



Eduvos
Your Education. Your Future.

ONLINE SHORT COURSE:

Managing Talent and the Workforce.

Prospectus



Prospectus Outline.

01 Living your best life

- > Always start with “why”
 - > Summary of what you can do afterwards
-

02 What you will learn and how to apply it practically

- > Course overview
 - > Course breakdown
 - > Course duration
 - > Course start date
 - > Entry requirements
 - > The cost of your investment
 - > Recognition of Prior Learning (RPL)
 - > Where this short course can take you
-

03 Your online learning experience

- > Lecturers with industry experience
 - > Study guides and textbooks
 - > Assessments
 - > Online support
-

04 Take the next step

- > Process overview
- > Contact us

01

Living your best life

Always start with "why".

If you have recently become a first line manager (or a team leader, supervisor, junior manager), or if you want to become a manager one day, then this is the ideal course for you.

The course work is practical and can be applied immediately in the working world. You will gain confidence in communicating effectively, defining your leadership style and connecting people to tasks.

Prospectus Outline.

NAVIGATION

01 Living your best life

- < Always start with "why"
- > Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- > Course overview
- > Course breakdown
- > Course duration
- > Course start date
- > Entry requirements
- > The cost of your investment
- > Recognition of Prior Learning (RPL)
- > Where this short course can take you

03 Your online learning experience

- > Lecturers with industry experience
- > Study guides and textbooks
- > Assessments
- > Online support

04 Take the next step

- > Process overview
- > Contact us

Summary of what you can do afterwards.

After completing the short course in Managing Talent and the Workforce, you will be able to:

Manage a diverse workforce

Manage a diverse workforce to add value.

Lead people development

Lead people development and talent management.

Establish workplace relationships

Devise and apply strategies to establish and maintain workplace relationships.

Apply the principles of ethics

Apply the principles of ethics to improve organisational culture.

Negotiate

Conduct negotiations to deal with conflict situations.

Prospectus Outline.

NAVIGATION

01 Living your best life

- > Always start with "why"
- < **Summary of what you can do afterwards**

02 What you will learn and how to apply it practically

- > Course overview
- > Course breakdown
- > Course duration
- > Course start date
- > Entry requirements
- > The cost of your investment
- > Recognition of Prior Learning (RPL)
- > Where this short course can take you

03 Your online learning experience

- > Lecturers with industry experience
- > Study guides and textbooks
- > Assessments
- > Online support

04 Take the next step

- > Process overview
- > Contact us

02

What you will learn and how to apply it practically

Course overview.

The Eduvos Managing Talent and the Workforce short course provides the junior executive an opportunity to get ahead and succeed.

Module 6

Managing talent and the workforce

7 weeks | 33 credits

Being lord of the dance
(Diverse workforce)

The definitive leadership skill
(Talent management)

Strategies of the healer
(Workplace relationships)

Being of service to others
(Organisational culture)

Getting to yes
(Negotiations)

This short course focuses on enabling participants to understand the role of talent and workforce management in the overall success of a business.

Students will learn what it takes to build workforce relationships and how people and talent management techniques can be applied to ensure the ethical performance of a diverse workforce. Participants will apply practical techniques to support the development of stronger organisational cultures.

Prospectus Outline.

NAVIGATION

01 Living your best life

- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically

◀ Course overview

- Course breakdown
- Course duration
- Course start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this short course can take you

03 Your online learning experience

- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

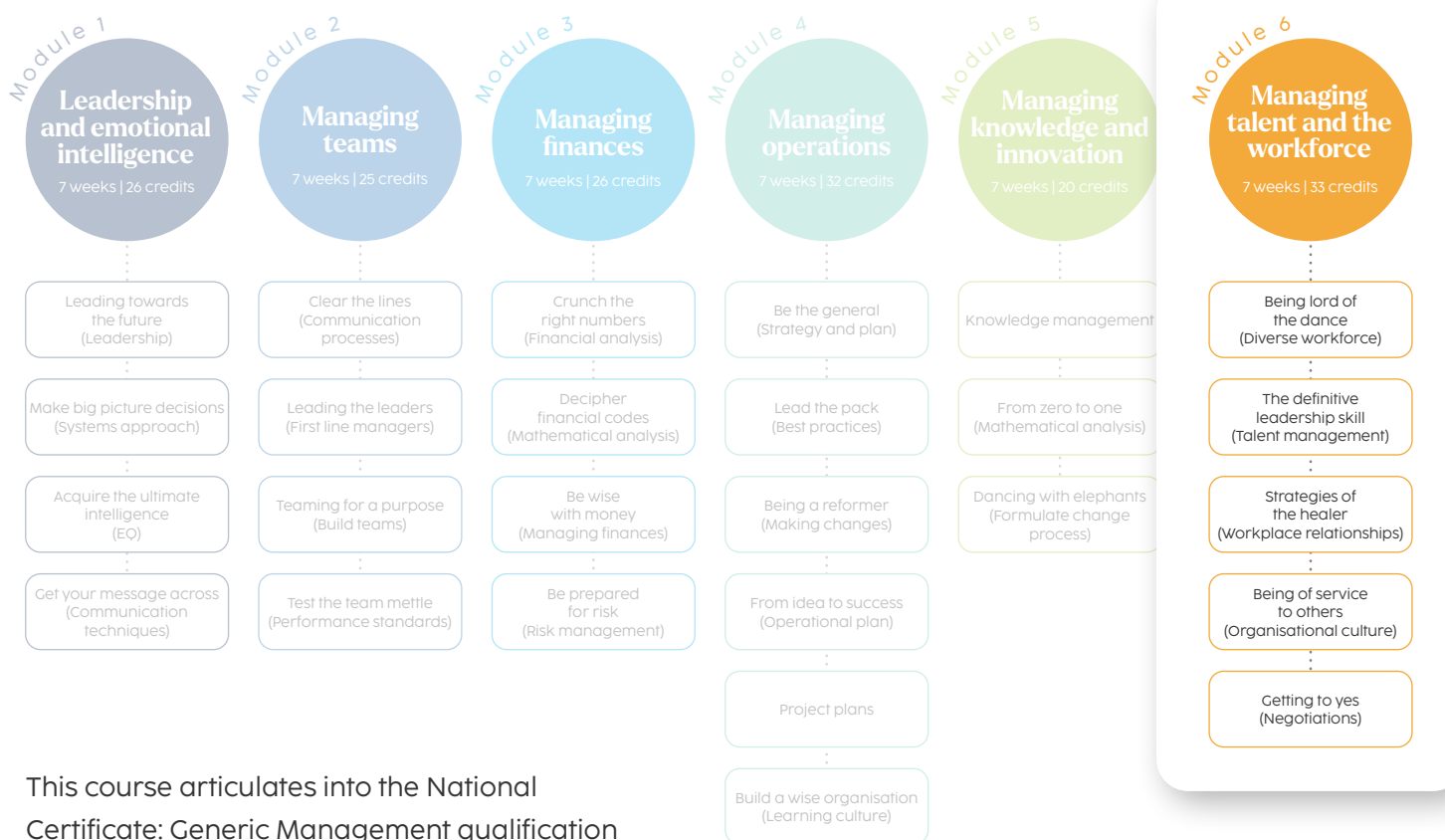
04 Take the next step

- Process overview
- Contact us

National Certificate: Generic Management overview.

1 year | 162 Credits

(Typically 55-65% of your first year of a Bachelor's degree)



This course articulates into the National Certificate: Generic Management qualification

Prospectus Outline. NAVIGATION

01 Living your best life

- > Always start with "why"
- > Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- < **Course overview**
- > Course breakdown
- > Course duration
- > Course start date
- > Entry requirements
- > The cost of your investment
- > Recognition of Prior Learning (RPL)
- > Where this short course can take you

03 Your online learning experience

- > Lecturers with industry experience
- > Study guides and textbooks
- > Assessments
- > Online support

04 Take the next step

- > Process overview
- > Contact us

Course breakdown.

There are five components to this short course, each with its own set of outcomes which you will master during the course.



Prospectus Outline.

NAVIGATION

01 Living your best life

- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- Course overview
- **Course breakdown**
- Course duration
- Course start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this short course can take you

03 Your online learning experience

- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step

- Process overview
- Contact us

Course duration.

Students will complete the Managing Talent and the Workforce short course online in a 7 week period.

It involves an online learning component, practical workplace application, various videos, structured learning content and assignments online. The student has access to templates and tools to complete the assessments effectively.

Once you have completed all the tasks, assignments and assessments for the short course the student receives feedback on their progress and gets their assessment results (either determined as competent or not yet competent).

Prospectus Outline.

NAVIGATION

01 Living your best life

- > Always start with "why"
- > Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- > Course overview
- > Course breakdown
- < **Course duration**
- > Course start date
- > Entry requirements
- > The cost of your investment
- > Recognition of Prior Learning (RPL)
- > Where this short course can take you

03 Your online learning experience

- > Lecturers with industry experience
- > Study guides and textbooks
- > Assessments
- > Online support

04 Take the next step

- > Process overview
- > Contact us



Course start date.

During **2024** there will be **six intakes**:

I N T A K E

- | | | |
|---|---|------------------------|
| 1 | ● | 08 January 2024 |
| 2 | ● | 04 March 2024 |
| 3 | ● | 29 April 2024 |
| 4 | ● | 24 June 2024 |
| 5 | ● | 19 August 2024 |
| 6 | ● | 14 October 2024 |

Prospectus Outline.

NAVIGATION

01 Living your best life

- > Always start with "why"
- > Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- > Course overview
- > Course breakdown
- > Course duration
- < **Course start date**
- > Entry requirements
- > The cost of your investment
- > Recognition of Prior Learning (RPL)
- > Where this short course can take you

03 Your online learning experience

- > Lecturers with industry experience
- > Study guides and textbooks
- > Assessments
- > Online support

04 Take the next step

- > Process overview
- > Contact us

Entry requirements.

Any individual who has a matric certificate or matric equivalent with communication, literacy and mathematics skills at NQF Level 4 can qualify to apply.

As this is an online course, computer literacy is assumed and you will need an email address, access to a computer and access to stable internet.

Prospectus Outline. NAVIGATION

01 Living your best life

- > Always start with "why"
- > Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- > Course overview
- > Course breakdown
- > Course duration
- > Course start date
- < **Entry requirements**
- > The cost of your investment
- > Recognition of Prior Learning (RPL)
- > Where this short course can take you

03 Your online learning experience

- > Lecturers with industry experience
- > Study guides and textbooks
- > Assessments
- > Online support

04 Take the next step

- > Process overview
- > Contact us

The cost of your investment.

The price of the short course in
Managing Talent and the Workforce is:

R 8 400*
Monthly: **R4 200** per month x 2

Note the cost does not include:

- Cancellation fees should a student not wish to complete the course but request an early cancellation
- Repeat subject fees, should a student be found not yet competent on a specific module and the student applies to redo the module
- Extension fees should a student apply for an extension of assessment which would move their assessment to the following intake

Recognition of Prior Learning.

Eduvos recognises the need for Recognition of Prior Learning (RPL) and this course can be completed (in part or whole) by RPL.

Should a person wish to complete by RPL, the student can apply to be accepted at an additional cost. If the student is not yet competent on the first submission, only one second submission is allowed at a further additional cost.

*(Excludes once-off R300 application fee)

Prospectus Outline. NAVIGATION

- 01 Living your best life**
 - > Always start with "why"
 - > Summary of what you can do afterwards
- 02 What you will learn and how to apply it practically**
 - > Course overview
 - > Course breakdown
 - > Course duration
 - > Course start date
 - > Entry requirements
 - < **The cost of your investment**
 - < **Recognition of prior learning**
 - > Where this short course can take you
- 03 Your online learning experience**
 - > Lecturers with industry experience
 - > Study guides and textbooks
 - > Assessments
 - > Online support
- 04 Take the next step**
 - > Process overview
 - > Contact us

Where this short course can take you.

Upon successful completion you are awarded the much-coveted Eduvos Managing Talent and the Workforce Short Course Certificate.

This is recognised by SAQA (South African Qualifications Authority). On successful completion, you will have acquired 33 credits at an NQF (National Qualifications Framework) Level 5.



On the path towards lifelong learning, this certificate articulates and allows you to:

- Enter the National Certificate: Generic Management
- You will be exempt from the module of the same name and automatically receive the 26 credits of the 162 credits needed for this qualification

Prospectus Outline. NAVIGATION

01 Living your best life

- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- Course overview
- Course breakdown
- Course duration
- Course start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)

➤ **Where this short course can take you**

03 Your online learning experience

- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step

- Process overview
- Contact us

03

Your online learning experience

Lecturers with industry experience.

Business education involves putting theory into practice and therefore through our exposure to multiple industries, we have assembled a world-class faculty, with exceptional industry experience for you.

Each lecturer will inspire you with their practical experience-based insights, best practices, what works, and what does not. Based on current research trends, we will share with you the best global management practices at work in emerging markets that will open avenues of exploration.

Prospectus Outline.

NAVIGATION

01 Living your best life

- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- Course overview
- Course breakdown
- Course duration
- Course start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this short course can take you

03 Your online learning experience

< Lecturers with industry experience

- Study guides and textbooks
- Assessments
- Online support

04 Take the next step

- Process overview
- Contact us

Study guides and textbooks.

- Our study guides include:
- Clear learning outcomes
 - Study materials for the specific subsection
 - Self-contained guide with all module requirements
 - Examples and case studies
 - Activities completed individually or as part of a team

All study materials and textbooks are provided at no additional charge, with 24/7 online access.

Assessments.

You will complete an online portfolio of evidence for this course. A portfolio of evidence is made up of a range of activities that you will do on your own time (and in the workplace) to show that you are competent in understanding the theory and practice of the module.

Assessment activities vary and may include simple answers to questions, multiple choice, short writing sections, preparation of individual presentations, group presentations, written assignments and summative assessments.

Prospectus Outline.

NAVIGATION

- 01 Living your best life**
 - > Always start with "why"
 - > Summary of what you can do afterwards
- 02 What you will learn and how to apply it practically**
 - > Course overview
 - > Course breakdown
 - > Course duration
 - > Course start date
 - > Entry requirements
 - > The cost of your investment
 - > Recognition of Prior Learning (RPL)
 - > Where this short course can take you
- 03 Your online learning experience**
 - > Lecturers with industry experience
 - < **Study guides and textbooks**
 - < **Assessments**
 - > Online support
- 04 Take the next step**
 - > Process overview
 - > Contact us

Online support.

We support you by providing a Learning Coach who is there to help you reach your goals by successfully completing your course and giving you access to an expert when so required.

The Learning Coach is your first point of contact and can be reached via email, phone call, WhatsApp or webinar.

Through our functionality that supports the asking of questions and both pro-active and reactive support we have very high completion rates on our programmes.



Logging on

- Receive username and password
- Log onto your Eduvos Online Course
- Watch orientation videos to guide you on how to navigate the platform



Academic support

- We provide a learning coach to support and connect with students
- The learning coach monitors the onboarding of the student
- We actively support the student to engage in the course



Weekly milestones

- Each week has defined topics with supporting material
- Each area builds on the next and is designed to achieve learning
- Assessments and assignments test learning
- Every element has built-in reflections that are marked



Learning content

- Learning is structured through videos and guides
- Expert lecturers provide guidance on key topics
- Videos are approx. 5 minutes in length
- Students can watch videos as many times as required
- Guides are well-written and designed and highlight relevant learning

Prospectus Outline.

NAVIGATION

01 Living your best life

- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- Course overview
- Course breakdown
- Course duration
- Course start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this short course can take you

03 Your online learning experience

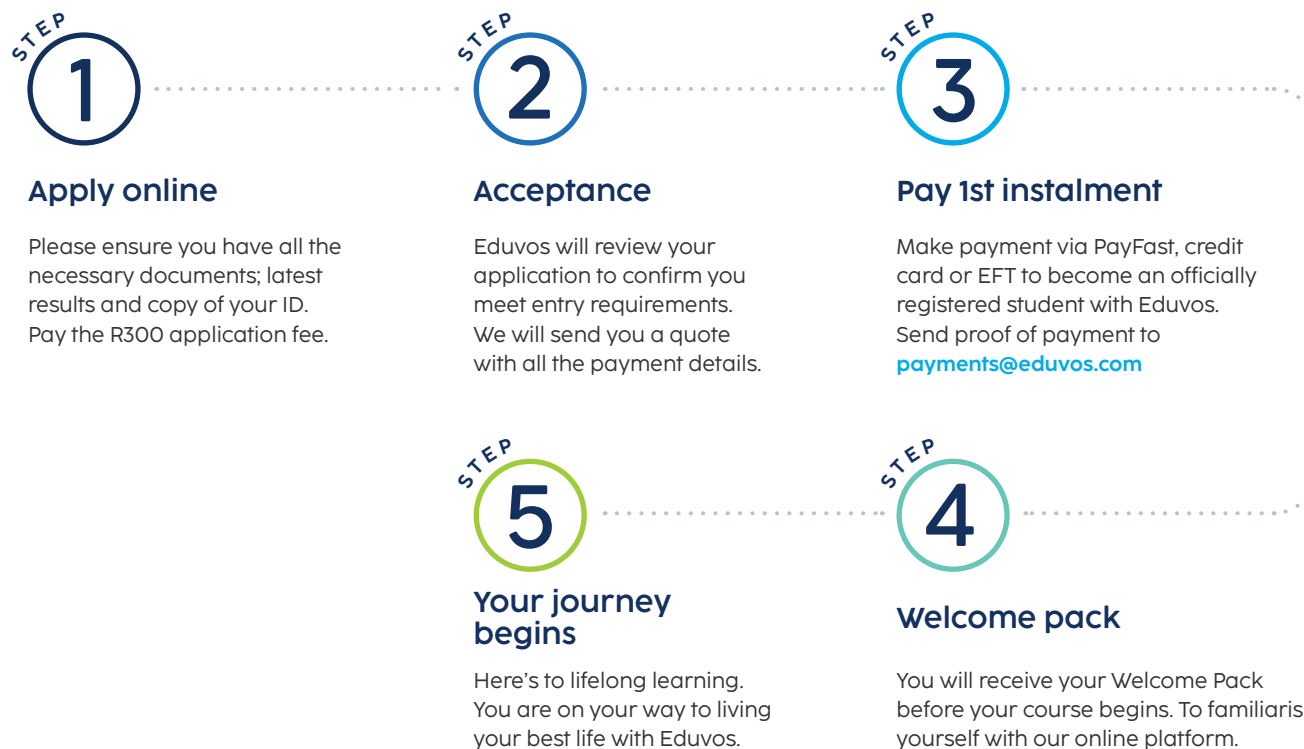
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- **Online support**

04 Take the next step

- Process overview
- Contact us

Take the next step

Process overview.



Prospectus Outline.

NAVIGATION

01 Living your best life

- > Always start with "why"
- > Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- > Course overview
- > Course breakdown
- > Course duration
- > Course start date
- > Entry requirements
- > The cost of your investment
- > Recognition of Prior Learning (RPL)
- > Where this short course can take you

03 Your online learning experience

- > Lecturers with industry experience
- > Study guides and textbooks
- > Assessments
- > Online support

04 Take the next step

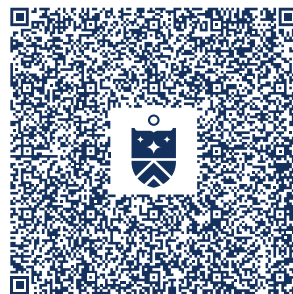
- < **Process overview**
- > Contact us

Your best life is waiting for you.

Managing Talent and the Workforce

Apply practical techniques to support the development of stronger organisational cultures.

Scan here to get in touch:



Connect with us using one of our social platforms.

Prospectus Outline.

NAVIGATION

01 Living your best life

- > Always start with "why"
- > Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- > Course overview
- > Course breakdown
- > Course duration
- > Course start date
- > Entry requirements
- > The cost of your investment
- > Recognition of Prior Learning (RPL)
- > Where this short course can take you

03 Your online learning experience

- > Lecturers with industry experience
- > Study guides and textbooks
- > Assessments
- > Online support

04 Take the next step

- > Process overview
- < **Contact us**