SA BUSINESS SCHOOL

Lead change. Build stronger teams. Drive lasting impact.



PROFESSIONAL CONDUCT IN THE WORKPLACE

COURSE OUTLINE

UNIT STANDARD

14349; 14359; 14344

This course introduces learners to the business environment and workplace security, developing skills to identify risks, use relevant technology and maintain security standards that support workplace performance and business success.

RECEIVE AND EXECUTE INSTRUCTIONS

(Unit Standard 14349)

- Explain the process involved in receiving and executing instructions.
- Plan for and prepare all activities required to carry out instruction
- Execute instruction in a professional and accurate manner

DEMONSTRATE AN UNDERSTANDING OF A SELECTED BUSINESS ENVIRONMENT

(Unit Standard 14344)

- Understanding the basic concepts of a selected business environment
- Explaining the market position of a selected organisation in relation to the industry

BEHAVE IN A PROFESSIONAL MANNER IN A BUSINESS ENVIRONMENT

(Unit Standard 14359)

- Behaving appropriately in a business environment
- Interpreting body language in the workplace
- Meeting people in a business setting
- Applying business ethics in the workplace

DURATION	CREDITS	DELIVERY METHOD
6 DAYS	17 CREDITS	ONLINE, BLENDED AND INSTRUCTOR-LED LEARNING