

# Short Learning Programme on **FUNDAMENTAL MANAGEMENT**

(Proposed NQF 5)



NORTH-WEST UNIVERSITY  
YUNIBESITI YA BOKONE-BOPHIRIMA  
NOORDWES-UNIVERSITEIT



# Short Learning Programme on **FUNDAMENTAL MANAGEMENT (FMP)**

(Proposed NQF 5, Credit points 48)

Front-line 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. First-time managers are significantly involved in the daily operations, guiding the employees through certain courses of action to help them accomplish organisational goals. In order to do so, these management skills are taught on the Fundamental Management Programme. The management skills are required from every team leader, supervisor and first-time manager – that is why the FMP is really regarded as the Essential Management Programme.

## PROGRAMME OBJECTIVE

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.

### 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: Budget reviews; optimisation of budget allocations and priorities; wise application of available funds; effective budgetary control and corrective action; financial decisions; labour cost elements; opportunity cost; operation within the organisational financial framework.

## TRAINING METHODOLOGY

Two full-time study blocks of four days each (Tuesday to Friday) will be held at the selected venues such as Vanderbijlpark according to the programme timetable. Before the second study block, participants will receive assignments for readings from text books 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

### 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. Matric is a prerequisite.

### LANGUAGE

The programme is presented in Afrikaans and English. Textbooks are in English. The medium of tuition for a specific course will be determined by the student compilation.

### PROGRAMME TIMETABLE

Venue:

NWU School of Business and Governance, Van der Hoff Road, Building K14, NWU  
(Other venues for inhouse company training)

Duration of programme:

6 months

Closing date for admission:

End of January

Study schools:

February and April

Individual assignments:

March and May

Examination:

Dates will be provided

# ENROLMENT AND REGISTRATION

## ACCOMMODATION

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

## FEES

- Fees are determined annually and are available on request.
- At least half the amount is payable as per invoice at registration.
- The outstanding amount is payable as per invoice at the start of the first study school.

The NWU School of Business & Governance 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:

- A registration fee of at least 30% of programme cost (non-refundable);
- Textbooks;
- Other study material (study guides and notes);
- Lunch and refreshments during study schools; and
- 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.

We look forward to your participation in our programme.

# STUDY UNIT OUTCOME

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.

But 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 orally 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)** **APPLICATION FORM**



## Applications must be accompanied by:

- Two 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

**NB!** latest version of  
**ADOBE ACROBAT  
READER** before  
attempting to complete  
the form.

## Application for admission to the Fundamental Management Programme

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

### A. Personal information

|   |   |               |  |
|---|---|---------------|--|
| Initials and surname                            | <input type="text"/>  | Title         | <input type="text"/>   |
| Names   | <input type="text"/>  | Nickname      | <input type="text"/>   |
| ID no.  | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Date of birth | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Home address                                    | <input type="text"/>  |               |  |
|   | <input type="text"/>  | Postal code   | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   |
| Tel no. (H) Area code                           | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   | No.           | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
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| Nationality                                     | <input type="text"/>  |               |  |
| E-mail  | <input type="text"/>  |               |  |
| Postal address (if different from home address) | <input type="text"/>  |               |  |
|   | <input type="text"/>  | Postal code   | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   |
| Work address                                    | <input type="text"/>  |               |  |
|   | <input type="text"/>  | Postal code   | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   |
| Tel no. (W) Area code                           | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   | No.           | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Fax no. Area code                               | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>   | No.           | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

### 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/Technikon | Period (Year) |    |
|------------------------------|---------------|----|
|                              | From          | To |
|                              |               |    |
|                              |               |    |
|                              |               |    |

| Name of Degree/Diploma/Certificate | 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 \_\_\_\_\_

Subsidiary/Section \_\_\_\_\_

Nature of Business \_\_\_\_\_

Title Position \_\_\_\_\_

Number of Employees \_\_\_\_\_

Number of Years in Position \_\_\_\_\_

The NWU School of Business & Governance 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 (Please request an invoice before making a payment)

Payment enclosed (Please mark appropriate box) ☐ Cheque ☐ Postal order ☐ Transfer ☐ RealPay

#### Account details

ABSA Bank  
Account No. 670 642 313  
Branch Code 632005  
Ref: Invoice Number

#### Cheques should be made out to:

North-West University  
(No cash please)

#### Please fax proof of payment to:

Fax No. 086 602 7302  
Attention: Marni Young

#### Entity responsible for payment:

☐ Self ☐ Company

If self and are unable to pay full study fees immediately, please complete the RealPay debit order option form. (Available on request)  
If company, please provide the following details for invoicing purposes:

Registered Company Name: \_\_\_\_\_

Company Address Details: \_\_\_\_\_ Company Vat Reg. No. \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Credentials of Creditors Department: \_\_\_\_\_ Contact Name \_\_\_\_\_

Tel No. Area Code \_\_\_\_\_ No. \_\_\_\_\_

This application, once approved, becomes a legal and binding agreement between the applicant and the NWU Business School which is irrevocable.

### E. Submit

#### Please post your completed application form to:

Admin Officer: Fundamental Management Programme  
NWU School of Business & Governance  
Private Bag X6001, NWU  
Internal Box No. 296  
Potchefstroom, 2520

Signature of Candidate \_\_\_\_\_

Date \_\_\_\_\_

**Submit by email**

**Reset form**

North-West University; Private Bag X6001, Potchefstroom, 2520  
E-mail: pbsinfo@nwu.ac.za

Marni Young  
Tel: 018 285 2325  
Fax: 086 602 7302

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

