

Shaping minds
of business
leaders in
Africa



SHORT LEARNING PROGRAMME ON
FUNDAMENTAL MANAGEMENT (FMP)

COURSE OVERVIEW

This programme is ideal for aspiring or new managers who are looking to rapidly increase their management skills and strategic perspective, taking on additional responsibility, and seeking to be more effective in their organization.

TARGET GROUP

Frontline managers are line managers, office managers and supervisors who are directly responsible for their departments, projects or production outputs. Frontline managers usually lead and supervise others, often clerical staff or team members.

Frontline managers are a valuable asset for organisations as they spend more time than any other level of management on leading the subordinates, and they spend more time on directing the employees than on any other management function. First-time managers play an important role in a company's success as they are those who interact with most employees on a daily basis and have a very strong influence on them.

PROGRAMME OBJECTIVE

The purpose of the programme is to equip frontline managers and supervisors with essential skills required to supervise, delegate, lead others, achieve results through effective self-management of staff, and deal with conflict situations. The programme is beneficial to both, newly appointed frontline managers and practising managers/ supervisors wishing to brush up on better frontline management skills.

CONTENT

- **Effective managerial habits** requiring various managerial skills processes such as: Planning; controlling; organising; leading; coordinating; communication; self-management; integration.
- **Management of people:** Motivation; discipline; relationship building; effective team functioning; diversity management; potential realisation; empowerment, involvement and participation; ethical behaviour; constructive labour relations.
- **Management of operations:** Manufacturing and/or services; optimising resources; input-output optimisation; logistics; productivity, risk management; manufacturing and service quality; customer orientation.
- **Management of financial resources:** Basics of financial and management accounting concepts; budget reviews; effective budgetary control and corrective action; financial decisions; labour cost elements; cost behavior.

TRAINING METHODOLOGY

Two full-time study blocks of four days each (Tuesday to Friday) will be held at the selected venues according to the programme timetable. Before the second study block, participants will receive assignments for readings from textbooks and case studies. This will ensure a positive participation in the class discussions which will reduce the time for theoretical discussions and make more time available for practical discussions in class. Emphasis will be upon practical application of theoretical

principles. The FMP will accomplish the learning objectives through the following mix of methods and activities: self-tuition, analysis and discussion of actual cases; in-class individual and group assignments and exercises; and lectures and presentations.

ADMISSION REQUIREMENTS

Access to a computer and the internet is a prerequisite.

Target group

The FMP is aimed at team leaders, supervisors and frontline managers and also prepares promising individuals for entry into management positions. Ideally, supervisors and managers with approximately two years' experience or earmarked by the organisation as managers. They should have potential for advancement and require basic skills and knowledge to enhance their managerial effectiveness. Successful completion of Grade 12 is a prerequisite.

Language

The programme is presented in English, but if possible, we will try to accommodate other languages. Textbooks are in English. The medium of tuition for a specific course will be determined by the student compilation.

PROGRAMME TIMETABLE

| | |
|------------------------------------|---|
| Venue: | NWU Business School facilities (K14) (Other venues for in-house company training) |
| Duration of programme: | 6 months |
| Closing date for admission: | End of January |
| Study schools: | April and May |
| Assignments: | March and May |
| Examination: | Dates will be provided |

ENROLMENT AND REGISTRATION

Accommodation

Participants are responsible for their accommodation, travel arrangements and expenses incurred while attending the study blocks.

Fees

- Fees are determined annually and are available on request.
- 30% of the amount is payable as per invoice at registration.
- The outstanding amount is payable over (4) four months starting the month after the first study school.

The NWU Business School reserves the right to amend the above procedures and information at any time. Discounted rates per candidate will be granted on request to organisations that enrol five or more candidates starting simultaneously on a specific programme. Information about discounted rates is available on request.

Included in the programme fees are:

1. A registration fee of at least 30% of programme cost (non-refundable);
2. Textbooks;
3. Other study material (study guides and notes);
4. Lunch and refreshments during study schools; and
5. Attendance of the certificate ceremony.

Once a candidate is registered on the programme, he/she is responsible for payment of the full amount even if he/she withdraws from the programme. Admission to examinations will be granted only if all fees have been paid.

STUDY OUTCOMES

The FMP has been designed to enhance the knowledge and competencies of the first-line manager who has the responsibility to supervise and lead people.

However without a theory of some sort it is hard to make sense of what is happening in the world around you ... you need a working theory of management:

On completion of this programme, managers should be able to:

- Demonstrate a fundamental knowledge and competencies in the basic management functions and the management of the operations, people and financial resources in the solving of real-world cases and challenges of first-line managers in organisations.
- Apply appropriate research and information retrieval skills in obtaining information from a variety of resources in the problem-solving process.
- Integrate information in the formulation of solutions and recommendations and the communication thereof in writing and oral presentations to team members based on accepted formats and conventions.
- Demonstrate the ability of reasoning and motivating solutions based on evaluated information individually and in groups.



Short Learning Programme on Fundamental Management (FMP)

Applications must be accompanied by:

- One clear recent passport-size photographs
- A letter from the participant's employer in which:
 - the employer certifies that the participant meets the requirements; and
 - the employer grants permission for the participant to participate in the programme
- A certified copy of your identity document

Application for admission to the Advanced SLP on Fundamental Management

- Strictly confidential
- Please complete in type or print-hand

| A. Personal information | | | |
|-------------------------|--|-----------------|--|
| Initials and surname: | | Title: | |
| Names: | | Preferred name: | |
| ID number: | | Date of birth: | |
| Home address: | | | |
| | | Postal code: | |
| Tel no: | | Cell number: | |
| Email: | | Nationality: | |
| Postal address: | | | |
| | | Postal code: | |
| Work address: | | | |
| | | Postal code: | |

| B. Post-school activities | | | | |
|---|-----------|-----|--|----|
| Complete in reverse order (starting with the most recent) all tertiary academic work, including qualifications (compulsory for evaluation purpose). | | | | |
| University/College/ Technicon | | | | |
| Period | From / To | | | |
| Name of qualification | | | | |
| Study completed | | Yes | | No |

| C. Employment record | |
|--|---------|
| Please record your most recent positions of employment, starting with your present position. | |
| Name of company | |
| Industry | |
| Title or position | |
| Date | From/To |

| | |
|------------------------------|--|
| Controlling company: | |
| Section: | |
| Nature of business: | |
| Title position: | |
| Number of employees: | |
| Number of years in position: | |

The NWU Business School places great emphasis on the condition that participants should be able to work in a small study group. This enables them to learn from each other. To facilitate this process, you are requested to supply a short description of your present obligations and responsibilities in your organisation.

| D. Payment options | | | |
|---|--|--------|-----------------------------------|
| (Only after acceptance letter to the PMP has been issued) | | | |
| Payment enclosed (Please mark appropriate box) | <input type="checkbox"/> | Cheque | <input type="checkbox"/> Transfer |
| Account details ABSA Bank Account No. 670 642 313 Branch Code 632005 Ref: NWUBS FMP Initials and Surname | Cheques should be made out to: North-West University (No cash please) | | |
| Please email proof of payment to: Desire.Steyn@nwu.ac.za | | | |
| Entity responsible for payment: | <input type="checkbox"/> | Self | <input type="checkbox"/> Company |
| If company, please provide the following details for invoicing purposes: | | | |
| Registered company name: | | | |
| Company address: | | | |
| Postal code: | | | |
| Company VAT no: | | | |
| Contact details of creditors department – contact name: | | | |
| Tel no: | | | |

I understand that a deposit of 30% of the programme costs is to be paid after successful enrolment to the programme. An invoice will be issued for the full programme cost of which 30% account for the deposit.

I understand that should I wish to withdraw from the programme, I need to do so two (2) weeks prior to commencement as to have any payments made refunded. Should I fail to withdraw in time, I understand that I forfeit the deposit of 30% of the programme cost.

I agree that I will become immediately liable for the full repayment of my study fees and that the remainder may be paid in four (4) instalments over four (4) months.

I agree that I will continue to make monthly payments, by no later date than the last working day of every month, until my obligations in terms of this contract towards the financing of my study fees have been paid in full.

This application binds the participant inter alia to the payment of the full study fees. Any amount that is from time to time due and payable by the participant to the North-West University, shall be proven by means of a certificate of balance, which is issued and signed by an authorised official of the University. Such a certificate shall be binding on the participant and shall serve as prima facie proof of the computation, extent and existence of the amount owing, and of the indebtedness of the

participant towards the University for purposes of summary judgement and provisional sentence. In the event that the participant pays the study fees in instalments and skips one instalment, the full outstanding balance becomes due and payable.

Please post or email your completed application form to:
Admin Officer: Project Management NWU Business School
Private Bag X6001, NWU
Internal Box No. 296
Potchefstroom
2520
Desire.Steyn@nwu.ac.za

Signature of Candidate:

Date:



Desiré Steyn
Tel: 018 285 2392
Email: NWUBS@nwu.ac.za

<http://commerce.nwu.ac.za/business-school>

