

Unit List



Organisation	Centre No:
Zimbabwe Training Resource Centre	60707

This is to confirm the units contained in the following course: Personal and Professional Development (Level Two), course code: 130808

Unit ID	National Code	Unit Title	Credits	Level	Expiry Date
CBA461	HC4/2/QQ/054	Communication in the Workplace	3	L2	31/12/2016
BZO809	HB1/2/QQ/104	Developing Group and Teamwork Communication Skills	3	L2	28/02/2015
BZO657	HB1/2/QQ/092	Developing Leadership Skills	3	L2	28/02/2015
BZO959	HB1/1/QQ/028	Developing Personal Learning Programme	3	L1	28/02/2015
CAM258	HB1/1/QQ/069	Developing Presentation Skills	2	L1	30/09/2015
BZO818	HB6/2/QQ/010	Improving Assertiveness and Decision Making Skills	3	L2	28/02/2015
CAI769	HC4/2/QQ/041	Introduction to Mentoring	1	L2	28/02/2015
CAM260	PT1/1/QQ/010	Introduction to Peer Support Skills	2	L1	30/09/2015
CAI771	HC4/2/QQ/042	Learning from Volunteering	2	L2	28/02/2015
CBA463	HC1/2/QQ/049	Personal Career Planning	3	L2	31/12/2016
CBA527	HC6/2/QQ/018	Preparation for a Recruitment Interview	2	L2	31/03/2016
CAZ983	AF3/2/QQ/084	Understanding Customer Service	3	L2	31/03/2016
BZO859	HC4/2/QQ/018	Understanding Employment Rights and Responsibilities	6	L2	28/02/2015
BZP172	HE4/2/QQ/012	Understanding Equal Opportunities	3	L2	28/02/2015
BZO780	HB3/2/QQ/003	Understanding Stress and Stress Management Techniques	3	L2	28/02/2015
BZO787	HB1/2/QQ/102	Understanding Team Motivation	3	L2	28/02/2015
CAI974	CR3/2/QQ/011	Using Email	3	L2	30/04/2015
BZO869	HC4/2/QQ/021	Work Experience	3	L2	28/02/2015