



62% Black Owned

Vital College

B-BBEE Level 2

**SKILLS PROGRAMME:
GM4 - COMMUNICATING IN
THE WORKPLACE**

Outcomes

Abilities and Skills Programmes

Participating in oral communication in the business or workplace

Following a process in writing texts and reports.

Creating awareness of their audiences and purposes for communication so the style can be adapted to different situations.

About

Generic Management Skills Programmes are based on the qualification, Further Education and Certificate: Generic Management (SAQA 57712) at NQF level 4. Several skills programmes may lead to the attaining of the full qualification.

This skills programme aims to lay the foundation for Junior Managers and Team Leaders for competency in any business/ workplace. It specifically develops management and leadership competencies required by learners in any occupation.

They also enable transformation by enabling new Junior Managers and Team Leaders to gain the basic skills to function optimally as such in a range of business entities, workplaces and organizations.

Unit Standards

Unit Std ID	Unit Standard Title	NQF Level	Credits
12153	Use the writing process to compose texts required in the business environment	4	5
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5
119472	Accommodate audience and context needs in oral/signed communication	3	5
			15

Requirements for these Skills Programmes

- LAPTOP OR SMARTPHONE
- ACCESS TO DATA OR WIFI

LEARNERS ACCESSING THIS SKILLS PROGRAMME SHOULD BE COMPETENT IN:

- COMMUNICATION AT NQF LEVEL 1 / STD 7 / GR 9
- MATHEMATICAL LITERACY AT NQF LEVEL 1 / STD 7 / GR 9

ENROLMENT

To enrol onto this course, you will need to create a student account by clicking on the link below.

WWW.VITALONLINE.CO.ZA/MOODLE/LOGIN

ONCE YOU HAVE CREATED AN ACCOUNT CLICK ON THE LINK BELOW TO TAKE YOU TO THE PAYMENT AND ENROLMENT PAGE FOR THIS COURSE.

[CLICK HERE](#)

Contact Us

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