

# OUR CORPORATE TRAINING CATALOGUE

## LEADERSHIP DEVELOPMENT PROGRAMME

<b>Working with Toxic People and Navigating Toxic Cultures</b>	<b>To be tailor-made to clients' needs.</b>
<b>Work Routines for a Productive Team in a Hybrid Working Environment</b>	<b>To be tailor-made to clients' needs.</b>
<b>Strategic Financial Decision Making</b>	<b>To be tailor-made to clients' needs.</b>
<b>Problem-Solving in Complex Environments</b>	<b>To be tailor-made to clients' needs.</b>
<b>Personal Mastery</b>	<b>To be tailor-made to clients' needs.</b>
<b>Mental Wellness</b>	<b>To be tailor-made to clients' needs.</b>
<b>Managing Millennials</b>	<b>To be tailor-made to clients' needs.</b>

# OUR CORPORATE TRAINING CATALOGUE

## LEADERSHIP DEVELOPMENT PROGRAMME

<b>Managing Hybrids</b>	<b>To be tailor-made to clients' needs.</b>
<b>Leadership Development Programme for Senior Managers</b>	<b>To be tailor-made to clients' needs.</b>
<b>Innovation, Agility, and Adaptability</b>	<b>To be tailor-made to clients' needs.</b>
<b>Global Context and Industrial Revolution</b>	<b>To be tailor-made to clients' needs.</b>
<b>Developing &amp; Growing Emotional Resilience</b>	<b>To be tailor-made to clients' needs.</b>

# OUR CORPORATE TRAINING CATALOGUE

## OFFICE SKILLS

<b>A Guide to Technical Report Writing</b>	<b>2</b>	<b>4</b>
<b>Assertiveness &amp; Self Confidence</b>	<b>2</b>	<b>4</b>
<b>Business Writing Skills That Works</b>	<b>1</b>	<b>4</b>
<b>Business Communication Skills</b>	<b>2</b>	<b>3</b>
<b>Customer Care Programme</b>	<b>2</b>	<b>4</b>
<b>Meeting Protocol and minute taking Programme</b>	<b>2</b>	<b>3</b>
<b>Telephone Etiquette &amp; Front line skills</b>	<b>1</b>	<b>2</b>
<b>Office Administration Programme</b>	<b>4</b>	<b>4</b>

# OUR CORPORATE TRAINING CATALOGUE

## PROFESSIONAL DEVELOPMENT PROGRAMME

<b>The ABC of Supervising a Team</b>	<b>2</b>	<b>4</b>
<b>Coaching Skills</b>	<b>2</b>	<b>5</b>
<b>Effective Interviewing Skills</b>	<b>2</b>	<b>5</b>
<b>Emotional Intelligence</b>	<b>2</b>	<b>5</b>
<b>Finance for non-Financial Managers</b>	<b>2</b>	<b>4</b>
<b>Managing Your Team Performance</b>	<b>2</b>	<b>4</b>
<b>Presentation Skills</b>	<b>2</b>	<b>4</b>
<b>Project Management – Fundamentals</b>	<b>3</b>	<b>4</b>

# OUR CORPORATE TRAINING CATALOGUE

## PROFESSIONAL DEVELOPMENT PROGRAMME

<b>Workplace Diversity</b>	<b>1</b>	<b>3</b>
<b>Strategic Planning</b>	<b>2</b>	<b>4</b>
<b>Management Development Programme</b>	<b>4</b>	<b>4</b>
<b>Mentoring Skills</b>	<b>2</b>	<b>3</b>
<b>Team Building</b>	<b>2</b>	<b>4</b>
<b>Problem Solving Skills</b>	<b>1</b>	<b>4</b>
<b>Human Resource Legislation</b>	<b>2</b>	<b>4</b>
<b>Planning &amp; Goal Setting</b>	<b>2</b>	<b>4</b>

# OUR CORPORATE TRAINING CATALOGUE

## ENTREPRENEUR DEVELOPMENT PROGRAMMES

<b>Entrepreneurship Skills Programme</b>	<b>2</b>	<b>4</b>
<b>Business Planning Programme</b>	<b>4</b>	<b>4</b>
<b>Business Finance Programme</b>	<b>2</b>	<b>4</b>
<b>Business Development Programme</b>	<b>3</b>	<b>4</b>
<b>Business Management Programme</b>	<b>4</b>	<b>4</b>
<b>Negotiation Skills Programme</b>	<b>2</b>	<b>4</b>
<b>Effective Tendering</b>	<b>2</b>	<b>4</b>
<b>Preparing a Business Plan</b>	<b>2</b>	<b>2</b>
<b>Financing a New Venture</b>	<b>2</b>	<b>2</b>
<b>Managing Finance in a New Venture</b>	<b>2</b>	<b>2</b>

# OUR CORPORATE TRAINING CATALOGUE

## OCCUPATIONAL HEALTH & SAFETY

<b>Basic Fire Fighting Training</b>	<b>2</b>	<b>4</b>
<b>COLD Training</b>	<b>4</b>	<b>4</b>
<b>First Aid Training – Level 1</b>	<b>2</b>	<b>4</b>
<b>First Aid Training - Level 2</b>	<b>3</b>	<b>4</b>
<b>Implement Evacuation Training</b>	<b>4</b>	<b>4</b>
<b>Incident Investigation Training</b>	<b>2</b>	<b>4</b>
<b>Occupational Health and Safety Training</b>	<b>2</b>	<b>4</b>

## IT SKILLS

<b>MS PowerPoint 365 (Basic, Intermediate, Advanced)</b>	<b>2</b>
<b>MS Word 365 (Basic, Intermediate, Advanced)</b>	<b>4</b>
<b>MS Excel 365 (Basic, Intermediate, Advanced)</b>	<b>2</b>
<b>Microsoft Power BI - Data Analysis Professional</b>	<b>3</b>
<b>Microsoft Office 365 - Data Analysis with PivotTables</b>	

# OUR CORPORATE TRAINING CATALOGUE

FULL QUALIFICATION / LEARNERSHIPS	NQF Level	Credits
<b>Further Education and Training Certificate: New Venture Creation - 66249</b>	<b>4</b>	<b>149</b>
<b>National Certificate: New Venture Creation SMME – (49648)</b>	<b>2</b>	<b>138</b>
<b>Further Education and Training Certificate: Project Management - (50080)</b>	<b>4</b>	<b>136</b>
<b>Further Education and Training Certificate: Generic Management - 57712</b>	<b>4</b>	<b>150</b>
<b>Further Education and Training Certificate: End User Computing - US 61591</b>	<b>3</b>	<b>130</b>
<b>National Certificate: Animal Production - 48976</b>	<b>2</b>	<b>120</b>
<b>National Certificate: Plant Production - 48975</b>	<b>3</b>	<b>120</b>
<b>National Certificate: Animal Production - 49048</b>	<b>3</b>	<b>120</b>



# OUR CORPORATE TRAINING CATALOGUE

FULL QUALIFICATION / LEARNERSHIPS	NQF Level	Credits
<b>National Certificate: Plant Production - 49052</b>	<b>3</b>	<b>120</b>
<b>National Certificate: Mixed Farming Systems - 48977</b>	<b>2</b>	<b>120</b>
<b>Occupational Certificate: Project Manager - 101869</b>	<b>5</b>	<b>240</b>
<b>Occupational Certificate: Contact Centre Manager - 99687</b>	<b>5</b>	<b>285</b>
<b>Occupational Certificate: Office Administrator - 102161</b>	<b>5</b>	<b>445</b>
<b>Occupational Certificate: Safety, Health and Quality Practitioner (Occupational Health and Safety Practitioner) - 99714</b>	<b>5</b>	<b>256</b>
<b>Occupational Certificate: Computer Technician</b>	<b>5</b>	<b>256</b>