

MANAGING PEOPLE

DESCRIPTION	UNIT STANDARD	UNIT STANDARD TITLE	LEARNING OUTCOMES	DURATION (DAYS)	NQF LEVEL	CREDIT
MANAGING ONESELF	119332	Manage and develop oneself in the public sector work environment	Demonstrating insight into emotional intelligence in personal development	2	5	10
			Managing work relationships within the work environment			
			Understand various communication styles and personality theories			
			Demonstrating an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations			
			Identifying and applying the skills and knowledge required for the development of a career path			
MANAGE INDIVIDUALS AND TEAM'S PERFORMANCE	11473	Manage individual and team performance	Set performance goals and measures.	2	5	8
			Formulate development plans.			
			Monitor and evaluate performance.			
GENDER EQUALITY	244254	Manage the mainstreaming of gender in programmes and projects	Demonstrate knowledge and understanding of mainstreaming gender for gender equality.	2	4	10
			Demonstrate knowledge and understanding of tools for the mainstreaming of gender for gender equality into programmes and projects.			
			Monitor and evaluate the mainstreaming of gender into programmes and projects.			
			Develop programmes and projects in which gender is mainstreamed.			
PERFORMANCE IMPROVEMENT	242874	Manage own performance improvement process in a public sector context	Identify opportunities to develop own performance.	1	3	4
			Plan own development.			
			Implement development plan.			
			Actively participate in development or performance appraisals.			
BUILDING TEAMS	242819	Motivate and build a team	Explaining the importance of motivating a team.	2	4	10
			Demonstrating an understanding of self and team members in a workplace.			
			Applying theories of motivation and group dynamics.			
			Implementing a plan of action to strengthen a team.			
PERFORMANCE MANAGEMENT	242862	Manage own work performance in a public sector workplace	Develop work plans approved by supervisor.	1	3	6
			Monitor own work performance under guidance of supervisor.			
			Demonstrate initiative, flexibility and accountability within allocated responsibilities.			
			Demonstrate an understanding of key processes necessary to manage own work performance.			