

Course title: Project fundamentals and team building

Course Name	US type	Unit standards ID	US Title	NQF	Credits
Project management fundamentals and Team Building	Core	120372	Explain fundamentals of project management	4	5
	Core	120379	Work as a project team member	4	8
				TOTAL	13

PURPOSE OF THE UNIT STANDARD- 120372/ 120379

The person credited with this unit standard is able to begin operating in a project environment by understanding the terminology used and interpreting and explaining fundamental concepts of project management. The Learners accessing this standard will be working as a contributing team member on a medium to large project. These projects may be technical projects, business projects or developmental projects and will cut across a range of economic sectors. This unit standard will also add value to learners who are running their own business and recognise that project management forms an integral component of any business.

WHO SHOULD ATTEND THIS TRAINING

Executive Secretaries/Assistants, Office Managers, Office Assistants, Project Coordinators, Organisation Reps, Senior Administrators, Senior Secretaries and PA's, Public Relation Officers, Call Centre Managers, Strategic Planning Assistants, Clerks and Administrators, NPO manager/Executives

WHAT YOU SHOULD BE ABLE TO DO AT COMPLETION

- Explaining the nature and application of project management.
- Explaining the types of structures that are found in a project environment.
- Explaining the application of organisation structures in a project environment.
- Explaining the major processes and activities required to manage a project.
- Demonstrating an understanding of the criteria for working as a member of a team.
- Collaborating with other team members to improve performance.
- Participating in building relations between team members and other stakeholders.
- Respecting personal, ethical, religious and cultural differences to enhance interaction between team members.
- Using a variety of strategies to deal with potential or actual conflict between team members

DURATION OF COURSE: 3 weeks {130 notional hours}

After one day contact session learner will be expected to complete work on their own and Submit POE's within the notional hours requirement {3 Weeks}, Learner is expected to attend 5 hours contact session to write their Summative assessment {exams} at the end of 3 weeks.

PRE- QUALIFICATION: Grade.12 or an equivalent

Cost per delegate: *Refer to price list*

Refer to timetable for roll-out dates. Course can be rolled out at the delegates' premises in event of more than 7 delegates comes from same place/ company.

SERVICE-SETA

Accreditation no. 6496