

Level 4 Supervisory Qualification

PIVOT is a learning programme that provides supervisors with practical skills, as well as a national management qualification. Assessment is integrated into the process, making it easier for supervisors to build the required portfolios of evidence.

PIVOT also opens funding and BBBEE opportunities for the employer making it a mutually beneficial process.

PIVOT offers workplace engagement sessions and unlimited telephonic support to ensure that learning outcomes and workplace results are realised.

Title: Further Education and Training Certificate:

Generic Management (PIVOT Level 4)

Qualification ID: SAQA 57712 (LP 74630)

NQF Level: 4

NQF Credits: 152

Duration:

- One year
- 14 contact training days
- Evidence collection 42 weeks

Dates: Request registration form

Fee: Request a quote

Venue: Refer to registration form

Learner, Manager & Mentor Orientation

Phase 1: 2 days Training
Strategy and Value Chain

Phase 2: 3 days Training
Communication in the Workplace

Phase 3: 2 days Training
Developing your Team

Phase 4: 2 days Training
The Leader's Role in Managing Performance

Phase 5: 3 days Training
Finance for Non-Financial Managers

Phase 6: 2 days Training
Leadership and Motivation

OUTCOMES

- Clarifying your work role and team contribution
- Understanding the value chain
- Implementing your organisation's strategy in your own department
- Benchmarking best-practice supervisory skills
- Customer service
- Stakeholder engagement
- Verbal communication and meeting skills
- Business writing skills
- Handling conflict
- Inducting new team members
- Developing your team
- Managing records and systems
- Manage your time and work priorities
- Set and meet team performance goals
- Problem-solving and solutions thinking
- Budgeting
- Financial basics for work and life
- Practical statistics and numeracy skills
- Leadership and motivation skills

DRIVEN BY DYNA'S ADVANCED BLENDED LEARNING METHODOLOGY

Learner entry requirements

Learners should have a minimum entry level of Grade 11/Standard 9/NQF Level 3 with maths (50% pass)/maths lit (60% pass)
OR complete a pre-training assessment to determine entry level.

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