

Summary of our Training Offerings

Management & Development

- Recruitment and Selection Skills
- Tools, Techniques and Tactics for Effective Negotiation
- Delivering Value - Creating an HR Shared Service Centre
- High Performance HR - Business Partner and Change Agent Skills
- Building High Performance teams
- Corporate Governance (The King III Report)
- Coaching & mentoring
- Diversity Management
- Policy Development
- Change Management
- World Class Supply Chain
- Bid Committee Programme
- Project Management
- Managing Project Teams
- Personal Effectiveness and Influencing Skills
- Strategic Leadership & Management
- Monitoring & evaluation
- Budgeting Procurement & Asset management
- PFMA
- Anticorruption & Professional Ethics
- Mastering the New Consumer Protection Act

Commercial Contract Management

- Business & Contract Law
- Effective Contract Management
- Drafting Commercial Contracts
- Effective Contract Negotiation
- Understanding and Drafting Standard Contract Clauses
- Finance for Non Financial Managers

Communication Skills Courses

- Assertiveness Skills
- Communication PR & Media Liaison
- Business Report Writing
- Personal Image Training
- Confidence Building
- Conflict Resolution
- Diversity Training
- Dealing with Difficult Behaviour / People
- Effective Communication Skills
- Minute Taking Training

- Presentation Skills
- Telephone Etiquette

Sales & Customer Services

- Customer services training
- Business Networking Skills
- Consultative Selling
- Introduction to Selling Skills Training
- Negotiation Skills
- Pitching for Business
- Sales for Non-Sales People
- Telephone Sales Training
- Complaint Handling- Remaining Calm under Pressure
- Service Delivery & Customer Care

Finance Courses

- An Introduction to Accounting
- Budgeting for Managers
- Finance for Non-Financial Managers
- Managing Accounts Payable
- Risk management
- Project Finance

Wellbeing and Productivity Courses

- Time Management Skills
- Stress Management Training
- Project Management Techniques
- Speed Reading Techniques
- Work-Life Balance

Health & Safety

- Safety Audits
- OSHA Compliance
- Advanced OHS
- Occupational Health & Safety Act (OHASA)
- Basic Hygiene
- Managing Fatigue
- Accident Investigation
- How to carry out general risk assessments
- How to complete an occupational stress assessment
- Fire Safety Awareness
- Evacuation Plan
- HIV/Aids Workplace Programmes

Public sector Offering

- MFMA/ PFMA
- Supply Chain Management
- Public Service Delivery & Customer Care
- Ethics and Code of conduct
- Leadership Development Programme (Public Sector)
- Oversight, monitoring and evaluation- Safety and security
- Community engagement and consultation
- Corporate governance for public sector
- Delegation of Authority
- Team building
- Oversight, Monitoring and evaluation
- Disaster Risk Management
- Public Sector Financial Management and Reporting
- Compliance Training

Certification

- NEBOSH (IGC 1 & 2) Internationally Recognised Health & Safety Qualification

If you require a quote for running these or other courses in-house, please [contact us](#) with the following details:

- Subject matter required
- Estimated number of delegates
- Location (town, country)
- Number of days required.
- Preferred dates.

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