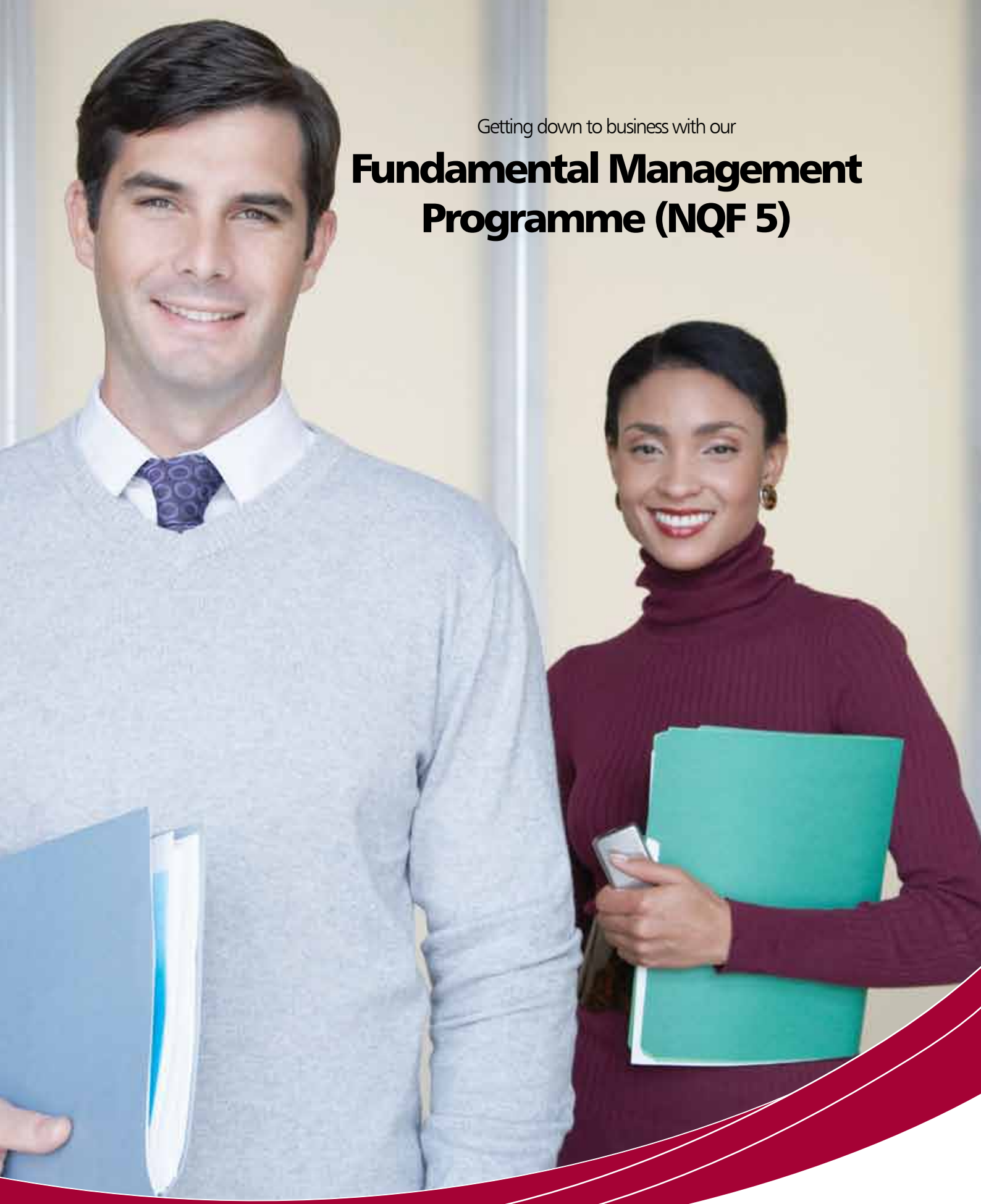
Getting down to business with our

Fundamental Management Programme (NQF 5)



PBS POTCHEFSTROOM BESIGHEIDSKOOL BUSINESS SCHOOL

NORTH-WEST UNIVERSITY ®
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
POTCHEFSTROOM CAMPUS

FUNDAMENTAL MANAGEMENT PROGRAMME (FMP) (NQF LEVEL 5 – CREDITS 48)

Capacity building forms the key to economic growth in Africa and the empowerment of its human resources. Managers need a solid foundation of business skills and knowledge to fully develop their intellectual capability, add significant value to the organisation and to qualify for further promotion and enhanced future prospects. The Fundamental Management Programme (FMP) has been designed for supervisors and first-line managers.

PROGRAMME OBJECTIVES

The FMP has been designed to enhance the knowledge and competencies of the first-line manager who has the responsibility to supervise and lead people.

Content

- Effective managerial habits: Planning; controlling; organising; leading; coordinating; communication; self-management; integration.
- Management of people: Motivation; discipline; relationship building; effective team functioning; diversity management; potential realisation; empowerment, involvement and participation; ethical behaviour; constructive labour relations.
- Management of operations: Manufacturing and/or services; optimising resources; input-output optimisation; logistics; productivity, risk management; manufacturing and service quality; customer orientation.
- Management of financial resources: Budget reviews; optimisation of budget allocations and priorities; wise application of available funds; effective budgetary control and corrective action; financial decisions; labour cost elements; opportunity cost; operation within the organisational financial framework.

TRAINING METHODOLOGY

Two full-time study blocks of four days each (Tuesday to Friday) will be held at the North-West University Quest Conference Centre in Vanderbijlpark according to the programme timetable. Before each study block, participants will receive assignments for readings from textbooks and case studies. This will ensure a positive participation in the class discussions, which will reduce the time for theoretical discussions and make more time available for practical discussions in class. Emphasis will be upon the practical application of theoretical principles. The FMP will accomplish the learning objectives through the following mix of methods and activities: self-tuition, analysis and discussion of actual cases; in-class individual and group assignments and exercises; and lectures and presentations.

ADMISSION REQUIREMENTS

Target group

The FMP is aimed at supervisors and management and also prepares promising individuals for entry into management positions.

Ideally, supervisors and managers with approximately two years experience or earmarked by the organisation as managers. They should have potential for advancement and require basic skills and knowledge to enhance their managerial effectiveness. Matric is a prerequisite.

Language

The programme is presented in English.

PROGRAMME TIMETABLE	
Venue:	Quest Conference Centre in Vanderbijlpark
Duration of programme:	6 months
Closing date for admission:	End of February
Study schools:	March
Individual assignments:	March and May Dates will be provided during the study block
Examination:	June

ENROLMENT AND REGISTRATION

Accommodation

Participants are responsible for their own accommodation, travel arrangements and expenses incurred while attending the study blocks.

Fees

The tuition fee for the FMP is R12 500 (including VAT). R6 250 (R400 registration fee included) is payable as per invoice at registration. The balance is payable as per invoice at the start of the first study block. A discount per candidate of 10% will be granted on request to organisations that enrol at least five (5) candidates starting simultaneously on a specific programme.

Cheques must be made payable to: Potchefstroom Business School.

Included in the programme fees are:

- A registration fee;
- Textbooks;
- Other study material (study guides and notes);
- Lunch and refreshments during study schools; and
- Attendance of the certificate ceremony.

Once a candidate is registered on the programme, he/she is responsible for payment of the full amount even if he/she withdraws from the programme. Admission to examinations will be granted only if all fees have been paid.

FUNDAMENTAL MANAGEMENT PROGRAMME (FMP) APPLICATION FORM

Applications must be accompanied by:

- Two clear recent passport-size photographs
- A letter from the participant's employer in which:
  - the employer certifies that the participant meets the requirements; and
  - the employer grants permission for the participant to participate in the programme
- A certified copy of your Identity Document

We look forward to your participation in our programme.

Application for admission to the Fundamental Management Programme

- Strictly confidential
- Please complete in type or print-hand

A. Personal information

Initials and surname _____ Title _____

Names _____ Nickname _____

ID no. _____ Date of birth Y Y Y Y M M D D

Home address _____

_____ Postal code _____

Cell no. _____ Nationality _____

E-mail _____

Postal address (if different from home address) _____

_____ Postal code _____

Work address _____

_____ Postal code _____

Fax no. Area code _____ No. _____ Tel no. Area code _____ No. _____

B. Post-school activities

Complete in reverse order (starting with the most recent) all tertiary academic work, including qualifications (compulsory for evaluation purpose).

University/College/Technikon	Period (Year)	
	From	To

Name of Degree/Diploma/Certificate	Study completed	
	Yes	No

C. Employment record

Please record your most recent positions of employment, starting with your present position.

Name of company	Industry	Title or Position	Date	
			From	To

Controlling company

Subsidiary/Section

Nature of business

Title position

Number of employees

Number of years in position

The Potchefstroom Business School places great emphasis on the condition that participants should be able to work in a small study group. This enables them to learn from each other. To facilitate this process, you are requested to supply a short description of your present obligations and responsibilities in your organisation.

D. Payment options

Payment enclosed (Please mark appropriate box) ☐ Cheque ☐ Postal order ☐ Transfer

Account details
ABSA Bank
Account No. 670 642 313
Branch Code 632005
Ref: PBS-Fundamental Management

Cheques should be made out to:
North-West University
(No cash please)

Please fax proof of payment to:
Fax No. 018 293 5156
Attention: Marietjie Lombard

E. Submit

Please post your completed application form to:
Admin Officer: Fundamental Management Programme
Potchefstroom Business School
Private Bag X6001, NWU
Internal Box No. 296
Potchefstroom, 2520

Signature of candidate

Date Y Y Y Y M M D D

PBS POTCHEFSTROOM BESIGHEIDSKOOL BUSINESS SCHOOL

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