



Management Leadership Development Interventions

*Please refer to Blazing Moon's Business Excellence category on our Soft Skills Schedule for further technical competencies you may require.

Suggested Dates at Blazing
Moon

| COURSE NAME | Days | March | April | May | June |
|--|------|-------|-------|-------|-------|
| MANAGEMENT LEADERSHIP INTERVENTION STRUCTURE | | | | | |
| Soft Skills Courses Recommended for Management of Self: | | | | | |
| Business Communication (NQF 4) | 1 | 5 | 8 | 29 | 3 |
| Managing Development of Self through Developing Others (NQF 3) | 1 | - | 8 | 22 | 12 |
| EQ (NQF 5) | 1 | 25 | - | 27 | 19 |
| Assertion Techniques (NQF 4) | 1 | 6 | 7 | 5 | 25 |
| Secrets of Change Management for Managers (NQF 5) | 1 | 6 | 15 | 19 | 26 |
| Anger Management for Managers (NQF 3) | 1 | 25 | 24 | 26 | 22 |
| Conflict Resolution For Managers (NQF 5) | 1 | 19 | 30 | 27 | 23 |
| Time Management Techniques (NQF 5) | 1 | 27 | - | 21 | 30 |
| Motivating Your Team (NQF 4) | 1 | 20 | 23 | 15 | 22 |
| Goal Setting Techniques (NQF 3) | 1 | - | 7 | 11 | 17 |
| Soft Skills Courses Recommended for Managing Others: | | | | | |
| Strategic Leadership (NQF 6) | 2 | - | 14-15 | 14-15 | 11-12 |
| Analysing Financial Statements (NQF 5) | 2 | - | 20-21 | 26-27 | 29-30 |
| Business Ethics (NQF 5) | 1 | - | 24 | 14 | 22 |
| Business Writing Skills - An Introduction for Managers (NQF 3) | 1 | - | 24 | 13 | 4 |
| Team Development Leadership (NQF 5) | 2 | 25-26 | 16-17 | 27-28 | 11-12 |
| Organisational Change Management (NQF 6) | 2 | 18-19 | 15-16 | 12-13 | 9-10 |
| Diversity Management (NQF 5) | 1 | 24 | 7 | 12 | 11 |
| Closing The Generation Gap (NQF 5) | 1 | - | 7 | 7 | 12 |
| Secrets of Managing Others (NQF 4) | 2 | 3-4 | 8-9 | 11-12 | 11-12 |
| The Art of Delegating Effectively (NQF 5) | 2 | 11-12 | 20-21 | 13-14 | 24-25 |
| Soft Skills and IT Courses Recommended for Managing Performance: | | | | | |
| Coaching & Mentoring (NQF 5) | 2 | 5-6 | 16-17 | 25-26 | 23-24 |
| P-L-O-C (People, Leading, Organising, Controlling) (NQF 5) | 2 | - | 16-17 | - | 11-12 |
| Performance Management (NQF 6) | 2 | - | 21-22 | - | 2-3 |
| Performance Appraisal (NQF 6) | 1 | - | 23 | - | 4 |
| Developing and Maintaining a Business Succession Plan (NQF 6) | 1 | - | - | 7 | 10 |
| Principles of Project Management & Microsoft Project (NQF 4) | 3 | 25-27 | 1-3 | 27-29 | 8-10 |
| Microsoft Project 2003 or 2007 Introduction (NQF 4) | 1 | 16 | 6 | 4 | 26 |
| Microsoft Project 2003 or 2007 Intermediate (NQF 4) | 1 | 23 | 17 | 14 | 22 |
| Microsoft Project 2003 or 2007 Advanced (NQF 4) | 2 | 25-26 | 23-24 | 19-20 | 11-12 |
| Microsoft Project 2003 or 2007 Expert (NQF 4) | 1 | 12 | 20 | 26 | 9 |
| Contract Management for Project Managers (NQF 4) | 3 | - | 15-27 | 19-21 | 3-5 |
| Quality Management for Project Managers (NQF 4) | 3 | 4-6 | - | 26-28 | 1-3 |
| Risk Management for Project Managers (NQF 4) | 3 | - | 28-30 | 6-8 | 22-24 |
| IT Courses Recommended for Microsoft Core Essentials for the Business Professional: | | | | | |
| Core Essentials for the Business Professional-Excel 2007 (NQF 3) | 2 | 12-13 | - | 18-19 | 9-10 |
| Core Essentials for the Business Professional-PowerPoint 2007 (NQF 3) | 2 | 24-25 | - | 12-13 | 11-12 |
| Core Essentials for the Business Professional-Word 2007 (NQF 3) | 2 | 12-13 | - | 18-19 | - |
| Core Essentials for the Business Professional-Project 2007 (NQF 3) | 2 | 23-24 | 15-16 | 18-19 | - |