

**Course Fact Sheet only for
MERSETA SMME Project 2009
from 1st Jan 2009 to 31st March 2010
Damelin Saldanha**

Fact Sheet

SUPERVISE WORK UNIT TO ACHIEVE WORK UNIT OBJECTIVES

SUPERVISE WORK UNIT TO ACHIEVE WORK UNIT OBJECTIVES (INDIVIDUALS AND TEAMS)

US 10981 – Level 4 (12 Credits)

Plan, organize and allocate work.

- The work plan is aligned with the work unit's business plan.
- Communication methods used facilitate work unit understanding of the procedure.
- Work is planned and allocated in a participative manner, in accordance with resourcing requirements.
- Understanding by individuals within the work unit of their roles, responsibilities and accountabilities are facilitated effectively.
- Work in progress is aligned with allocated costs.

Manage interpersonal team processes to achieve required outputs.

- Processes to monitor work progress are developed and set in place.
- Progress against plan is continuously tracked.
- Accurate progress information is gathered and reported.
- Progress reporting includes but is not limited to meetings, presentations, verbal and written reports.
- Progress reports are analyzed and necessary corrective action taken.

Evaluate achievement of work unit objectives.

- Financial and work plan outcomes for the work unit / teams are consolidated and standard results identified.
- Outcomes are compared with key performance areas as identified in the work plan.
- Results are reported in the format required by the organization.
- Results are communicated to the team to set benchmarks and improve productivity.

COURSE DURATION: 2 – 3 DAYS



Damelin