

Ranked number 1 in Africa and in the Top 3 Globally in Custom Executive Education for 19 Years straight by the Financial Times

# ADVANCED BUSINESS MANAGEMENT PROGRAMME (ABM)

NATIONAL CERTIFICATE:  
BUSINESS ADVISING OPERATIONS



**NQF LEVEL 6, 138 CREDITS**

## Programme Outcomes:

The ABM programme enables learner to:

- Implement and understand the need for professional ethics and values for improved judgement and decision making. This impacts the overall success and brand standing of the business.
- Apply strategic and critical approaches to the development and implementation of a business plan in a VUCA environment.
- Manage complexity through an assessment system to identify problems and solutions.
- Apply service orientation techniques to anticipate and meet the client's changing needs to ensure you remain relevant.
- Use strategic and critical methods to make informed decisions for excellent services which meet legal and regulatory requirements.
- Manage, employ and effectively control diversity of resources through improved people management practices within a business, in order to maintain the feasibility of the organization.

## Target Audience:

This programme is aimed at candidates who require the skills and competencies that are considered important in today's workforce in the context of the 4<sup>th</sup> industrial revolution.

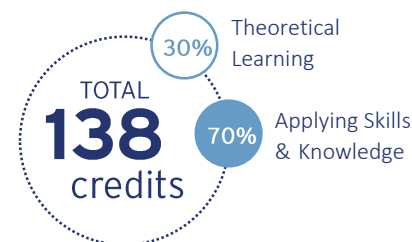
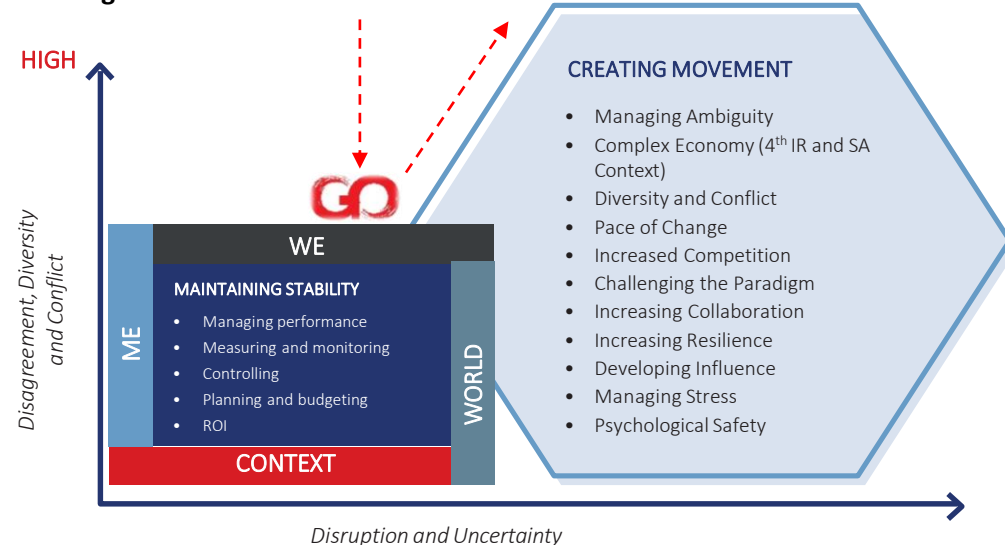
## Enrolment Criteria:

- In a management role for no less than 3 years leading a team
- Communication at NQF Level 5 or equivalent
- Mathematical Literacy at NQF Level 5 or equivalent
- Computer Literacy at NQF Level 3 or equivalent
- A valid qualification at NQF Level 5, first year degree, diploma or equivalent completed

**\*\*\* In the event that the candidate does not have an NQF 5 qualification or higher, then Recognition of prior Learning (RPL) based on at least the last 3 years management and work**

## The context for ABM:

Creating Sustainable Success



## Level and Credits of National Certificate:

The ABM Programme is pitched at an NQF Level 6 and on successful completion of the programme the candidate will receive 138 credits.

## ABM Programme Assessment

- Learner Pre Reading
- Integrated summative assessments on completion of each Module
- 1 Compulsory Portfolio of Evidence

## ABM Learnership or Skills Programmes

### 1 Effective Problem Solving and Decision Making

- Analyses an organisational issue
- Understand the future world of work, 4<sup>th</sup> IR, VUCA, Block Chain and Internet of Things
- Present a well-structured argument derived from qualitative and/or quantitative data to map new knowledge, strategy and generate a competitive advantage

### 1 Creating and Sustaining Financial Value

- Apply basic business accounting practices to your work environment and evaluate the financial practices of a business, Forecast and make financial suggestions for best value
- Understand the 4<sup>th</sup> IR, VUCA, block chain and internet of things

### 3 Optimizing Business Performance and Planning

- Develop and implement a business plan
- Align manager's personal objectives and skills to those of the business
- Effectively translates the business unit strategy into the balanced scorecard/business plan for the respective division

### 4 4IR: Strategy Crafting and Execution

- Apply business performance management practices
- Apply concepts and principles relevant to the practical aspects of corporate governance and accountability
- 4<sup>th</sup> IR

## Modules

Blended: 8 Modules (2 days each) total 18 days (+ 1 day launch and 1 day PoE support)

### 5 Understating Quality and Resource Management

- South African and Global general business trends
- Implement operational management principles and techniques
- Assess and design stock policies and logistical services for small/medium enterprises
- Efficiently manage resources and processes to achieve organisational objectives
- Implement the total quality management model

### 6 Employee Wellness and Compliance

- Research and update the legal knowledge required for business compliance
- Apply basic human resources practices
- Apply emotional intelligence, communication and engagement, mentoring skills

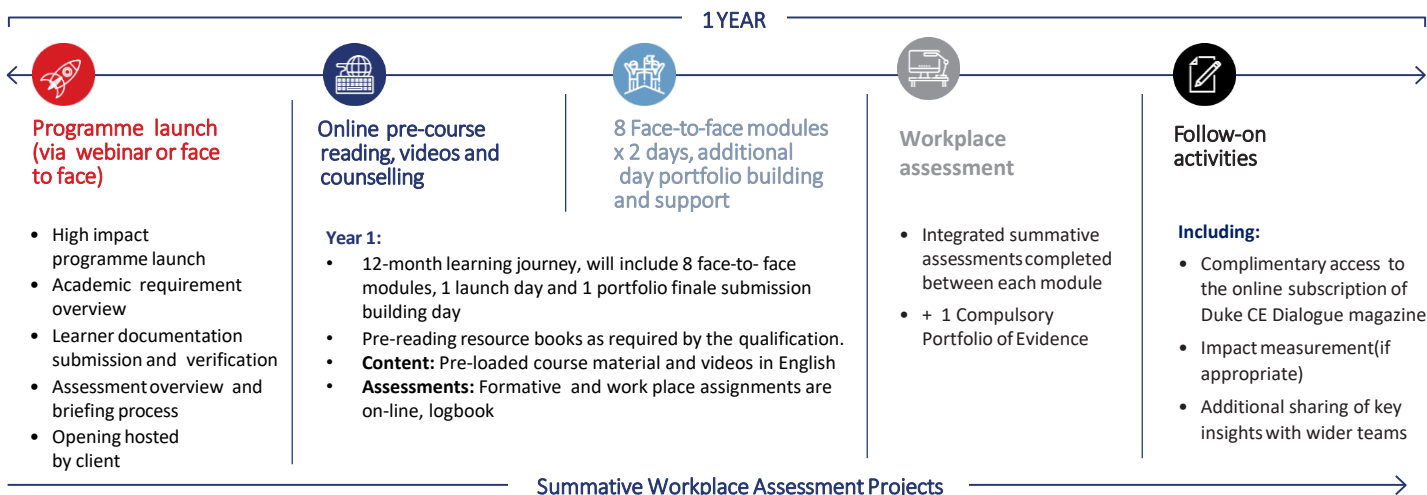
### 7 The Relationship between Company Values and The Ability to Change

- Implement Ethics, Values, Influence, Integrity, Diversity, Resilience, Professionalism and Change
- Implement policies regarding HIV/AIDS in the workplace
- Apply the principles of ethics and professionalism to a business environment

### 8 Understanding Marketing in the Changing World Of Work

- Develop and manage marketing plans and strategies
- Apply basic business marketing practices
- Manage critical relationships, marketing plans and strategies.
- Relationship building & Networking

## Overall Learning Journey



Every participant will receive a tablet device and access to skype or telephonic support.

**Support tools:** Group Chat on Moodle, Skype or telephone support in English and two African languages on week days between 8am and 4.30pm. Portfolio of Evidence face to face support days. Additional after hours by appointment only.