



# Management Development Programme

## Benefits of the programme

The Management Development Programme develops a broader business understanding of the different facets of management thus ensuring managers perform in their roles by keeping a perspective of wider business goals and become well-rounded managers. In order for any organisation to prosper, it not only needs managers, but good managers who know what they are doing. Good managers get the most out of their staff, motivate their teams, grow their people and understand the financial and legal implications of the jobs that they do.

The intensive 8-12 month programme blends both Operational skills and Strategic focus to develop delegates' core management capability thereby building the skills required to become well-rounded managers. The MDP is presented at the complexity of NQF level 5.

CBM Training has selected the top 10 management training courses from an extensive range of highly practical and locally relevant interventions that will allow managers to gain practical knowledge of the key skills a 21st Century manager needs to master in order to perform.

## Who should attend this programme

Candidates wishing to join this programme should have at least 1-2 years management experience, currently be in a management position or have been earmarked for a management position in the near future.

### RECOMMENDED PROGRAMME - 16 days over 8-12 months with these 10 core modules:

Management and Leadership Essentials (2 days)	Time Management to Maximise Productivity (1 Day)
Managing Diversity and Business Etiquette (1 day)	Performance Management and Coaching Skills (1 day)
Team Leadership Using Emotional Intelligence (2 days)	A Manager's Guide to South African Labour Law (2 days)
Practical Finance, Accounts and Budgets (2 days)	Powerful Business Negotiation Skills (2 days)
Intelligent Business Communication Skills (1 day)	Rapid Problem Solving and Decision Making (2 days)

## Add a recognised PIVOTAL qualification

If an NQF qualification is required, the MDP can be extended with the CBM Training RPL Learnership in Generic Management (Qualification ID: 59201—NQF Level 5) for an additional R9 750 per delegate ex Vat. Once the programme has been completed, delegates will have 6 weeks to compile and submit 6 Portfolios of Evidence (PoE's) for assessment, which if assessed as competent, will grant them the above SAQA qualification. T's and C's apply.

# Qualification Breakdown

## Onsite MDP Modules - Fully Customisable programme to suit your organisation

Further *OPTIONAL* modules can be added. See options below:

Module	Development Module	Module Overview	Duration
1	Management and Leadership Essentials	Develop core thinking required to transition into managing others and how to lead a high performing team.	2
1	Leading Team Collaboration	Develop core skills required to build collaboration within your team or organisation.	2
2	Practical Finance Accounts and Budgets	Grasp key financial concepts and accounting principles that play a critical role in organisational success.	2
3	Personal Effectiveness for Managers	Systems for successful self-management of time, meetings and performance goals.	2
3	Managing Diversity and Business Etiquette	How to address diversity issues in a practical and sensible way with suitable business etiquette and ethics.	1
4	Performance Management and Coaching Skills	Big picture of performance management, to the essential detail required for successfully leading team performance.	1
5	Coaching for Results and Effective Delegation	Proactive and reactive coaching techniques for helping others develop and perform. Delegation as a development and management tool.	2
5	A Manager's Guide to South African Labour Law	Key aspects of the Labour Law, overview of the disciplinary process and fair dismissal.	2
6	Resolving Conflict and Managing Business Change	Identifying and managing conflict before it becomes damaging to the business. Resolving conflict and managing change within your team.	2
6	Rapid Problem Solving and Decision Making	Building essential logic and rationale for effectively solving problems and making sound business decisions.	2
7	Intelligent Business Communication Skills	Leading a tuned-in team by ensuring business critical communication flows effectively amongst teams and departments.	1
7	Recruitment, Interviewing and Selection	The talent acquisition process from Job adverts to interviewing, to assessing competency, to making spot-on selection decisions.	2
8	Powerful Business Negotiation Skills	Comprehensive introduction to the art of negotiation and mastering the tactics and techniques used by the most skilled negotiators	2
8	Consolidation of programme and shared learnings	Reinforcing personal learnings achieved through the programme and how delegates will sustain change after completing this intervention.	2

**For more information or to request a quotation for the Public MDP or Onsite MDP please contact us.**

