

ELITE **EMPLOYEE** ACCREDITED SKILLS PROGRAMME

7 DAYS

Driven employees who have adapted to their environment and understand the need for growth are the strongest asset a company can have. It only takes 7 days at our Elite Employee course to ensure your workforce is running at maximum productivity and delivering the best return on investment.

This course includes the following unit standards:

- **Achieve Personal Effectiveness in a Business Environment – 110021 NQF 4**
- **Analyse New Developments Reported in the Media that could Impact on a Business Sector or Industry – 13943 NQF 4**
- **Apply Efficient Time Management to the Work of a Department/Division/Section – 15234 NQF 4**
- **Present Information in a Report Format – 110023 NQF 4**

INVESTMENT COST: **R15 000**

Achieve Personal Effectiveness in a Business Environment – 110021 NQF 4

This particular unit standard is for all persons involved in any administration roles within commercial or non-commercial organisations. An essential course which ensures a basic foundation of organisation and productivity.

Specific Outcomes and Assessment Criteria:

- 1 Plan and organise your own work
- 2 Establish and maintain working relationships
- 3 Maintain files and records

Analyse New Developments Reported in the Media that could Impact on a Business Sector or Industry – 13943 NQF 4

Learners completing this standard will learn to address a broad base of socio-economic and environmental related knowledge and the analysis of current affairs that could impact on business or industry.

Specific Outcomes and Assessment Criteria:

- 1 Analysing articles and reports from current print and electronic media relating to a specific business sector or industry
- 2 Demonstrating knowledge and understanding of the latest innovations and developments in technology that could impact on a specific business sector or industry
- 3 Analysing proposed business or industrial developments that could impact on the physical environment
- 4 Analyse issues in the media relating to labour that could impact on a business sector or industry
- 5 Analyse proposed business or industrial development that could impact on the physical environment

Apply Efficient Time Management to the Work of a Department/Division/Section – 15234 NQF 4

This unit standard is designed for learners involved in leadership and the management of teams, and focuses on translating strategic intent into effective daily action. Competence against this standard will ensure that teams are effectively managed and that managers can translate strategy into action.

Specific Outcomes and Assessment Criteria:

- 1 Identifying time management profiles
- 2 Understanding the principles of time management
- 3 Drawing up time efficient work plans to carry out department/division/section work functions
- 4 Implementing time efficient work plans

Present Information in a Report Format – 110023 NQF 4

This unit standard is intended for all persons working in administration in commercial and non-commercial organisations and who are responsible for presenting information in report format. A learner accredited with this standard will also be able to plan and allocate the resources required to maximise efficiencies.

Specific Outcomes and Assessment Criteria:

- 1 Relating the purpose, content, form, frequency and recipients of a range of reports to the information needs of a selected business
- 2 Compiling reports related to a selected business function, ensuring content and format are appropriate to information requirements and that reporting deadlines are met
- 3 Identifying information sources and organisational procedures for obtaining and distributing information relevant to a selected business function
- 4 Liaising with relevant parties and verifying that reported information is in accordance with requirements and purpose of the report