

SKILLS PROGRAMME – PRODUCTIVITY (NQF 4)

INTRODUCTION

To conceptualize the principle of productivity it is important to look at the definition of productivity through two different lenses. First we need to look at it from a quantitative perspective and secondly we need to examine it from a qualitative perspective. In order to promote the development of knowledge and skills that is required in the Business World today, it is essential for all employees to release the potential of people, provide opportunities for people to move up the value chain and to realize what factors impact on the productivity of an organization and how this impact on productivity influences the bottom line of an organization.

ENTRY LEVEL REQUIREMENTS

Learners accessing this Qualification should be competent in:

- Communication NQF Level 3 or equivalent
- Mathematical Literacy NQF Level 3 or equivalent
- Computer Literacy NQF Level 3 or equivalent

SPECIFIC OUTCOMES

To promote the development of knowledge and skills as follows:

- Develop a performance management programme for a business unit.



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- Investigate different performance management systems.
- Monitor performance in terms of a performance agreement.
- Investigate ways of address under-performance issues.
- Explain why it is important to motivate a team and how levels of motivation could be assessed.
- Applying of theories of motivation.
- Describe techniques leaders can use to motivate a team.
- Provide feedback to a team.
- Recognise achievement.
- Indicate how leaders can empower members of a team.

UNIT STANDARDS

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
13949	Apply technical knowledge and skill to align business unit performance to business goals	Level 4	5
13947	Motivate a team	Level 4	6
TOTAL			11

CRITICAL CROSS-FIELD OUTCOMES

Organizing

- Learners are able to make decisions aligning the unit business plan to the organisation`s business plan and in applying theories to explain underperformance and address performance issues.
- The learner is able to organise and manage him/herself in drawing up action plans.

Collecting

- Learners are able to collect, organise and evaluate information in order to create a business unit plan and monitor performance against a performance agreement.



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- The learner is able to collect, organise and critically evaluate information in researching theories of motivation and drawing up action plans.

Communicating

- Learners are able to communicate effectively and responsibly negotiating a performance agreement and giving feedback.
- The learner is able to communicate effectively researching theories of motivation and explaining techniques leaders can use to motivate a team or group.

Demonstrating

- Learners are able to demonstrate an understanding of the world as a set of related systems when aligning performance standards, the unit business plan and the business plan of the organisation.

Contributing

- Learners begin to explore education and career opportunities in discussing the aspirations of members of the business unit.

Working

- The learner is able to work as a member of a group or team in identifying information needed by the team and designing an activity to agree on performance targets



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