



STELLENBOSCH
GRADUATE INSTITUTE



COURSE PROSPECTUS

MANAGING TALENT AND THE WORKFORCE

Apply practical techniques to support the development of stronger organisational cultures.

ONLINE SHORT COURSE

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PROSPECTUS OUTLINE

SECTION 1 LIVING YOUR BEST LIFE

- Always start with why
- Career impact

SECTION 2 WHAT YOU WILL LEARN AND HOW TO APPLY IT PRACTICALLY

- About this course
- The skill sets you will gain
- The duration and process
- Where this short course can take you

SECTION 3 HOW YOU WILL LEARN

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SECTION 4 THE FINER DETAILS

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SECTION 1

LIVING YOUR BEST LIFE

Always start with why

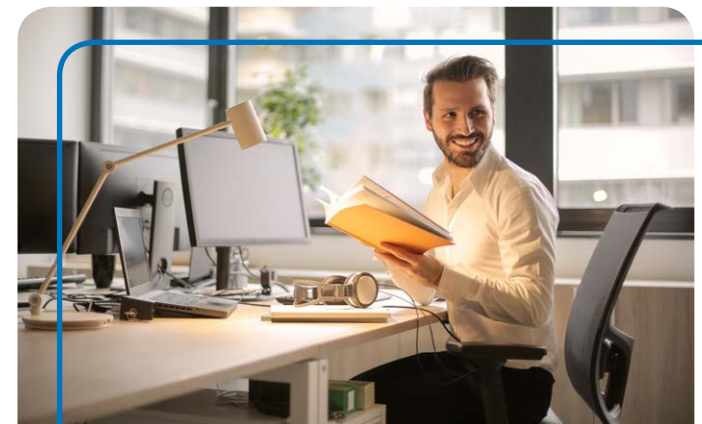
If you have recently become a first line manager (or a team leader, supervisor, junior manager) or if you want to become a manager one day then this is the ideal course for you.

The course work is practical and can be applied immediately in the working world. You will gain confidence in communicating effectively, defining your leadership style and connecting people to tasks.

Career impact

Students who complete the **Managing Talent and the Workforce Short Course** with [Stellenbosch Graduate Institute](#) differentiate themselves from their peers with their leadership skills and typically take up supervisory or first line management positions.

[Stellenbosch Graduate Institute](#) assists by helping you optimise your career potential whether it is climbing the corporate ladder and/or achieving your own entrepreneurial dream.



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Career impact (continued)



Self assessment

As part of the Short Course you will understand your interests, values, strengths and weaknesses better and this is the first step to success in career planning.



Career counselling and coaching

The student is assisted by a learning coach who is experienced in making the most of your studies. Individual sessions with our counsellors/coaches are available. These sessions are useful to help you clarify your goals and develop personalised job search strategies.



Skills development

As part of the short course, you will improve your writing skills, business etiquette and networking to prepare you for your job search.



Recruitment referrals

[Stellenbosch Graduate Institute](#) builds strong relationships with companies and will advise on the availability of positions within these companies.



Networking events

Individual contacts and being in the right place at the right time often lead to job opportunities. Students are encouraged to attend networking events and informal social functions to meet professionals from a variety of industries that bring alumni and students together.

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WHAT YOU WILL LEARN AND HOW TO APPLY IT PRACTICALLY

About this course

The [Stellenbosch Graduate Institute](#) Managing Talent and the Workforce Short Course is an online short course that provides the junior executive an opportunity to get ahead and succeed.

There are five components to the [Managing Talent and the Workforce Short Course](#), each with its own set of outcomes which you will master:



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About this course (continued)

BEING LORD OF THE DANCE (DIVERSE WORKFORCE)	THE DEFINITIVE LEADERSHIP SKILL (TALENT MANAGEMENT)	STRATEGIES OF THE HEALER (WORKPLACE RELATIONSHIPS)
<ul style="list-style-type: none">• Demonstrate knowledge and understanding of diversity in the workplace• Demonstrate understanding of the reality of diversity and its value in a unit• Manage team members taking into account similarities and differences• Deal with disagreements and conflicts arising from diversity in the workplace	<ul style="list-style-type: none">• Analyse education, training and development needs of members• Record the results of the training needs analysis• Compile a people development plan for a unit• Manage the implementation of the PDP of a unit	<ul style="list-style-type: none">• Liaise and network with internal and external stakeholders• Devise and apply a strategy to establish constructive relationships with managers• Identify and minimise personal conflict in a unit• Devise and apply a strategy to establish constructive relationships with team members in a unit
BEING OF SERVICE TO OTHERS (ORGANISATIONAL CULTURE)	GETTING TO YES (NEGOTIATIONS)	
<ul style="list-style-type: none">• Understand the relationship between values, ethics and organisational culture• Apply the concept of corporate ethics to a unit• Analyse a unit in relation to the principles of corporate ethics• Formulate recommendations for strengthening shared organisational values and ethical practices	<ul style="list-style-type: none">• Prepare for negotiations• Engage in negotiations• Finalise negotiations and communicate agreements• Evaluate negotiation processes	

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The skill sets you will gain

This short course focuses on enabling participants to understand the role of talent and workforce management in the overall success of a business. Students will learn what it takes to build workforce relationships and how people and talent management techniques can be applied to ensure the ethical performance of a diverse workforce. Participants will apply practical techniques to support the development of stronger organisational cultures.

After completing the **Managing Talent and the Workforce Short Course**, you will be able to:

- manage a diverse workforce to add value.
- lead people development and talent management.
- devise and apply strategies to establish and maintain workplace relationships.
- apply the principles of ethics to improve organisational culture.
- conduct negotiations to deal with conflict situations.



The duration and process

The student will complete the **Managing Talent and the Workforce Short Course** online in a seven-week period. It involves an online learning component, practical workplace application, various videos, structured learning content and assignments online. The student has access to templates and tools to complete the assessments effectively.

Once you have completed all the tasks, assignments and assessments for the short course they receive feedback on their progress and get their assessment results (either determined as competent or not yet competent).

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Where this short course can take you

Upon successful completion you are awarded the much-coveted [Stellenbosch Graduate Institute Managing Talent and the Workforce Short Course Certificate](#).

[Stellenbosch Graduate Institute](#) hosts graduations in Stellenbosch, twice a year where friends and family may attend. Once you are ready to graduate, we will inform you of the next graduation ceremony date as well as any costs

relating to the graduation. Students that are unable to attend can graduate in absentia or attend a virtual graduation.

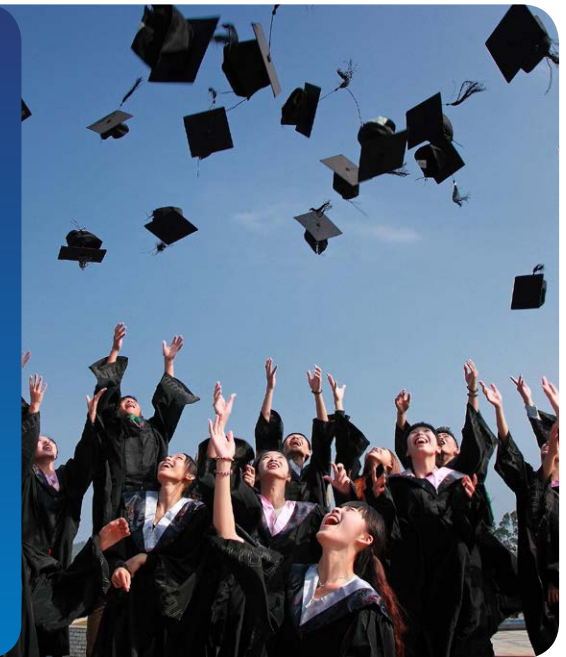
This short course is recognised by SAQA (South African Qualifications Authority) and on successful completion, you will have acquired **33 credits** at an NQF (National Qualifications Framework) Level 5.

On the path towards lifelong learning, this certificate articulates and allows you to:



Enter the National Certificate in Generic Management: General Management with Stellenbosch Graduate Institute.

- You will be exempt from the module of the same name and automatically receive the **33 credits** of the 162 credits needed for this certification.



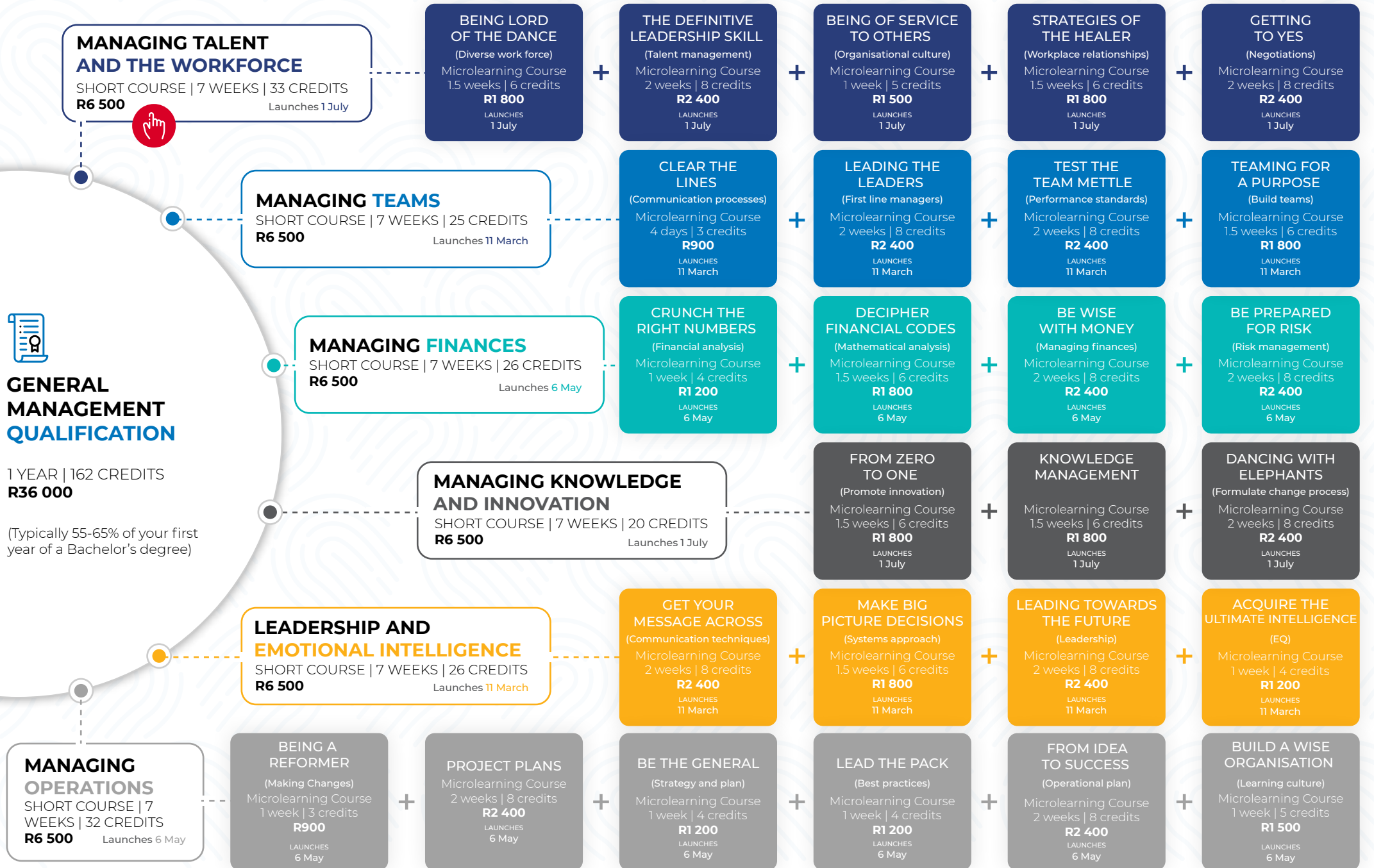
Where this qualification can take you (continued)



GENERAL MANAGEMENT QUALIFICATION

1 YEAR | 162 CREDITS
R36 000

(Typically 55-65% of your first year of a Bachelor's degree)



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Lecturers with industry experience

Business education involves putting theory into practice and therefore, through our exposure to multiple industries, we have assembled a world-class team of faculty with exceptional

industry experience for you. Each lecturer will inspire you with their practical experience-based insights, best practices, what works and what does not.



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Study guides

Our study guides include:

- Clear learning outcomes.
- Study materials for the specific subsection.
- Self-contained guide with all module requirements.
- Examples and case studies.
- Activities that can be completed individually or as part of a team.

We also require reading from leading periodicals, journals and independent study of the subject area through the guidelines provided.

Assessments

The student will complete an online portfolio of evidence for this course. A portfolio of evidence is made up of a range of activities that you will do on your own time (and in the workplace) to show that you are competent in understanding the theory and practice of the module.

Assessment activities vary and may include simple answers to questions, multiple choice, short writing sections, preparation of individual presentations, group presentations, written assignments and summative assessments.

Textbooks

There is no additional charge for textbooks that you can access online. These and other books for interest are provided online with 24/7 access.

Library

The student will have access to a digital library with thousands of subject relevant books. Learn as much as you need to about business and the latest in your specific areas of interest.

Online support

We want you to succeed. To achieve this, you will have access to a state-of-the-art online learning system that helps you keep track of where you are and what you will be doing next.

The student has access to

- Online tutorials facilitated by a group tutor.
- Online activities.
- Join in contact modules.

A personal learning coach is assigned to students who will check in periodically to assist you with any specific challenges that you may experience. Our lecturers are available for regular video tutorials that you can access via the internet. Participation is optional but highly beneficial.



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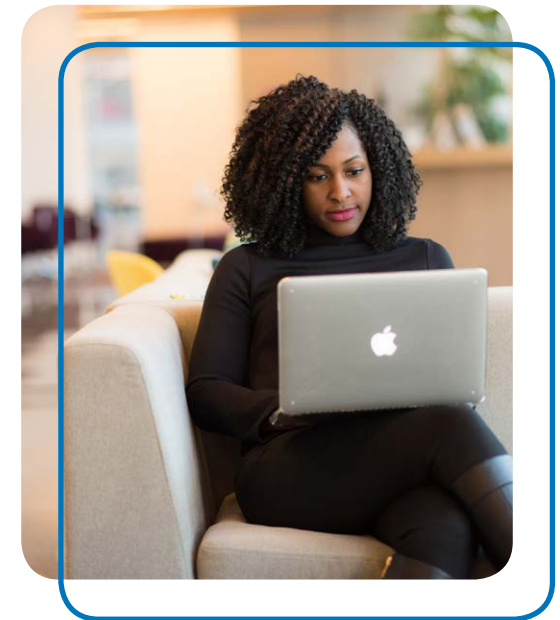
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Starting date

During 2019, there will be three intakes:

INTAKE 1	Starting 1 July 2019 - Ending 17 August 2019
INTAKE 2	Starting 26 August 2019 - Ending 12 October 2019
INTAKE 3	Starting 21 October 2019 - Ending 7 December 2019



Entry requirements

Any individual who has a matric certificate or matric equivalent with communication, literacy and mathematics skills at NQF Level 4 can qualify to apply.

As this is an online qualification, computer literacy is assumed and you will need an email address, access to a computer and access to stable internet.

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The cost of your investment in yourself

Managing Talent and the Workforce Short course: R6 500

The price of the **Managing Talent and the Workforce Short Course** is **R6 500** as a once off fee payable in advance.

Should a student not wish to complete the short course but request an early cancellation there will be an additional R750 cancellation fee that will be charged.

Should a student be found not yet competent, the student may apply to redo the short course in another intake at **R3 000**.

Should a person require an extension for completion, they may apply for an extension of assessment which would move their assessment to the following cycle at an additional fee of R810.

Recognition of prior learning

[Stellenbosch Graduate Institute](#) recognises the need for Recognition of Prior Learning (RPL) and the short course can be completed completely or in part by RPL.

Should a person wish to complete by RPL, then the student must be approved for RPL, and the fee is R6 000 for the short course. If the student is not competent on the first submission of an RPL portfolio, only one-second submission is allowed at R810 per module.



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Information about Stellenbosch Graduate Institute

At [Stellenbosch Graduate Institute](#) we want to bring inspiring people together whatever their social or cultural background in an open-minded space conducive for learning and research. We want a virtual place where students (and lecturers and staff) can obtain and apply knowledge to thrive and realise their own potential that also positively impacts and transforms our society and world.

We offer a new approach to education, an approach that provides students access to a cutting-edge, digital, online educational experience in a professional and innovative

way. [Stellenbosch Graduate Institute](#) provides learners with practical skills, excellence and entrepreneurship, that prepares students for their future by offering online qualifications, short courses and customised programmes.

By 2020, based on our recent application and submissions with the relevant South African bodies, we will be an accredited higher education institution. Over the next ten years, [Stellenbosch Graduate Institute](#) will grow nationally and internationally, expanding our student participation in our qualifications and short courses across Africa.

Course Benefits



**SIX INTAKES
PER YEAR**



**WORK &
LEARN**



**NO TRAVEL
REQUIRED**



**PAY PER
MODULE**



**OPPORTUNITY
TO CONNECT**



YOUR BEST LIFE IS WAITING FOR YOU

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[REGISTER ONLINE](#)



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