



PM SKILLSHOUSE

Course

Topics





**DEMONSTRATE AN
UNDERSTANDING OF
PROFESSIONAL VALUES AND ETHICS**



SECTIONS

1

Understanding professional values and their origins or sources

2

Professional accountability

3

Positioning professional values within an organisation context

4

Conflicts in the workplace

5

Managing value-based conflicts



**APPLY COMPREHENSION SKILLS TO
ENGAGE WRITTEN TEXTS IN A
BUSINESS ENVIRONMENT**

SECTIONS

1

Textual features specific to written texts in business environment

2

Recognising or recalling ideas and information that are explicitly stated in A written text

3

Re-organising information from a written text

4

Inferring information from A written business text

5

Evaluating information in written text



**PARTICIPATE IN LOCAL ECONOMIC
DEVELOPMENT RELATED MEETINGS
AND FACILITATE THE NECESSARY
FLOW OF LED INFORMATION**

SECTIONS

1

Prepare oneself for a meeting

2

Participating in a meeting

3

Information needs after the meeting

4

Monitor and review information flow



INTERPRET **BASIC FINANCIAL** STATEMENTS

SECTIONS

1

Plan and prepare for development

2

Develop learning material

3

Develop learning facilitation guidelines

4

Pilot and evaluate the development



DEVELOP OUTCOMES-BASED LEARNING PROGRAMMES

SECTIONS



1

Stakeholders and their roles in an organisation

2

Organisational policies and procedures related to employment

3

Employment related agreements



ASPECTS OF PROJECT MANAGEMENT

SECTIONS

1

Introduction to the project cycle

2

Analyse the need for a local economic development project

3

Planning a local economic development project

4

Implementation of a local economic development project

5

Monitor and review of a local economic development project

6

Impact evaluation of a local economic development project



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Thank you

