TRAINING LIST - 2020

TYPES OF TRAINING

• PUBLIC • LIVE • ON-LINE • SELF-STUDY











LEVELS OF TRAINING								
LEVEL - 1	G.E.T - GENERAL EDUCATION AND TRAINING							
LEVEL - 2	F.E.T - FURTHER EDUCATION AND TRAING							
LEVEL - 3	ACCREDITED / ALIGNED TRAINING							
LEVEL - 4	FULL COURSE TRAINING							

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			5N IS		BNI		KNOWLEDGE ASSIGNMENT	1ED 01		NOWLEDGE ASSIGNMENT	MENT		IRSE		KNOWLEDGE ASSIGNMENT
#	SUBJECT TITLE (MAJOR)	SUBJECT TITLE (MINOR)	G.E. TRAINING	(DAYS)	F.E. TRAINING	(DAYS)	SE ASSI	ACCREDITED ALIGNED	(DAYS)	SE ASSI	SSIGNI	N O	FULL COURSE	(DAYS)	SE ASSI
	(im sell)	(Minton)	G.E. 1	DURATION (DAYS)	E.	DURATION (DAYS)	WLEDO	ACC	DURATION (DAYS)	WLEDO	PRACITAL ASSIGNMENT	MODERATION	FULL	DURATION (DAYS)	WLEDO
1	ACCOUNTING THEORY		✓		√		V KNO		DUR	KNO	PRA	MO		DUR	KNO
2	ACCOUNTING THEORY ADMINISTRATION		✓	0,5	√	1	✓								
3	ADVERTISING ASSERTIVENESS & DELEGATING IN THE WORKPLACE		✓	0,5 0,5	√	1	✓								
5	BASIC BUSINESS PRINCIPLES		✓	0,5	√	1	√								
7	BASIC COMPUTER COURSE BASIC LEADERSHIP		✓	0,5	✓	1	✓								
8	BUILDING RELATIONSHIPS		✓	0,5	✓	1	✓								
9	BUSINESS COMMUNICATIONS BUSINESS COMMUNICATION SUCCESS		✓	0,5	✓	1	✓						✓	3	✓
		1. BUSINESS COMMUNICATION											√		
		2. OFFICE POLITICS 3. TEAMWORK											✓		
		4. EMAIL ETIQUETTE			-								✓		
11	BUSINESS CONCEPTS BUSINESS CONTROL SYSTEMS		✓	0,5	√	1	✓								
13	BUSINESS DEVELOPMENT		√	0,5	√	1	√								
_	BUSINESS ETIQUETTE BUSINESS LAW		✓	0,5	√	1	✓								
16	CHANGE MANAGEMENT		√	0,5	✓	1	✓								
17 18	CHEMICAL CONTROL PROCESS CHEMICAL INDUSTRIAL ANALYSIS		✓	0,5	✓	1	✓								
19	CONSUMER BEHAVIOUR		✓	0,5	✓	1	√								
20	CULTURAL DIVERSITY CUSTOMER SERVICE & TELEPHONE SKILLS		✓	0,5	√	1	✓	√	4	1	/	✓			
_	CUSTOMER RELATIONSHIP DEVELOPMENT			0,5					·				V	3	1
		CONSUMER BEHAVIOUR CUSTOMER CARE											✓		
		3. CUSTOMER SERVICE											V		
		4. TELEPHONE ETIQUETTE 5. QUALITY CONTROL											✓		
		6. RETAIL CONCEPTS											✓		
23	EMPLOYMENT EQUITY COMMITTEE	7. RETAIL CONFLICT PREVENTION											✓	3	✓
23	EMI ESTIMENT EQUITI COMMITTEE	1. EQUITY SKILLS STRATEGY											1	3	,
24	EE & SD COMMITTEE	2. SKILLS DVELOPMENT INDUCTION											✓	4	✓
	22 400 00	1. EQUITY SKILLS STRATEGY											✓		
		SKILLS DVELOPMENT INDUCTION TRAINING PROCEDURE											✓		
25	EFFECTIVE LEADERSHIP												V	3	√
		BASIC LEADERSHIP BUILDING RELATIONSHIPS											✓		
		3. MOTIVATE & BUILD A TEAM											1		
26	EMAIL ETIQUETTE	4. STAFF MOTIVATION	✓	0,5	√	1	√						✓		
27	ENTREPRENEURSHIP		√	0,5	√	1	√	,							
	EQUITY SKILLS STRATEGY FIRE FIGHTING		✓	0,5	✓	1	✓	✓	2,5 1	✓ ✓	✓	✓ ✓			
30	FIRST AID LEVEL 1							√	2	✓	✓	✓			
	FIRST AID REFRESHER - LEVEL 1 FIRST AID LEVEL 2							✓	3,5	✓	/	✓			
33	FIRST AID REFRESHER - LEVEL 2							✓	2,5						
_	FIRST AID LEVEL 3 FIRST AID REFRESHER - LEVEL 3							✓	3	✓	✓	✓			\vdash
36	HUMAN RESOURCES		✓	0,5	✓	1	✓								
37	HUMAN RESOURCE DEVELOPMENT	1. CULTURAL DIVERSITY											✓	3	✓
		2. HUMAN RESOURCES											✓		
		3. LABOUR LAW 4. LABOUR RELATIONS											✓		\vdash
	IMPROVED INDUSTRIAL PRODUCTIVITY		√	0,5	√	1	√								
	INVENTORY (STOCK & STORES) LABOUR LAW		✓	0,5	√	1	✓								\vdash
41	LABOUR RELATIONS		✓	0,5	✓	1	✓								
	LIVING HEALTHILY (INCLUDING THE EFFECTS OF SUBSTANCE ABUSE)		✓	0,5	✓	1	✓	✓	4	✓	✓	✓			\vdash
44	LOGISTIC CONTROL		✓	0,5	✓	1	✓							_	
45	MAINTAINING PERSONAL HEALTH	1. HIV/AIDS AWARENESS											✓	3	✓
		2. HYGIENE											✓		
		SEXUALLY TRANSMITTED DISEASES SUBSTANCE ABUSE	_										✓		\vdash
_	MANAGING PERSONAL FINANCE		V	0,5	√	1	√	✓	4	✓	✓	✓			
_	MARKETING PRINCIPLES MECHANICAL THEORY		✓	0,5	✓	1	✓								\vdash
49	MOTIVATE AND BUILD A TEAM		✓	0,5	✓	1	✓	✓	4	✓	✓	✓			
50	OFFICE POLITICS		✓	0,5	✓	1	✓			L	L	<u> </u>	<u> </u>		Ш

	OUG ACCIDENT O INCIDENT INVESTIGATION		-						_			_	1		
51 52	OHS ACCIDENT & INCIDENT INVESTIGATION OHS COMMITTEE		✓	0,5	✓	1	✓	✓ ✓	2	✓	√	✓			
	OHS COMMITTEE OHS COMMITTEE LEADER					+	+	•		٧	•	•	✓	4	1
33	OTIS COMMITTEE EETISEN	1. OHS COMMITTEE				+	<u> </u>						√	-	
		2. EVACUATION LEADER				1	—						✓		
		3. OHS ACCIDENT & INCIDENT											✓		
54	OHS INDUCTION		✓	0,5	✓	1	✓	✓	1	✓	✓	✓			
55	OHS MANAGEMENT (LEVEL - 3)	PREREQUISITE:						✓	2	✓	✓	✓			
		OHS REPS; ACCIDENT & INCIDENT;													
E.C.	OHS MANAGEMENT LEADER (LEVEL - 4)	EVACUATION LEADER; OHS COMMITTEE							10				√	5	✓
30	OHS MANAGEMENT LEADER (LEVEL - 4)	1. OHS REPRESENTATIVE				+	-	-	10				✓	3	· ·
		2. OHS ACCIDENT & INCIDENT INVESTIGATION				+							· /		
		3. WORKPLACE EVACUATION (LEADER)				+	<u> </u>						✓		
		4. OHS COMMITTEE											✓		
		5. OHS MANAGEMENT											✓		
57	OHS REPRESENTATIVE						<u> </u>	✓	2	✓	✓	✓			
58	ORGANIC GARDENING		✓	0,5	✓	1	✓						,		
59	PERSONAL ENRICHMENT					—	-						√	3	✓
-		1. ENTREPRENEURSHIP					-						✓		
		2. STRESS MANAGEMENT 3. TIME MANAGEMENT				+	+	-					∨		
		4. WORKPLACE ETHICS				+	 						· /		
60	PERSONAL DEVELOPMENT	4. WORKI EACE ETTICS				+	 	-					·	3	✓
		1. LIFE SKILLS											√		
		2. MANAGE PERSONAL FINANCE	L		L								✓		
		3. POWER OF POSITIVE THINKING											✓		
		4. WORKPLACE ETHICS											✓		
61	PRODUCTION & OPERATIONS		V	0,5	√	1	V								
62	PROJECT PLANNING & CONTROL		1	0,5	1	1	√	<u> </u>							
63	PUBLIC RELATIONS		1	0,5	√	1	√	<u> </u>	-						
64	PURCHASING		✓	0,5	✓	1	✓ ✓								
65 66	QUALITY CONTROL RETAIL CONCEPTS		✓	0,5	✓	1	∨	-							
67	RETAIL CONCEPTS RETAIL CONFLICT PREVENTION & CUSTOMER CARE		✓	0,5	✓	1	✓	-							
68	RISK CONTROL		√	0,5	· ✓	1	·								
69	SAFETY OFFICER			0,3		+-	+						√	5	
	MODULE 1: CHOOSE ANY 2 SUBJECTS	1. ADMINISTRATION				+									
		2. BUSINESS COMMUNICATIONS													
		3. BASIC LEADERSHIP													
		4. STRATEGIC PLANNING													
	MODULE 2: CHOOSE ANY 2 SUBJECTS	5. HYGIENE													
		6. SUBSTANCE ABUSE													
		7. LADDER TRAINING				—	-								
	MODULE 2: CHOOSE ANY 2 CHRISCES	8. HIV & AIDS AWARENESS					<u> </u>	<u> </u>							
	MODULE 3: CHOOSE ANY 2 SUBJECTS	9. OHS REPRESENTATIVE					-								
-		10. EVACUATION LEADER 11. QUALITY CONTROL				+		-							
	MODULE 4: CHOOSE ANY 2 SUBJECTS	12. OHS ACCIDENT & INCIDENT INVESTIGATION				+	 								
	MODUL II CHOOSE/III E SOBJECIS	13. OHS COMMITTEE				+									
		14. OHS MANAGEMENT				+	<u> </u>								
70	SALES & MARKETING												✓	3	✓
		1. ADVERTISING											✓		
		2. MARKETING PRINCIPLES											✓		
		3. SALES TECHNIQUE		LΞ			\perp						✓		
_	SALES TECHNIQUES		1	0,5	1	1	√		_						
	SEXUALLY TRANSMITTED INFECTIONS INCLU HIV & AIDS AWARENESS		✓	0,5	✓	1	✓	✓	2	✓	✓	✓	-	_	-
/3	SKILLS DEVELOPMENT COMMITTEE	1. SKILLS INDUCTION	1			+	-	<u> </u>					✓	2	✓
		2. TRAINING PROCEDURE				+	-	 	 				∨		
74	SKILLS DEVELOPMENT INDUCTION	2. TO WHITE I NOCEDONE	✓	0,5	✓	1	✓	✓	2	√	√	✓			
	STOCK & STORES		✓	0,5	· ✓	1	·		-						
	STRATEGIC PLANNING		1	0,5	✓	1	✓								
-	STRESS MANAGEMENT		✓	0,5	✓	1	✓								
78	SUCCESFUL MANAGEMENT												✓	4	✓
		1. ASSERTIVENESS & DELEGATING											✓		
		2. BUSINESS ETIQUETTE						<u> </u>					√		
		3. CHANGE MANAGEMENT						<u> </u>					√		
		4. RISK CONTROL				-	-	<u> </u>	-				√		
70	CLIDED/ICODY DDINICIDLES	5. SUPERVISORY PRINCIPLES	1	0.5	✓	—	/	├					✓		
	SUPERVISORY PRINCIPLES TEAMWORK		✓	0,5	✓ ✓	1	✓ ✓								
80	TEAMWORK THE POWER OF POSITIVE THINKING & ATTITUDE		✓	0,5	✓	1	∨	-					-		
82	TIME MANAGEMENT	+	✓	0,5	✓	1	✓	<u> </u>							
83	TOOL CARE		✓	0,5	·	1	·								
_	TRAINING PROCEDURE		✓	0,5	✓	1	✓								
-	UNLEASH YOUR LEADERSHIP PERFORMANCE		✓	1	✓	2	✓								
85	OTTEE TOTAL CONTENT OF THE OTTER OF THE OTTER OT														
	UNLEASH YOUR POWER OF PERFORMANCE		✓	1	✓	2	✓								
86 87			✓ ✓	0,5 0,5	✓ ✓	1 1	✓ ✓	√	2	✓	✓	√			



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