

In partnership with idreate

MANAGE BUSINESS OPERATIONS

Unit Standard Accredited: 119667, 119668, 119670 and 119671

In this short course we will help you to identify the composition of your new venture's industry/sector and its procurement systems. You will learn practical skills for how to best manage business operations, With the assistance from a business mentor, we will work through how to produce a business plan for your new venture and administer contracts for it.

This course will also add value to entrepreneurs who are seeking to develop their entrepreneurial skills so that they can become more marketable for bigger contracts, including commercial and public sector contracts, for example the Department of Public Works programmes.



Course Curriculum

- Identifying and analysing the value chain within a selected industry or sector
- Identifying the business principles and processes within a selected sector or industry's environment
- Demonstrating an understanding of different procurement systems that may apply in specific sector/industry
- Implementing an action plan for business operations
- Mobilising resources for a new venture
- Managing own time productively
- Monitoring productivity in a business venture
- Implementing and managing a basic quality system in a new venture
- Identifying and demonstrating an understanding of the elements of a business plan
- Compiling an organisation structure for one's own business to determine how a business plan can best be integrated
- Identifying resources and information required to complete own business plan
- Compiling a business plan
- Obtaining contract and analyse performance requirements
- Applying basic risk management techniques in managing performance
- Demonstrating an understanding of contract changes and disputes
- Ensuring compliance and administrative close-out of contract

Study Support

You will complete your course via our world-class Learner Management System. After registration, you can access the course material via your browser or our Android App, on your PC, tablet or cellphone.

Our Student Support Team and Faculty are here to support you throughout your course, guiding you to course completion.

How Will You Learn

- Live webinars
- Quality course material available online
- Quizzes throughout to help you retain what you have already learned
- Practical components delivered by iDreate
- Group Q&A sessions
- Receive your Certificate of Achievement upon completing the course.

Course Fees

The course fee is **R4,998**

It can be paid as cash once-off or in three monthly instalments of R1,999. The first instalment is due as a deposit and needs to be paid before the course begins.

Duration

This is a 8 week online programme. It involves weekly Live Webinars with your facilitators and practical tasks to complete throughout. Expect between 3-4 hours of workload per week.