



14667 Apply the management functions of an organization US1517



This unit standard is intended for managers of small businesses and junior managers of business units in larger organisations. It provides the background necessary to understand the management function in an organisation. The term business unit in this unit standard implies a small business, cost center, section or department.

Junior managers include, but are not limited to team leaders, supervisors, first line managers and section heads. The position is term is used to describe the first level of management in an organisation at which an employee has other employees reporting to him/her.

Benefits of attending this courses

The qualifying learner is capable of:

- Describing the management activities involved in running a successful business.
- Explaining the basic activities involved in the management process.
- Identifying and explaining the main tasks required of managers.
- Applying the decision making process to make a management decision.
- Analysing the application of the general management functions in a selected organisation.

Course Options

- Classroom Facilitated – can be conducted on-site. Talk to us about this option
- Public courses – check the latest schedule for dates
- Digital Blended Learning – Download your text books and attend revision sessions
- Self-study – Download your Text books and assignments and complete at your own pace
- Customised – all learning materials can be customised to include internal SOP's

Who should attend and prerequisites

There is open access to this unit standard. Learners should be competent in Communication and Mathematical Literacy at NQF Level 3

How to Book

Complete the form on our website to enquire about this course and make a booking.

Course Outline – Key Learning Points

- Describe the management activities involved in running a successful business
- Explain the basic activities involved in the management process
- Identify and explain some of the tasks required of managers.
- Apply the decision making process to make a management decision
- Apply the general management functions to a selected organisation.

Accreditation and Assessment

MerSETA Unit Standard: NLRD14667

This unit standard is on NQF Level 4 and has 10 credits.

Delegates are required to submit a Portfolio of Evidence (POE) and Final Summative Assessment (FSA) results in order to be accredited against this Unit Standard.

Duration and delivery options

This course is conducted over 2 day or 4 half days.

Where to next..?

After completing this course your next learning opportunities include:

- Supervisory and Leadership Skills
- Quality Management
- Motivate and build a team
- Customer Service

About BIZZCO

BIZZCO is an accredited training provider with MerSETA and TETA. We specialise in providing training and skills development services for the Supply Chain and Operations environment. We have a number of services specially designed to enhance the performance of your Supply Chain teams.

Why not try our **Competency Assessment** to measure the skills gaps in your Supply Chain? Our website has more information about this service.