, Facilities Coordinator, YMCA, Athlone

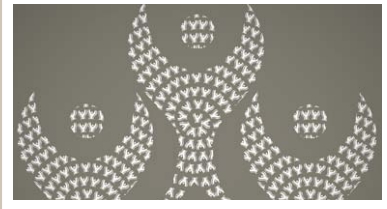
► WHO

WHO SHOULD ATTEND?

The programme is targeted at current and potential managers of NPOs who have no formal qualifications in management. Participants are substantially subsidised, and should be able to prove that they work in the non-profit sector with a community benefit mandate.

ADMISSION REQUIREMENTS

The minimum requirement is matriculation or equivalent. Candidates should have appropriate management experience in the NPO environment. A basic working knowledge of software applications such as MS Excel, MS Word and MS PowerPoint (or other spreadsheet, word-processing and presentation software) is highly recommended.



WHEN & WHERE

CAPE TOWN

- 21 – 25 May 2012
- 27 – 31 August 2012

Class times: 08:15-17:30

FEES

FEES

R1 800

There are 4 scholarships available. These will be awarded according to the financial needs of the organisation. A well-motivated letter, signed by the CEO/director of the NPO needs to accompany the application.

Please note that programme fees, faculty and dates are subject to change.

ENQUIRIES

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▶ WHAT

CONTENT OVERVIEW

The following content will be covered:

ENVIRONMENTAL SCANNING

Overview of the economy of SA with specific emphasis on the environment in which NPOs function

LEADERSHIP AND TEAM DYNAMICS

Understanding the role of leadership; team-building

LABOUR LAW

Brief overview of relevant labour legislation applicable to NPOs

FUNDRAISING WITH A MARKETING APPROACH

Developing a fundraising strategy; proposal writing

FINANCIAL MANAGEMENT

Basic elements of financial and management accounts; recording of accounting activity; understanding of basic financial statements

PROJECT MANAGEMENT

Project planning; time management; cost management

STRATEGIC MANAGEMENT AND SUSTAINABILITY

Developing a strategic plan

GOVERNANCE

Governance issues specific to NPOs and their Boards

NQF ALIGNMENT

This programme is presented on the complexity level of an NQF level 5. This programme is run by an accredited service provider (USB-ED). If the NPO has its workplace plan in place, the cost of the course can be reclaimed from the SETA's grant to employers.

▶ BENEFITS

HOW WILL YOU BENEFIT?

After completion of the programme, participants should be able to:

- draw up a strategic plan for their organisation integrating all the disciplines of the programme to demonstrate an understanding of their interrelationship
- write a fundraising strategy for their NPO
- read and understand financial statements to determine the financial health of the NPO
- apply leadership skills and hence better utilise human capital
- understand environmental scanning and strategic planning applicable to the NPO industry to improve business planning.

Please note: The content and learning outcomes are subject to change.

CERTIFICATION

On successful completion of the programme, participants will receive a certificate from the University of Stellenbosch.

▶ FEES

FEES

R 1 800 (no VAT is applicable)

There are 4 scholarships available. These will be awarded according to the financial needs of the organisation. A well-motivated letter, signed by the CEO/director of the NPO needs to accompany the application.

Fees include programme fees, programme material and light lunches, and are payable before the commencement of the programme.

CANCELLATION POLICY

It is of utmost importance that USB-ED be formally notified of cancellation 14 days prior to the commencement date of the programme.

A cancellation fee of 10% will be payable for cancelling fewer than 14 days prior to the commencement of the programme.

Please note that programme fees, faculty and dates are subject to change.