

## Level 5 National Certificate: Generic Management

**PIVOT** is a learning programme that facilitates managers obtaining a nationally recognised qualification as quickly and effectively as possible.

**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.

Managers will develop practical skills and build a portfolio of evidence relating these skills to their specific work environment.

**Title:** National Certificate: Generic Management  
(PIVOT Level 5)

**Qualification ID:** SAQA 59201 (LP 60269)

**NQF Level:** 5

**NQF Credits:** 164

### Duration

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

**Dates:** Request registration form

**Fee:** Depending on learner numbers

**Venue:** Refer to registration form

### Learner, Manager & Mentor Orientation

**Phase 1:** 2 Days Training  
Leadership, Change and Workplace Relationships

**Phase 2:** 2 Days Training  
Planning and Problem-solving

**Phase 3:** 3 Days Training  
Finance for Non-Financial Managers

**Phase 4:** 2 Days Training  
Ethics, Diversity and Creating a Performance Culture

**Phase 5:** 2 Days Training  
Creating a Learning Organisation

**Phase 6:** 2 Days Training  
Interpersonal Skills

**Phase 7:** 2 Days Training  
Building High Performance Teams

### OUTCOMES

- Promote innovation
- Leadership theories
- Managing change
- Effective workplace relations
- Project planning
- Operational planning
- Effective decision making
- Managing risk
- Basic mathematical and financial analysis
- Managing the finances of a unit
- Managing diversity ethics and culture
- Creating an effective culture
- Promote a learning culture
- Recruitment and selection
- Talent management
- Knowledge management
- Effective communication
- Conflict management
- Emotional intelligence
- Building effective teams
- Performance management
- Coaching
- Formulating best practice

### DRIVEN BY DYNA'S ADVANCED BLENDED LEARNING METHODOLOGY

#### Learner entry requirements:

Learners should have a minimum entry level of Grade 12/Matric or relevant work experience or NQF Level 4 or complete a pre-training assessment to determine entry level.

DYNA Training is a National Group of Training Companies (est.1976) | SSETA Accreditation Number 0072 | BBBEE level 1 contributor

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