

Short Learning Programme on **MIDDLE MANAGEMENT**

(Proposed NQF 6)



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

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Short Learning Programme on **MIDDLE MANAGEMENT** (Proposed NQF 6, Credit points 60)

In a fast-changing South Africa, it is imperative that managers will equip themselves with cutting-edge knowledge and skills, especially insights regarding the latest developments in the business environment. The challenge is to develop skills and obtain the knowledge to convert challenges into opportunities, creating value for companies and the country. The NWU School of Business & Governance sees the above as a challenge and has positioned itself strategically to constructively contribute to the growth and development of South Africa through research and people development. The Middle Management Programme is a people development programme that focuses on equipping middle-level managers with appropriate skills to enhance their value-adding ability. The course runs over a period of twelve months. The MMP is a well-branded programme with an excellent reputation in the market.

Listed below are some companies which have benefited and profited from the programme:

Absa	Monsanto	Senwes	African Cables	National Sorghum
Suprachem	Emsa	Natref	Telkom	Eskom
Omnia	Transnet	Foodcan	Premier Milling	Union Lime
Mittal	Randvaal	Kynoch	I & J	Rotek
Sasol	IST Otokon	Samancor	ATKV	LPM Engineering
York International	Biliton	Astral Foods	Glencore	

PROGRAMME OBJECTIVE

The tremendous shortage in skilled and trained labour in South Africa has become one of the more serious problems affecting the South African economy. This problem is exacerbated by the lack of properly trained middle managers. The objective of the programme is to provide sound academic and professional training to equip middle managers with skills to create additional value for companies and South Africa. Participants will not only be trained in their field of specialisation, but will also be subjected to a broad field of functional management. Functional co-ordination or integration is emphasised in this programme.

TRAINING METHODOLOGY

To enable participants to gain the maximum benefit from the NWU School of Business & Governance philosophy, a training structure has been designed to enhance contact between lecturer and participant on the one hand, and contact between participants on the other hand. A part-time training programme requires a large degree of independent study and work from participants. The importance of group decision-making, as spelled out in modern management approaches, necessitates the stimulation and application of this technique in training. Participants are therefore teamed into syndicate groups. Only the student can utilise the training structure established by the NWU School of Business & Governance to his/her benefit. In order to gain maximum benefit from this structure, participants should be devoted.

CONTACT TRAINING (LECTURER/PARTICIPANT CONTACT)

Two full-time study schools of one week each, spread over a period of 10 months, are presented to enhance intensive contact between lecturers and participants. Study schools comprise formal lectures, group discussions, case studies, workshops and skills training.

WORK IN SYNDICATE GROUPS (PARTICIPANT/PARTICIPANT CONTACT)

The training is aimed at group decision-making. Participants are allocated to syndicate groups of approximately five people. Syndicate groups will determine their own work programme, but should meet at least once a week. The NWU School of Business & Governance will appoint a liaison officer for each study group. Group interaction enhances the learning experience and the NWU School of Business & Governance will attempt to form multidisciplinary groups in order to facilitate group interaction and cross-pollination.

SELF-TUITION

The importance of group decision-making has been pointed out. A group however, is only as good as the synergistic sum of its members. The development of the individual thus has a high priority in the training programme. The prescribed reading and study programme has been designed to guide the student through a structured learning experience. Devotion and self-tuition are of critical importance to the development of participants.

ADMISSION REQUIREMENTS

TARGET GROUP

Managers in staff and line positions with at least two years experience. Individuals regarded by the organisation as managers with potential for advancement and who require further skills and knowledge to enhance their managerial effectiveness. These individuals should also have matriculation status and be able to join a syndicate group.

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.

ENROLMENT AND REGISTRATION

PROGRAMME DETAILS

The NWU School of Business & Governance annually offers several programmes. The first programme of the year commences in February and continues until November of the same year. Other programmes follow as arranged and finish at the end of a twelvemonth cycle.

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:

- The textbooks;
- Other study material;
- Refreshments during study schools; and
- A registration fee.

Once a candidate has registered for the programme, he/she is responsible for payment of the full amount even if he/she withdraws from the programme. Participants' admission to examinations will be refused should the fees not be paid on the specified dates. We look forward to your participation in our programme.

STUDY UNIT OUTCOME

LABOUR RELATIONS

Participants will be able to:

- deal meaningfully with the complex and integrated nature of relationships among all role players in the work environment, in order to establish constructive relationships; and
- perform best practices to proactively manage sound people relationships that will enhance personal and company growth.

MANAGEMENT ACCOUNTING

On completion of this module, the participant will be able to:

- use accounting data to support him/her in managerial functions, such as planning operations, controlling activities and decision making; and
- demonstrate an insight into the different accounting systems, cost behaviour and cost classifications in order to apply the information in different operating processes and management activities.

MANAGEMENT LEADERSHIP AND ORGANISATIONAL BEHAVIOUR

The participant will be able to:

- apply selected managerial, analytical and diagnostic skills with regard to own behaviour and the behaviour of individuals, groups/ teams and the organisation; and
- create a motivating environment in organisations by means of enriched manager leadership skills.

MARKETING MANAGEMENT

Participants will be able to:

- manage efficiently, in conjunction with other management functions, the organisation's internal resources in transferring available products and services into income;
- demonstrate insight into the role and function marketing plays in society and the strategic business plan of the enterprise;
- develop competitive market segmentation strategies; and
- compile an integrated marketing plan.

OPERATIONS MANAGEMENT

The participant will be able to:

- manage productive resources critical for strategic growth and competitiveness; and
- effectively manage the conversion of inputs into outputs within an organisation in order to create value/wealth for the customer and the organisation.

FINANCIAL ACCOUNTING

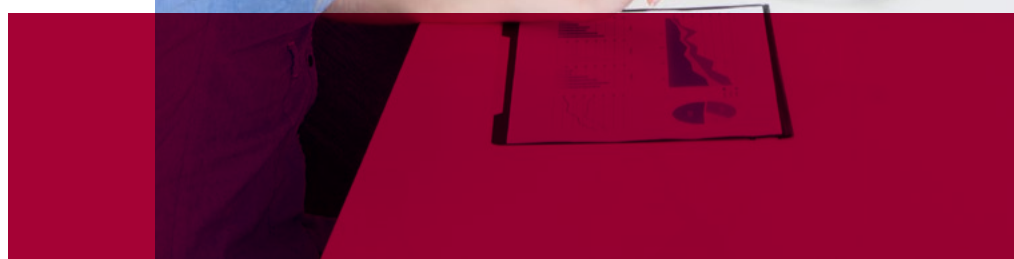
The participant will be able to:

- analyse and interpret financial statements as a basis for decision-making in all fields of management; and
- apply financial statements as the accurate and objective means of managerial reporting and communication of financial and related matters to all stakeholders.

MANAGERIAL ECONOMICS

The participant will be able to:

- integrate and manage all relevant macroeconomic forces in a business-sensible manner; and
- deal with and meaningfully integrate all the relevant dimensions conducive to domestic and global economic growth and competitiveness, in order to properly position a business and optimise gains in the total economic environment.



Short Learning Programme on MIDDLE MANAGEMENT (MMP) APPLICATION FORM

Applications must be accompanied by:

- Proof of highest qualification achieved
- 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.

We look forward to your participation in our programme.

Application for admission to the Short Learning Programme on Middle Management

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

A. Personal information

Initials and surname Title

Names Nickname

ID no. Date of birth

Home address

Postal code

Tel no. (H) Area code No. Cell no.

Nationality

E-mail

Postal address (if different from home address)

Postal code

Work address

Postal code

Tel no. (W) Area code No. Fax no. Area code No.

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. 087 231 5498
Attention: Marietjie Lombard

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. It is the policy of North-West University that a registered participant of the University shall be fully liable for the payment of all prescribed fees, even if he or she cancels his or her registration partially or in full, and or leaves the University, irrespective of whether he or she has attended classes or not. The University considers applications for the refunding of fees and/ or exemption from fees on the grounds of extraordinary circumstances.

E. Submit

Please post your completed application form to:

Admin Officer: SLP on Middle Management
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

Marietjie Lombard
Tel: 018 299 1372
Fax: 087 231 5498

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

