

## ► OVERVIEW

### INTRODUCTION

The New Managers' Development Programme (NMDP) centres around the building of leadership and management skills, complemented by some basic functional skills. This programme will help participants to gain the confidence and the capability to respond effectively to current and future business challenges.

### WHAT SETS THIS INTERVENTION APART?

The aim of this programme is to enhance the skills and competencies of the individual who, for the first time, has the responsibility to manage other people

### PAST PARTICIPANTS' COMMENTS

*"This course brought light to the end of the tunnel. As a technical person finding myself in management merely because of my position seemed like a daunting task to me and I felt stuck. But after this course I now know there are ways around challenges, mainly how to deal with people and develop my leadership skills and balance my technical expertise."* – Hilia Hitula, Town Planner, Walvis Bay Municipality

*"I learnt a lot about myself and will definitely be able to use what I have learned in my work place."*

– Evelynne Rossouw, HR Service Co-ordinator, Ohlthaver & List Group of Companies

*"An eye opener for managers coming into the industry, as it gives one the awareness of the real world environment."*

– Moses Hauwanga, Electrical Technician, NBL

## ► WHO

### WHO SHOULD ATTEND?

This programme is aimed at supervisors, team leaders and new managers.

### ADMISSION REQUIREMENTS

No formal tertiary qualifications are required. Candidates do not need to have had exposure to a management position. However, candidates are encouraged to have access to a personal coach or mentor from within their respective organisations.

### FACULTY PROFILE

Mr Giel Naude | Mr Kevin Henderson | Dr Salome van Coller | Dr Liano Greybe

## ► BENEFITS

### HOW WILL YOU BENEFIT?

After successfully completing this programme, participants will be able to:

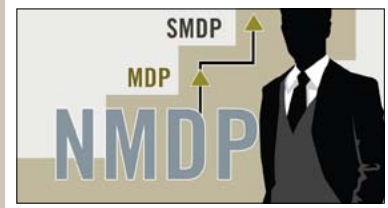
- demonstrate an understanding of the difference between management skills and leadership competencies
- understand the structural role of management and leadership within the organisational context
- understand the nature and complexity of human behaviour
- enhance own leadership skills and competencies

### CERTIFICATION

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

### NQF ALIGNMENT

This programme is presented on the complexity level of an NQF 5.



## WHEN & WHERE

### FULL-TIME

#### CAPE TOWN

2 programmes (duration 1 week each)

Monday – Friday, 08:15 - 17:30

26 – 30 March 2012

20 – 24 August 2012

#### JOHANNESBURG

1 programme (duration 1 week)

Monday – Friday, 08:15 - 17:30

7 – 11 May 2012

#### WINDHOEK, NAMIBIA

1 programme (duration 1 week)

Monday – Friday, 08:15 - 17:30

6 – 10 August 2012

### ONLINE

1 programme (duration 12 weeks)

21 May – 10 August 2012

## FEES

### FEES

R12 300 (Full-time)

R10 500 (Online)

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

## ▶ WHAT

### CONTENT OVERVIEW

The following content will be covered:

#### MANAGERIAL ROLES

Major factors affecting managerial roles; the purpose of management; ownership and control structures; managerial activities

#### DEVELOPING LEADERSHIP

Understanding human behaviour; building human relationships; the psychology of human motivation; leadership and management; leadership and corporate culture; the leadership development plan

#### LEADERSHIP SKILLS

Personal skills (managing stress, developing self-awareness and solving problems creatively); interpersonal skills (communication, managing conflict, motivating others and gaining power and influence); the 10 core leadership competencies

#### INTRODUCTION TO FINANCIAL MANAGEMENT

Basic financial management principles; basic financial ratios; understanding basic financial statements

#### INTRODUCTION TO OPERATIONS AND PROJECT MANAGEMENT

Project management process: defining a project; preparing a basic project plan; basic quality control; the team leader's role; total quality management; continuous improvement schemes.

## ▶ FEES

### FULL-TIME

R12 300

Fees include programme fees, programme material, lunch and refreshments, and are payable before the commencement of the programme.

### ONLINE

R10 500

Fees include programme fees, programme material (both online learning material and printed learning material which will be couriered to you) 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.*

## ENQUIRIES

### CAPE TOWN

Zenobia Petersen

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### JOHANNESBURG

Zenobia Petersen

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### NAMIBIA

Arina Basson

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### ONLINE

Briggita Adonis

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Email: briggita.adonis@usb-ed.com



## ► HOW

### PRESENTATION MODES

Participants can choose from one of the following attendance options:

- Full-time
- Online

### FULL-TIME

With the modular option, the programme will be presented during a five-day study school commencing on the date indicated in this flyer, at venues in Cape Town, Johannesburg and Windhoek (Namibia).

Before the study school, participants are required to do pre-reading and preparation for each module. Participants will also be expected to complete individual assignments for each programme module.

### ONLINE

The online option will enable participants to work from the convenience of their homes or workplace. The programme will be delivered via a USB-ED learner management system that will be accessible 24/7.

The online programme consists of 6 modules, presented over 9 weeks. These modules will become available at intervals during the programme, on predetermined dates. Participants have to complete the online modules as per the calendar issued in the first week of enrolment. Once a module has ended, no further assignments will be accepted. Each module will include some pre-reading and preparation for the online classroom; an online activity requiring the presence of the participant; an online assignment; and a practical assignment requiring participants to apply the reading and online discussions in their own working environment.

Participants will be required to log on to the programme either from their home or work computer every Thursday at 18:00 for one hour to participate in a predetermined online activity. The participants will also, apart from reading the material provided and interacting with the subject matter experts, be guided and assisted by our online academic support facilitator throughout the programme.

Participants may choose to read the notes online, download them to their own computer, or print them. Once participants have registered, they will receive a detailed schedule of commencement and completion dates for each module. This will also include assignment dates, which will enable them to plan ahead and allocate time for each module and assignment.

