

| MODULE | UNIT STANDARD ID | NQF | DURATION |
|---|--|--------|----------|
| ADMINISTRATION | | | |
| Professional Personal Assistant | US252027 | 5 | 3 Days |
| BUSINESS AND ENTREPRENEURSHIP | | | |
| Business Plan Development | US114592 | 4 | 4.5 Days |
| Introduction to Entrepreneurship | US263356 | 4 | 3.5 Days |
| Principles of Costing and Pricing | US263455 | 4 | 2 Days |
| Tender to Secure Business | US114593 | 4 | 2.5 Days |
| The Function of Market Mechanisms | US263514 | 4 | 2.5 Days |
| The Importance of Innovation in Business | US114600 | 4 | 2.5 Days |
| The Viability of Business Ideas and Opportunities | US114596 | 4 | 3 Days |
| COMMUNICATION | | | |
| Assertiveness and Influencing Skills | US9506 | 4 | 3 Days |
| Business Writing Skills | US115790 | 5 | 2.5 Days |
| Effective Presentation Skills | US13925 | 5 | 3 Days |
| Effective Writing Skills | US119459 | 4 | 3 Days |
| Interpersonal Skills | US110506 | 4 | 4 Days |
| CUSTOMER SERVICE | | | |
| Customer Service | US242829 | 4 | 3 Days |
| EDUCATION, TRAINING AND DEVELOPMENT | | | |
| Assessor Course | US 115753 | 5 | 4 Days |
| Facilitator Course | US 117871 | 5 | 3.5 Days |
| Moderator Course | US 115759 | 6 | 4 Days |
| Skills Development Facilitator Course | US 15221, US 15217, US 15218, US 15232, US 15227 and US 252041 | 5 | 8 Days |
| FINANCE | | | |
| Basic Financial Principles | US117156 | 4 | 2.5 Days |
| Financial Management for a New Venture | US263474 | 4 | 3.5 Days |
| Financial Principles - Intermediate | US252040 | 5 | 4 Days |
| HUMAN RESOURCES AND LABOUR RELATIONS | | | |
| Handling Workplace Labour Relations | US13952 | 4 | 4 Days |
| Workplace Discipline | US11286 | 5 | 3 Days |
| IMPROVING PERFORMANCE | | | |
| Applied Emotional Intelligence (EQ) for Self-Management | US252031 | 5 | 3 Days |
| Creative Problem Solving and Decision Making | US252026 and US264403 | 5 6 | 4 Days |
| Diversity and Personal Effectiveness | US252043 | 5 | 2.5 Days |
| Mentorship | US114215 | 4 | 2 Days |
| Motivating People | US120389 | 4 | 3 Days |
| Personal Effectiveness in a Business Environment | US110021 | 4 | 3 Days |
| Principles of Effective Teams and Meetings | US242816 and US242821 | 4 | 4 Days |
| Time Management | US242811 | 4 | 2.5 Days |
| LEADERSHIP AND MANAGEMENT | | | |
| Conflict Resolution Skills and Strategies | US114226 | 5 | 3.5 Days |
| Leadership and Teambuilding Skills | US252037 | 5 | 4 Days |
| Management Skills for 21 st Century Leaders | US120300 | 5 | 4 Days |
| LEAN MANUFACTURING | | | |
| Productivity and Continuous Improvement | US114882 | 5 | 4 Days |
| Tools for Continuous Improvement | US114878 | 4 | 3 Days |
| OPERATIONS | | | |
| Basic Principles of Operations Management | US263379 | 5 | 3 Days |

Continued in next column...

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| PROJECT MANAGEMENT | | | | |
| Basic Project Management Tools and Techniques | US120372 and US120385 | 4 | 5 Days | |
| Monitoring and Evaluation for Project Managers | US 337063 | 5 | 3 Days | |
| RETAIL | | | | |
| Retail Manager (Operational Finance) Skills Programme | US 255497, US 255499 and US 255500 | 5 | 5 Days | |
| QUALITY | | | | |
| Principles of Quality | US8054 | 4 | 3 Days | |
| Quality as Business Excellence | US263377 | 5 | 4.5 Days | |
| SAFETY | | | | |
| Safety, Health and Environmental Risk Control | US242668 | 4 | 3 Days | |
| STRATEGY | | | | |
| Analytical Thinking | US252026 | 5 | 3 Days | |

PROGRAMME GUIDELINES, FEES AND REGISTRATION

ADMISSION GUIDELINES

For most programmes a Grade 12 certificate is required for registration. Students also have to comply with the SAQA unit standards' entry requirements, e.g. NQF level 4 for a level 5 programme. RPL can be a consideration. Please contact the Programme Coordinators for the work experience requirements.

LANGUAGE POLICY

All programmes are conducted in English and students are expected to complete their assignments in English.

Please note: NMMU Business School reserves the right to cancel or postpone a programme. A full refund will be made in this instance.

COURSE TIMES GUIDELINES

In-House Programmes

All programmes can be scheduled for in-house delivery with dates and times as per clients' requests.

Public / Open Executive Programmes

Consult NMMU Business School for the latest course time guidelines for programmes. Programmes are presented during weekdays, in the evening or on Saturday mornings. Please enquire for relevant times.

PROGRAMME FEES

For the latest programme fee structures please contact the NMMU Business School office where you intend to study. In-house and customised training requests will be quoted on by the Business School and are dependent on factors such as number of students and specified needs and requirements of the client.

PASS RATES

The minimum pass rate for each module is 50%. Any student achieving between 40 - 49% will have the opportunity of submitting a supplementary assignment.

CERTIFICATES

Students who meet minimum requirements will be awarded compliance certificates. Those not meeting minimum requirements will be awarded certificates of attendance.

ARTICULATION

Credits can be obtained for completing Short Learning Programmes that form part of certain programmes within the Business School's programme portfolio. A maximum of 50% module credits can be transferred.

POLICIES AND PROCEDURES

For a full overview of policies and procedures visit www.leadersfortomorrow.co.za

NATIONAL PROGRAMME DELIVERY

Existing and bespoke programmes for corporate education, with the exclusion of academic degree programmes, are presented across South Africa and Africa at client premises or client-approved venues and facilities.

In-House Delivery

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NMMU Business School

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