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**Office: Building E8**

**Room 204**

**299 2195**

## **Study unit 2: Definition of basic concepts**

*Leereenheid 2: Definisie van basiese konsepte*

**25/07/2016**



JOSEPH S  
SIBONGILE K  
MOGAPI PD  
NKALA N  
ROSS M  
VAN DEN BERG L

iris



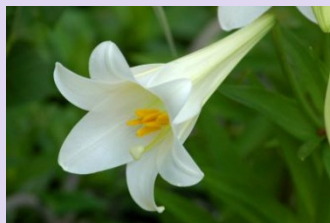
BEZUIDENHOUT G  
KIRSTEN K  
MOKGETHI F  
PAPKE M  
ROSSOUW S  
VAN DER MERWE AC

daisy



BRENKMAN S  
KLEYNHANS L  
MOKOENA B  
PHALATSI B  
SCHUTTE T  
VAN VUUREN S

lily



BUYS L  
KOKO T  
MOLAKENG B  
JUANISKA P  
SENAMA N  
VAN WYK E  
LEBONA, F

bellflower



FEBRUARY E  
MACDONALD L  
MOLETE B  
PIETERSEN C  
SENGWAYO P  
VAN WYK T

rose



FLYNN H  
MARIGE T  
MOSES M  
PRATT R  
SIBIYA GH  
ZWANE V

protea



HATINGH M  
MAROLLA J  
MOUTON J  
QOKELA V  
SWARTS Z  
VAN ZYL D

azalea



HURTER L  
MKABELA H  
NGOYAMA N  
ROODT W  
THERON O  
MATLHARE N

tulip

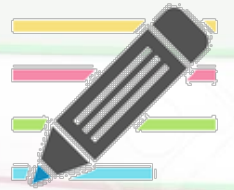


# A LOOK BACK / 'n TERUGBLIK



NORTH-WEST UNIVERSITY  
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NOORDWES-UNIVERSITEIT  
POTCHEFSTROOMKAMPUS

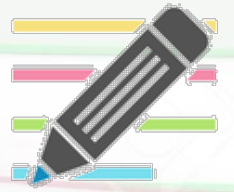




## **Study unit 2 / Leereenheid 2**

**Demonstrate your knowledge of the different management concepts/ *Demonstreer jou kennis van die verskillende bestuurskonsepte***

**Demonstrate your understanding of the different management concepts /  
*Demonstreer jou begrip van die verskillende bestuurskonsepte***



## **Study unit 2 / Leereenheid 2**

- 1. Play a word game / *Speel 'n word speletjie***
- 2. Discuss concepts / *Bespreek konsepte***
- 3. Apply concepts / *Pas konsepte***
- 4. Socratic: Study unit 2 / *Socratic: Leereenheid 2***

# BASIC CONCEPTS IN SOCIAL WORK MANAGEMENT / BASIESE KONSEPTE IN MAATSKAPLIKEWERKBESTUUR



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R	T	S	S	R	B	I	H	E	R	A	I	O	L	R	E	O	P	R	E
G	H	I	M	U	V	G	N	I	K	A	M	N	O	I	S	I	C	E	D
R	U	E	R	I	P	P	L	A	N	N	I	N	G	Z	C	B	E	W	E
B	K	V	T	Y	P	E	I	R	V	M	R	E	B	N	M	E	T	O	O
M	L	E	Z	U	I	T	R	H	O	C	O	N	T	R	O	L	E	P	R
I	P	W	B	W	L	Y	E	V	S	R	T	N	E	D	S	I	N	S	G
A	R	H	M	T	O	U	R	B	I	R	C	V	I	B	T	R	E	I	A
T	N	E	M	E	G	A	N	A	M	S	E	E	I	T	F	O	R	M	N
S	N	O	M	B	I	T	R	E	I	K	I	D	W	Y	O	I	S	T	I
N	M	W	U	K	G	C	V	U	P	L	R	O	A	Q	T	R	V	Y	Z
A	D	M	I	N	I	S	T	R	A	T	I	O	N	E	S	W	I	W	I
A	I	K	J	B	N	O	I	T	A	U	L	A	V	E	L	L	U	N	N
H	U	M	A	N	R	E	S	O	U	R	C	E	E	R	V	I	O	L	G

**11 words / 11 woorde**

**1 bonus word / 1 bonus woord**

# BASIC CONCEPTS IN SOCIAL WORK MANAGEMENT / BASIESE KONSEPTE IN MAATSKAPLIKEWERKBESTUUR



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NOORDWES-UNIVERSITEIT  
POTCHEFSTROOMKAMPUS

## Management

**Power**  
**Control**  
**Planning**  
**Authority**  
**Monitoring**  
**Evaluation**  
**Organising**  
**Leadership**  
**Supervision**  
**Accountability**  
**Responsibility**  
**Administration**  
**Decision making**  
**Human resource**



# BASIC CONCEPTS IN SOCIAL WORK MANAGEMENT / BASIESE KONSEPTE IN MAATSKAPLIKEWERKBESTUUR



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R	T	S	S	R	B	I	H	E	R	A	I	O	L	R	E	O	P	R	E
G	H	I	M	U	V	G	N	I	K	A	M	N	O	I	S	I	C	E	D
R	U	E	R	I	P	P	L	A	N	N	I	N	G	Z	C	B	E	W	E
B	K	V	T	Y	P	E	I	R	V	M	R	E	B	N	M	E	T	O	O
M	L	E	Z	U	I	T	R	H	O	C	O	N	T	R	O	L	E	P	R
I	P	W	B	W	L	Y	E	V	S	R	T	N	E	D	S	I	N	S	G
A	R	H	M	T	O	U	R	B	I	R	C	V	I	B	T	R	E	I	A
T	N	E	M	E	G	A	N	A	M	S	E	E	I	T	F	O	R	M	N
S	N	O	M	B	I	T	R	E	I	K	I	D	W	Y	O	I	S	T	I
N	M	W	U	K	G	C	V	U	P	L	R	O	A	O	T	R	V	Y	Z
A	D	M	I	N	I	S	T	R	A	T	I	O	N	E	S	W	I	W	I
A	I	K	J	B	N	O	I	T	A	U	L	A	V	E	L	L	U	N	N
H	U	M	A	N	R	E	S	O	U	R	C	E	E	R	V	I	O	L	G

**11 words / 11 woorde**

**1 bonus word / 1 bonus woord**



# PLANNING / BEPLANNING



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**Planning is the process of anticipating goals or targets and then preparing a plan for reaching them. It means looking at where you are, where you want to go and how to reach your destination**  
*/ beplanning is die proses om doelwitte en mikhunkte te antisipeer, en om dan te beplan om hulle te bereik. Dit beteken om te kyk waar jy is, waarheen jy wil gaan en hoe om jou bestemming te bereik*

# LEADERSHIP / LEIERSKAP



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**Leadership may be defined as both a position and an ability. As a position, it means that a person is responsible for the control of certain situations and is in a directing or guiding position / *Leierskap kan gedefinieer word as beide 'n posisie en 'n vermoë. As 'n posisie, beteken dit dat 'n persoon is verantwoordelik is vir die beheer van sekere situasies, en in 'n bestuur-of leiersposisie is.***

# POWER / MAG



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**the ability or right to make other  
people do something / *die vermoë of  
reg om ander mense iets te laat doen***

# **AUTHORITY / GESAG**



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**having the power or right to do something, or having the right to require others to do it / om gesag of reg te hê om iets te doen of om die reg te hê om te vereis dat ander dit doen**

# DECISION MAKING / BESLUITNEMING



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**The process of choosing between  
possible courses of action / *die  
proses om tussen moontlike  
optredes te kies***

# ADMINISTRATION / ADMINISTRASIE



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**A continuous, dynamic process – The process of defining and attaining the objectives of an organisation through a system of coordinated and cooperative effort / 'n deurlopende, dinamiese proses - Die proses van definiëring en bereiking van die doelstellings van 'n organisasie deur 'n stelsel van 'n gekoördineerde en samewerkingspoging**

# ACCOUNTABILITY / AANSPREEKLIKHEID



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**being answerable to those who give  
authority or responsibility / om  
*verantwoordbaar te wees teenoor  
diegene wat gesag en  
verantwoordelikheid gee.***

# RESPONSIBILITY / VERANWOORDELIKHEID



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**being obliged or expected to do  
something / om verplig te wees of  
om verwag te word om iets te  
doen.**



# CONTROL / BEHEER



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**being fully aware of what is happening and being able to make appropriate decisions or taking appropriate action / om *ten volle bewus te wees van wat aangaan en in staat wees om toepaslike besluite te neem, of gepaste aksies uit te voer***

# **SUPERVISION / TOESIG**



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**Is the relationship between an experienced and inexperienced worker in order to give guidance to the latter for improved performance of organisational work / *Is die verhouding tussen 'n ervare en onervare werker om leiding te gee aan die laasgenoemde vir verbeterde prestasie van die organisasiewerk***

# MONITORING / MONITERING



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**the continuous process of reviewing  
the progress of work that leads  
towards planned objectives / *die  
deurlopende proses van beoordeling  
van die vordering van die werk wat  
lei tot beplande doelwitte***

# EVALUATION / EVALUERING



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**The purpose of evaluation is to confirm that the objectives has been achieved and to provide evidence for accountability / *Die doel van evaluering is om te bevestig dat die doelwitte bereik is en die bewyse vir aanspreeklikheid te verskaf***

# ORGANISING / VERSAMELING



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POTCHEFSTROOMKAMPUS

**Assembling required resources to  
attain organizational objectives / Om  
vereiste bronne te versamel om die  
organisasie-doelwitte te bereik**

# **HUMAN RESOURCE MANAGEMENT** **/ MENSEHULPBRONBESTUUR**



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**Human Resource Management (HRM) is the function within an organization that focuses on recruitment of, management of, and providing direction for the people who work in the organization / Menslike Hulpbronbestuur (MHB) is die funksie binne 'n organisasie wat fokus op die werwing van, die bestuur van, en die verskaffing van rigting aan die mense wat daar werk in die organisasie**

**concept**



**Power / Mag**  
**Control / Beheer**  
**Planning / Beplanning**  
**Authority / Gesag**  
**Monitoring / Monitering**  
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**Organising / Organisering**  
**Leadership / Leierskap**  
**Supervision / Toesighouding**  
**Accountability / Aanspreeklikheid**  
**Responsibility / Verantwoordelikheid**  
**Administration / Administrasie**  
**Decision making / Besluitneming**  
**Human resource management /  
Mensehelpbronnbestuur**

[https://www.google.com/search?q=people&biw=1600&bih=789&source=Inms&tbm=isch&sa=X&ved=0ahUKEwj8ssa6n47OAhUsKcAKHbD1DysQ\\_AUIBigB](https://www.google.com/search?q=people&biw=1600&bih=789&source=Inms&tbm=isch&sa=X&ved=0ahUKEwj8ssa6n47OAhUsKcAKHbD1DysQ_AUIBigB)





<https://www.google.com/search?q=dalai+lama&ie=utf-8&oe=utf-8>

**Power / *Mag***  
**Control / *Beheer***  
**Planning / *Beplanning***  
**Authority / *Gesag***  
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**Leadership / *Leierskap***  
**Supervision / *Toesighouding***  
**Accountability / *Aanspreekbaarheid***  
**Responsibility / *Verantwoordelijkheid***  
**Administration / *Administrasie***  
**Decision making / *Besluitneming***  
**Human resource management / *Mensehelpbronbestuur***



[https://www.google.com/searchdecisionmaking&source=lnms&tbm=isch&sa=X&ved=0ahUKEwi2qKTIno7OAhVIDsAKHTsgAJUQ\\_AUICSgC&biw=1600&bih=789](https://www.google.com/searchdecisionmaking&source=lnms&tbm=isch&sa=X&ved=0ahUKEwi2qKTIno7OAhVIDsAKHTsgAJUQ_AUICSgC&biw=1600&bih=789)

**Power / *Mag***  
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**Power / *Mag***  
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<http://ketekete.com/queen-of-england-to-honours-four-nigerians/>



**Power / *Mag***  
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<https://www.google.com/search?q=decisionmaking>

**Power / *Mag***  
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**Decision making / *Besluitneming***  
**Human resource management / *Mensehelpbronnbestuur***

## ADVERT SUMMARY



## POST-GRADUATE STUDENT ASSISTANTS

RECRUITER : NORTH-WEST UNIVERSITY

REF: VAALT/VTCLR/VTCLS/IP/POST-GRADUATE STUDENT ASSISTANTS/VANDERBIJLPARK/190716

## ADVERT DETAILS

Recruiter:	North-West University	Updated on:	2016-07-24 00:00:00
Start Date:	2016-07-19	End Date:	2016-07-25
AA/EE:	Not Applicable	Contract	Temporary / Contract
Location:	Vanderbijlpark	Available:	01 Aug 2016
Category:	Office Support	Offer:	Market related
Reporting To:	Dr. Marieta Janse Van Vuuren Vaal Triangle Campus / VTC Vice-Rector: Academic, Quality and Planning / VTC Academic Development and Support	Positions:	1
Division:		Position Type:	Support

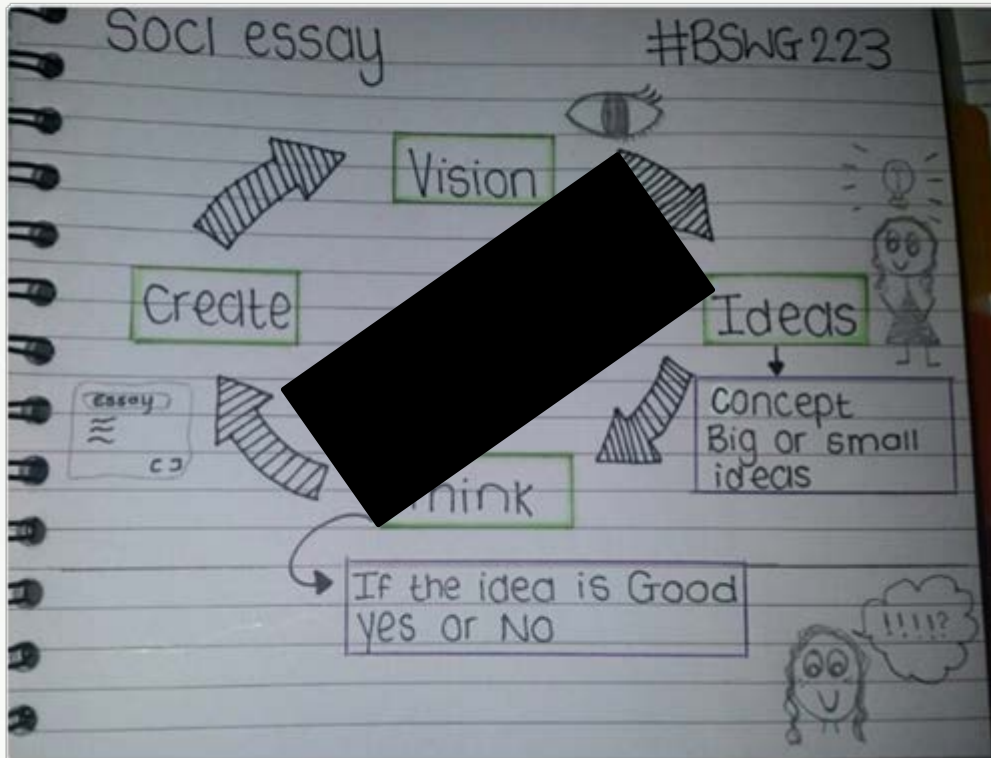
**Power / *Mag***  
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**Human resource management / *Mensehelpbronbestuur***

Simone Van Vuuren @SimoneVuuren - Jul 21

@BSWG223SAYED

#BSWG2232016

#Planning



**Power / Mag**

**Control / Beheer**

**Planning / Beplanning**

**Authority / Gesag**

**Monitoring / Monitering**

**Evaluation / Evaluering**

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**Accountability / Aanspreeklikheid**

**Responsibility / Verantwoordelikheid**

**Administration / Administrasie**

**Decision making / Besluitneming**

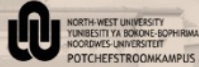
**Human resource management /**

**Mensehelpbronnbestuur**



Uit die / From the

*Sektor / Sectors*  
se kantoor / office



English below

#### Sluit van NWU-Potchefstroomkampus

Om die veiligheid van ons studente en personeel te verseker, het kampusbestuur besluit om die NWU-Potchefstroomkampus te sluit.

Inligting tot ons beskikking dui daarop dat ons op 23 Oktober, vanaf ongeveer [07:00](#), onrus by die NWU-Potchefstroomkampus kan verwag.

Die Universiteit het alle veiligheidsmaatreëls in plek om die situasie te bestuur. Die kampus kan rustig ontruim word. Daar sal met kampuskoshuisstudente, wat nie die kampus kan verlaat nie, die nodige reëlings getref word met inagneming van hul veiligheid.

Die kampusbestuur hou die situasie dop en sal u voortdurend op hoogte hou. Die implikasies van die besluit op enige akademiese aktiwiteite wat nog ter sprake is, sal met dekane bespreek word, en waar nodig aan studente gekommunikeer word. Die eksamen sal soos beplan normaal voortgaan.

Kampusbestuur doen 'n beroep dat personeel slegs die kampus betree indien dit van kardinale belang is en noodsaaklike dienste verrig moet word.

Daar sal deurentyd met u gekommunikeer word.

Volg ons gerus op ons [NWU-PUKKE Facebook](#), asook ons web by [www.nwu.ac.za](http://www.nwu.ac.za)

#### Closing of the NWU Potchefstroom Campus

To ensure the safety of our students and personnel, campus management has decided to close the NWU Potchefstroom Campus.

According to available information, we can expect disruptions at the campus on 23 October from about [07:00](#).

The University has all necessary security measures in place to manage the situation. The campus can calmly be evacuated. Regarding the safety of students of campus residences who are not able to leave the campus, the necessary arrangements will be made.

Campus management is keeping a close eye on the situation and will continuously keep you up to date. The implications of this decision on academic activities where still applicable will be discussed with the deans and will be communicated to students if necessary. Exams will continue as planned.

Campus management would like to appeal to personnel to only access the campus if it is of the utmost importance or if there are essential tasks to be done.

We will communicate with you on a continual basis.

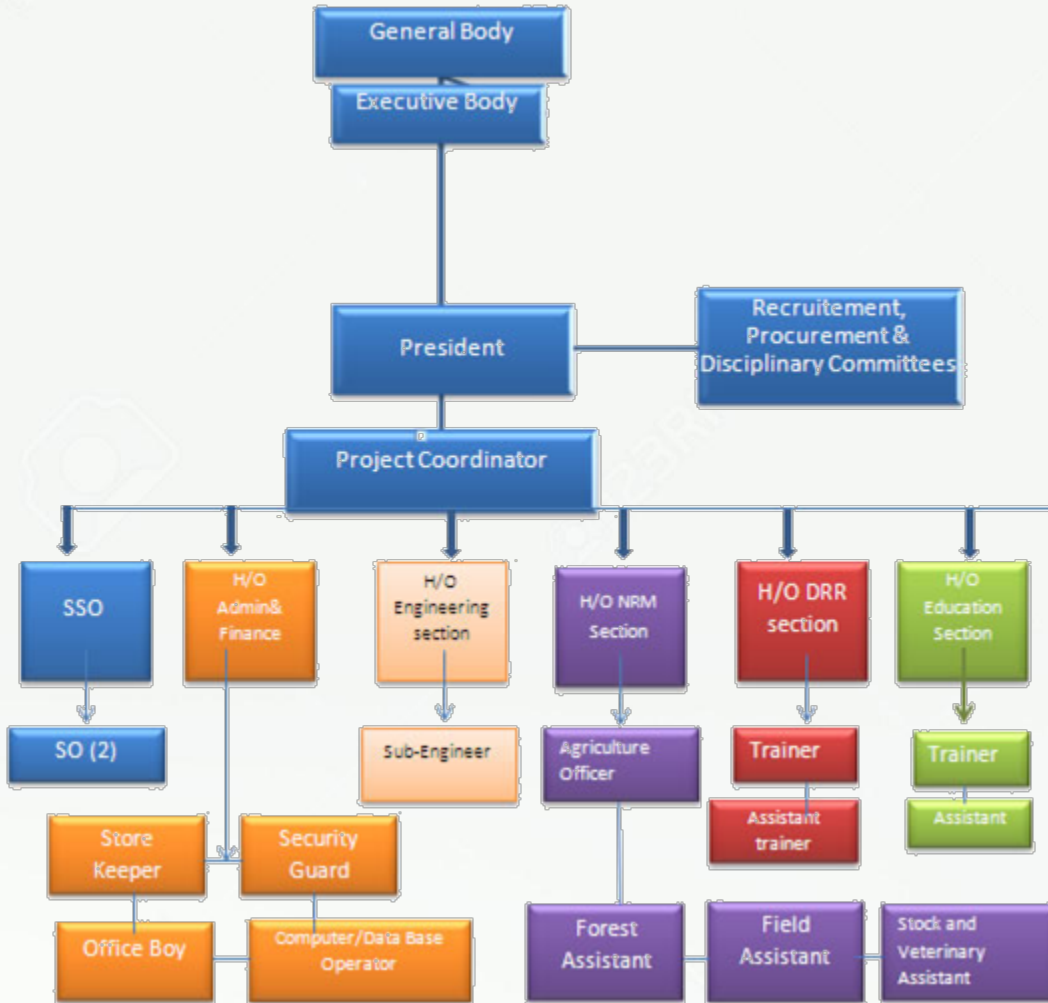
Follow us on [NWU-PUKKE Facebook](#) as well as the web at [www.nwu.ac.za](http://www.nwu.ac.za)

**Power / Mag**  
**Control / Beheer**  
**Planning / Beplanning**  
**Authority / Gesag**  
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MURRAFFARABAD POVERTY ALLEVIATION PROGRAM



**Power / Mag**  
**Control / Beheer**  
**Planning / Beplanning**  
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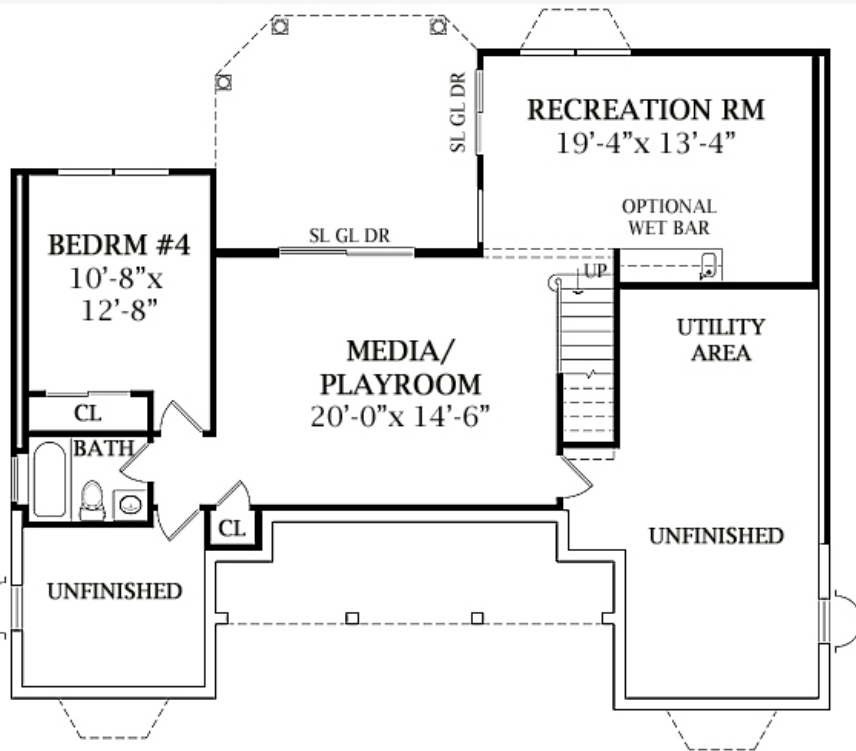
**THE DIFFERENCE?**

# PLANNING | ORGANISING

# BEPLANNING | ORGANISERING



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# LEADER | SUPERVISOR


## LEIER | SUPERVISOR



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**Ealzer Van Wyk** @Ealzer1 · Jul 18

Lead from the back and let others believe they are in front...-Nelson Mandela...#BSWG2232016

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 **socratic**



# LET'S TWEET

## #BSWG2232016



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**Bra Fisho** @mami\_03 · Jul 20  
@BSWG223SAYED leader isn't only job oriented but people oriented as well, however the boss is only Job oriented.. focuses on job done

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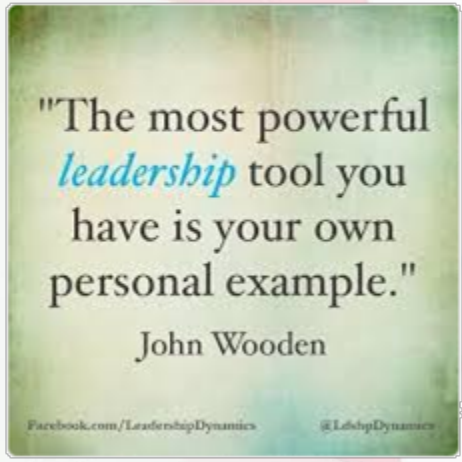
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**janine mouton** @janine\_mouton · Jul 20  
@BSWG223SAYED #BSWG2232016  
Leadership is the wise use of power. Power is the capacity to translate intention into reality and sustain it.

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**Virginia** @virginiaonisw1 · Jul 20  
@BSWG223SAYED-Leadership inspires and makes followers while power terrorizes/forces people to follow commands out of fear.

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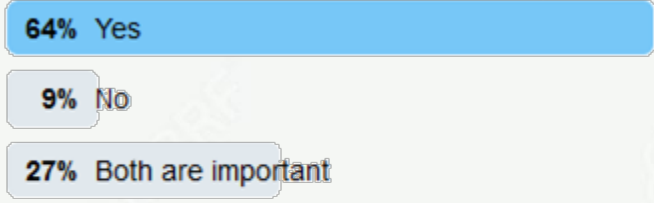


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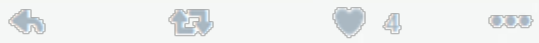
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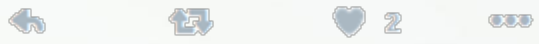
**BSWG223SAYED** @BSWG223SAYED · Jul 20  
#BSWG2232016 Take the poll.  
Leadership is more important than supervision



11 votes · Final results



**BSWG223SAYED** @BSWG223SAYED · Jul 20  
#BSWG2232016. Whoever attempts this question & gets the answer right gets a chocolate. What is the difference between POWER and LEADERSHIP?





# CLASS PREPARATION / KLASVOORBEREIDING

**01/08/2016 | Study unit 3**

- **Study unit 3 – THEORIES OF SOCIAL WORK MANAGEMENT /  
TEORIEË VAN MAATSKAPLIKEWERKBESTUUR**
  - Demonstrate your understanding of the different theories / *Jou begrip van die verskillende teorieë aan die die te lê*
  - Identify and describe the different theories / *Die versillende teorieë te identifiseer en te beskryf*
  - Critically evaluate the different theories / *die verskillende teorieë krities te evalueer*
  - Give a comparative analysis of the different theories / *'n vergelykende ontleding van die verskillende teorieë te verskaf*

# IMPORTANT / BELANGRIK

- **ASSIGNMENT 1 / OPDRAG 1: 1/08/2016**
  - eFUNDI
- **TWITTER**
  - Participate in the discussion on the different theories of social work management / *Neem deel aan die gesprek oor die verskillende teorieë van maatskaplikewerkbestuur*
- **CLASS TEST (1) / KLASTOETS (1)**
  - Study unit 1 – 3 / Leereenheid 1 – 3
  - Thursday / Donderdag 04/08/2016
- **INDIVIDUAL EXERCISE / INDIVIDUELE OEFENING**
  - 3.1
  - Page 11 / Bladsy 9



"I forgot to make a back-up copy of my brain,  
so everything I learned last semester was lost."