

### Level 4 Process Manufacturing 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 79286)

**NQF Level:** 4

**NQF Credits:** 152

**Duration:**

- One year
- 15 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  
Leadership and Motivation

**Phase 2:** 3 days Training  
Process and Productivity

**Phase 3:** 2 days Training  
The Leader's Role in Managing Performance

**Phase 4:** 3 days Training  
Finance for Non-Financial managers

**Phase 5:** 2 days Training  
Developing Your Team

**Phase 6:** 3 days Training  
Communication in the Workplace

#### OUTCOMES

- Improve process & productivity
- Evaluate current practices against best practice
- Planning for productivity improvements
- Manage a team's performance in a process environment
- Facilitating effective workplace communication
- Finance for non-financial managers
- Time management
- Stakeholder engagement
- Problem solving and decision making
- Motivation and team building
- Interpreting, giving feedback and evaluation of data & text
- Basic business writing
- Managing individual and team performance

#### 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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