



CONNECT THE DOTS

Training & Consulting cc

This course can be delivered **online** or **Face-to-Face** in a classroom setting

NQF LEVEL: 4

Further Education and Training Certificate: PROJECT MANAGEMENT

QUALIFICATION ID: 50080

CREDITS: 136



Enrolments: beauty@connectthedots.co.za

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"We Train Your Employees For Strategic Execution"



Project Management

Project Management. It caters for the current and future needs of those working on projects, in a general skills-set that is not sector-specific. The Project industry is integral in the global business environment and skilled practitioners are required to meet the demands of the industry, providing significant benefits to individuals, global corporations and the country.

Projects are diverse in their nature, so a wide range of competencies is required to manage them and other similar systems and programmes.

This qualification aims to provide the foundation or the initial skills required for an individual in an organisation to conduct projects successfully; be an effective project team member; undertake a range of project management administration or support tasks and contribute to the planning and execution of projects or sub-projects. It is designed for people working in a project environment as a team member, project administrator or leader of a small projects/sub-projects.

What will I learn?

In this module, you will be introduced to:

- Introduction to project management
- Project initiation; planning and implementation
- Project Monitoring and control
- Project Support
- Oral communication
- Written communication
- Project mathematics
- Project teamwork





Course Information

Duration: 12 months with 30 contact days (virtual / classroom based)

Who should attend

- Individuals who are interested in developing their project management skills.
- Project administrators who want to update their knowledge of contemporary project management principles.
- Managers who work in the project domain where integrating diverse technical inputs is crucial.

HOW WILL I LEARN?

Materials and learning aids

For online training, you will receive log in details to register onto our LMS portal prior to the start of the Programme where all relevant materials will be available for you to view and download. Links and e-material etc. will also be sent to you via email.

For classroom training our administrator will take care of the entire logistical process to getting you ready for your training.

Engagement with experts

Facilitator engagement sessions will be held in an online classroom or face to face classrooms. These sessions will be interactive and engaging, giving you an opportunity to engage with the information presented and with our expert facilitators.

Roleplays, activities, group discussions and exercises

These are done online using break-away rooms when required. The moderators and facilitators will manage these with you comfortably. During face to face training, our facilitators and logistical support team will manage this with you.

Portfolio of Evidence (PoE)

Assessments will be done in the form of Portfolio of Evidence (PoE). Submission of portfolio's are managed with our Assessor who will set reasonable time frames for each submission. This will be communicated with you ahead of the start of training and managed through our dynamic calendar process.

Certificates

Certificate of competence will be issued after Seta's evaluation. The period of this process is at Seta's discretion. Certificates of completion will also be issued upon completion of each training block.



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Learning Programme

Introduction to Project Management (3 days)

120372	Explain fundamentals of project management
120385	Apply a range of project management tools and techniques

Project Monitoring and Control (2 days)

120387	Monitor, evaluate and communicate simple project schedules
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Project Support (5 days)

120381	Implement project administration processes according to requirements
120376	Conduct project documentation management to support project processes
120382	Plan, organise and support project meetings and workshops

Project Initiation; Planning And Implementation (10 days)

120373	Contribute to project initiation, scope definition and scope change control
120384	Develop a simple schedule to facilitate effective project execution
120374	Apply the principles and concepts of emotional intelligence to the management of self and others. NQF5, 4 Credits
120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget.
120383	Provide assistance in implementing and assuring project work meets quality requirements.



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Learning Programme

Oral Communication (2 days)

8968	Accommodate audience and context needs in oral communication
8974	Engage in sustained oral communication and evaluate spoken texts

Project Mathematics (3 days)

7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems

Project Teamwork (2 days)

120379	Work as a project team member
242819	Motivate and Build a Team

Written Communication (3 days)

8970	Write texts for a range of communicative contexts
8976	Write for a wide range of contexts
12153	Use the writing process to compose texts required in the business environment
8969	Interpret and use information from texts
8975	Read analyse and respond to a variety of texts
8973	Use language and communication in occupational learning programs

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