

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/EMS/SLIPLD (Credit-bearing SLP)

TITLE: Individual Profile and Leadership Development for Teams (Public Sector)

QUALIFICATION TITLE: B. Admin.

NQF LEVEL: 5

CREDITS: 6

NOTIONAL LEARNING HOURS: 60

FORMAL CONTACT TIME: 32 Hours

LEARNING ASSUMED TO BE IN PLACE:

- A formal qualification on NQF level 4 *plus* relevant experience.
- Evidence of relevant prior learning may also be considered.
- The general regulations of the University of the Free State will also be applicable.

LEARNING OUTCOMES:

Learners will be able to:

Participants will have the **personal tools** to be able to:

- Determine individual differences and temperament between leaders and teams.
- Predict the behaviour of the team members in their leadership capacity.
- Communicate as a team player using different communication techniques. (This will include sending interpersonal messages to subordinates, listening skills, providing feedback, improving organisational communications, factors that will block effective communication.)

Participants will have the **leadership tools** in team context to:

- Identify the appropriate leadership style, fitting the organisation and the subordinates.
- Determine the competency level of team members.
- Determine the commitment level of team members.
- Determine the main developmental areas of team members.
- Delegate, coach, direct and support team members.
- Identify and apply individual decision making styles.
- Express themselves as leaders and team players and how they will respond in conflict situations to clarify subordinates' expectations.

Participants will have the interpersonal skills to:

- motivate subordinates in the work situation to reach organisational, unit and individual goals.
- solve problems creatively in a team situation.
- Identify staff problems from a leadership point of view and set a action plan to solve it.

BRIEF DESCRIPTION OF CONTENT:

Analysing individual temperaments. Draw a link between personalities and leadership, communication and conflict management. Determination of leadership and staff problems and an integrated approach of handling it.

The philosophy of the workshop is to lead all people equal but different to reach corporate and individual objectives.

The course set out to assist the learner with skills to design independently a individual action plan to handle and manage all staff members

It is a developmental process for leaders at all levels.

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

<p>Learners will be able to :</p> <ul style="list-style-type: none"> • Identify own temperament • Identify staff members temperament to predict the behaviour of their subordinates in their leadership capacity. • identification of specific competencies at different post levels • identification of major staff problems in span of control 	<p>Individual questionnaires and staff evaluation Focus group discussions Individual brain storming</p>	<p>5 hours</p>
<ul style="list-style-type: none"> • Communicate as supervisors using different communication techniques. (This will include sending interpersonal messages to subordinates, listening skills, providing feedback, improving organisational communications, factors that will block effective communication.) 	<p>Mini lecture évaluation via focus groups of communication expectations and perceptions according to tempéraments</p>	<p>3 hours</p>
<p>Learners will be able to:</p> <ul style="list-style-type: none"> • Identify their the adequate leadership style, fitting the organisation and the subordinates. <ul style="list-style-type: none"> • Determine the competency level of subordinates • Determine the commitment level of subordinates • Determine the main developmental areas of subordinates 	<p>Group activities Group discussion and feedback to bigger group Individual evaluation</p>	<p>5 hours</p>
<p>Learners will be able to:</p> <ul style="list-style-type: none"> • Delegate, coach, direct and support subordinates. • Identify and apply individual decision making styles. • Express themselves as leader and how they will respond in conflict situations clarify subordinate expectations. 	<p>Mini lecture combined with group activities Games and focus groups</p>	<p>3hour</p>
<p>Learners will be able to:</p> <ul style="list-style-type: none"> • Motivate subordinates in the work situation to reach organisational, unit and individual goals. 	<p>Mini lecture and self evaluation</p>	<p>2 hour</p>

<ul style="list-style-type: none"> • solve problems creatively in a team situation. • Identify staff problems from a leadership point of view and set an action plan to solve it. 	Mini lecture Individual evaluation of staff profile Preparation of presentation on identification and handling of staff problem	6 hours
Learners will be able to: <ul style="list-style-type: none"> • Transfer team member analysis to Performance Development Management System (PDMS) 		4 Hours

METHODS OF ASSESSMENT:

A portfolio of evidence, consisting of individual and group assignments, activities, group discussions, individual feedback, case studies, role-play and simulation.

ASSESSMENT CRITERIA:

ORGANISING FIELD: 3

(1 = Agriculture and Nature Conservation)
 (2 = Culture and Arts)
(3 = Business, Commerce and Management Studies)
 (4 = Communication Studies and Language)
 (5 = Education, Training and Development)
 (6 = Manufacturing, Engineering and Technology)

(7 = Human and Social Studies)
 (8 = Law, Military Science and Security)
 (9 = Health Sciences and Social Services)
 (10 = Physical, Mathematical, Computer and Life Sciences)
 (11 = Services)
 (12 = Physical Planning and Construction)

APPROVAL DATE: October 2006

REVIEW DATE: 2008

DEPARTMENTAL OR PROGRAMME "HOME": Public Management

The component in the Programme: Public Sector Management dealing with short learning programmes is self reliant and sustains its existence by means of the profits generated through the presentation of short learning programmes.

DEVELOPER/COORDINATOR:

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