

Section Leader M1 Business Principles

Course Content :

- Introduction to site safety and OHS Act
- Duties of a Safety Representative
- Using a safety checklist and company Safety Plan
- Identify fire precautions
- Describe the organisation of a business
- Describe concepts of competition & pricing
- Describe company income, profit and loss
- Identify Employee Efficiency

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 3 Days

Section Leader M2 Basic Man Management

Course Content :

- Practice person-to-person relationships
- Describe team spirit / morale
- Describe planning, organising, delegating activities
- Describe motivation, discipline and grievances
- Practice communication & problem solving.

Entry Assumptions : NQF Level 1 (ABET level 2 with relevant site experience)

Duration : 2 Days

Section Leader M3 Quality Control

Course Content :

- Describe quality control
- Describe quality tests
- Check quality of work in progress
- Describe benefits from quality control

Entry Assumptions : NQF Level 1 (ABET level 2 with relevant site experience)

Duration : 2 Days

Section Leader M4 Site Organisation

Course Content :

- Organise plant and equipment requirements
- Develop a site layout plan and stores
- Explain procedure for ordering materials
- Explain importance of checking delivered materials and storage
- Identify reporting, allocating and record procedures resources
- Reporting and record procedures

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 2 Days

Section Leader M5 Principles of Industrial Relations

Course Content :

- Identify Industrial Relations System in South Africa
- Explain Procedure for Dismissals
- Handle grievance procedures
- Use constructive discipline and deal with conflict
- Identify dissatisfaction
- Principles and procedures to be followed

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 2 Days