



NKAYELO TRAINING & CONFERENCING

2025 - 2026

Course Calendar

A PORTFOLIO OF 300+ COURSES





ID No. 2012/000819/07  
BEE Level 1 Provider



Accreditation No. 6485



## About Nkayelo Training & Conferencing

Nkayelo Training & Conferencing is a private education, training and development provider, which offers a competitive range of learning programmes and training services to the Rainbow Nation. The aim of the institution is to contribute to the reconstruction and development of the new South Africa National Qualification Framework (NQF) by offering career focused Outcomes Based and Training (OBET) and to enhance the prospects of employment and self-employment for its valuable learners.

## Accreditation & CPD Certification

Full Accreditation with the Services SETA #6485

CPD Certification with industry relevant association for select courses.

SABPP SA BOARD FOR PEOPLE PRACTICES: Certificate no.: CN14CPD0062SABPP

Official Member of the Direct Marketing Association of SA



Tel: +27 73 382 2037  
Mobile: +27 61 417 4795  
+27 86 670 3687



111 Medical Centre  
27 Goldman Street, Florida



kate@nkayelo.co.za/  
register@nkayelo.co.za/  
info@nkayelo.co.za

## Office Training support tools (laptop/tablet)(Voucher (optional)

(for all participate delegates choose one item)

For more information and documentation on our accreditation, CPD certification or BEE status, please contact our QMS Administrator - [info@nkayelo.co.za](mailto:info@nkayelo.co.za)

## TRAINING SERVICES, TEAM BUILDING, HR CONSULTANCY, RESEARCH & IN-HOUSE TRAINING

**SOUTH AFRICA:** Sandton, Johannesburg (Head Office), Cape Town and Durban | **Ghana:** Accra | **Namibia:** Windhoek | **Eswatini:** Mbabane | **Rwanda:** Kigali | **Tanzania:** Arusha and Zanzibar | **United ARAB EMIRATES:** Dubai | **Zimbabwe:** Victoria Falls | **Mauritius:** Port Louis

**FOR BOOKINGS: +27 010 023 6341 | + 27 73 382 2037 | Email: [info@nkayelo.co.za](mailto:info@nkayelo.co.za)**



[www.nkayelo.co.za](http://www.nkayelo.co.za)



## Course Catalogue

**Business Skills & Commercial Acumen**

**Contracts, Legal & Procurement**

**General Engineering & Maintenance**

**Finance, Accounting and Budgeting**

**Government Policy, Education & Healthcare**

**Infrastructure & Transport**

**Leadership, Management & Communication**

**Mining, Energy & Natural Resources**

**OHS, Human Factors & HR**

## The Way we do it

- ▼ We offer public and in-house training formats;  
Off-the-shelf or made-to-measure solutions
- ▼ Courses can range from 1–5 days  
or longer/shorter/periodical if required
- ▼ We can deliver anywhere in the world

## How we can help you

- ▼ Provide quality training to your organisation
- ▼ Improve the percentage of learning retention
- ▼ Increase your employees' value contribution
- ▼ Measure and account for the time and money spent on training
- ▼ Justify your ROI in terms of attitude, awareness, productivity and performance

## How we deliver

- ▼ Lecture style modules providing information through PowerPoint, graphs, pictures and diagrams
- ▼ Case studies
- ▼ Worked examples
- ▼ Group discussions
- ▼ Q&A sessions
- ▼ Group exercises
- ▼ Team-based and cross-team workshops
- ▼ Role plays with follow up
- ▼ Assessments
- ▼ Conference keynotes
- ▼ Breakfast briefings
- ▼ Webinars
- ▼ On-the-job theory and applications sessions
- ▼ Online follow up and e-learning
- ▼ Leadership programs
- ▼ Private coaching and mentoring
- ▼ Ongoing collaboration, systems and tools for sustaining change/learning transfer

# 2025-2026

**Virtual(online) Classroom & In - house Course**



## Management & Leadership Training Seminars & Courses

**Choose date to attend for any of the following Programmes**

Course Description	
Leadership and Management Training	
Driving Government Performance: Leadership Strategy for Producing Results	
Developing Emotionally Intelligent Management & Leadership Skills	
Strategic Skills for Administrative	
Strategic Negotiations for the Public and Private Sector Executives	
Strategic Planning and Management	
Performance Management Systems, Design and Management	
Performance Measurement for Effective Management of Nonprofit Organizations	
Public Policy Planning, Analysis & Administration for the Public Sectors	
Advanced Training for Trainers in Modern and Contemporary Management Skills	

## Human Resource Management Courses

### Choose date to attend for any of the following Programmes

Course Description	
Competencies - Design, Development and Implementation	
Advanced Selection ,Interviewing and Recruitment Skills	-
Performance Management - Setting Objectives and Conducting Appraisals	
Developing and Implementing a Human Capital Strategy	
Practical Skills for Training Managers in Human Resources Management	
Advanced Human Resource Management Skills for a Public Service Manager	
Team Building and the Psychological Contract Management	
Management Information Systems for Human Resource Managers/Officers	
Advanced Leadership and Supervisory Skills Development	
Talent Management in Public and Private Sectors	
New Labour regulations, Employment Equity Amendments and alternative dispute resolutions workplace solutions.	
Identifying Training Needs and Evaluating Training	
Human Resources KPIs - Bench marking HR Performance	
Advanced Labor Relations and Conflict Management	
Pension Fund Management and Design	
MASTERING JOB ANALYSIS AND DESCRIPTION ,JOB EVALUATION AND GRADES	
Advanced Computerized Human Resource Management	
Essential HR Practices for Managers, Team Leaders and Supervisors	
Advanced Records Management for Human Resource Department	
Skills Auditing and Training Needs Analysis for Human Resource Management	
Job Description Writing Workshop	
Managing Employee Performance, Behaviour and Attitudes	
Competence Profiling for Desired Staff Motivation and Performance	
Computer Assisted Strategic Human Resources Planning	
Managing and Coordinating Training	
Train the Trainer - From Design to Delivery	
Identifying Training Needs and Evaluating Training	
Knowledge Management - How to Create an Effective Learning Organization	
Employment Equity Relations And Managing Employee Discipline And CCMA Preparedness	
HR Analytics - Concepts and Tools for Effective Decision-Making	
Writing HR Policies and Procedures	
Designing and Implementing a Performance Management System	
Continuous Employee Development and Empowerment	-
Planning for and Managing Retirement	
Corporate Governance, Ethics and Compliant Practices for 21st Century Organisations.	



**Records and Archive Management (RAM)****Choose date to attend for any of the following Programme**

Course Description	
Records Management For Secretaries and Data	
Effective Document Control System & Record Management	
Advanced Documents and Records Management Compliance	
Filing Correspondence & Record Management	
Records Management and Archive Management	
Customer Care in Records Management Ethics for Records and Archives Management Staff	
Advanced Archives Management and Document Production	
Advanced Electronic Records Management and Disposal Documentation	
Electronic Records and Information Systems Management	
Performance Measurement in Registries	

**Contracts, Legal & Procurement Courses**

Course Description	
Contract Negotiations for the Public Sector	
Drafting Principles and Effective Legal Writing in Contracts	
Effective Contract Law	
Contract Drafting	
SLA's Contract Management, Planning, Negotiation and Managing High Quality Performance	
Contract Management & Administration Fundamentals	
Contract Law Advanced Masterclass for Non-Lawyers	
Contract Law Fundamentals for Non-Lawyers	
Contract Law Masterclass for Non-Lawyers	
Contract Management & Strategy Masterclass	
Contract Writing & Negotiation for Non-Lawyers	
Contract Writing & Negotiation for Non-Lawyers	

# Secretarial and Administration Courses

Course Description	
Computer -Based Office Administration and Organization	
Advanced Skills for Events Organizing, Co-ordination, and Project Management	
Corporate Governance for PA's and Secretaries	
MS Project 2010 and 2013 for Administrators	
Effective Project Administration	
Advanced Certificate for the Executive Personal Assistant (ACEPA)	
Advanced Office Management and Administration	
Implementing Effective document control system & record management	
Advanced Office Executive Combo 2017Minutes Taking and Effective Report Writing Techniques, Diary Management &MS Word,MS Excel, MS PowerPoint , MS Outlook, MS Access and Microsoft Office Project 2013	
Competence Development Masterclass for Secretaries and Administrators	
Effective Project Administration	
Microsoft Excel, MS Word, MS Powepoint, MS Outlook, MS Access, and MS Outlook 2010 & 2013 Intermediate and Advanced	
Executive Secretarial Conflict, Attitude, time and Anger Management Programme	
Performance Excellence & Leadership Development for Office Professionals	
Mastering Excel for the Office Professional	
Advanced Electronic Records Management & File archiving	
Excellence in Events Management for Administrative Professionals	
Advanced Skills for Events Organizing, Co-ordination, and Project Management	
Africa Secretarial Symposium & Expo	
Disciplinary Hearing Proceedings Documentation & Confidential	
Etiquette and the use of Social networks in Business	
Effective database development and administration using Microsoft	
Advanced Microsoft Excel 2013 and 2016 – Best Practice	

Course Description	
Legal English for Legal Assistants and Paralegal	
Assertive Communication Skills for Women	
Secretary's Day Celebration: Magaliesburg & Kruger National Park South Africa	
Team Building	
Records Management for Secretaries and Data Clerks	
Customer Relations Management & Services Delivery Strategy	
Advanced Minutes Taking and Effective Writing Techniques	
The Office Professional and Records Management Masterclass	
Writing Effective Reports, Minutes Taking for Secretaries, Personal Assistants, Administrators and Front Desk/Receptionists	
Corporate IT & Qualitative Public Relations for Executive Secretaries and Personal Assistants	
Advanced Dynamic Office Management & Administration	
Filing Correspondence & Record Management	
Annual African Executive Secretarial Symposium	



## Finance, Accounting and Budgeting Courses

Course Description	
Managing and Organizing Accounts Payable	
Advanced Modelling with Excel and Visual Basic for Applications	
Strategic Financial Planning and Implementation	
International Financial Reporting Standards IFRS	
Preparing Financial Statements and the Annual Report	
Efficient Finance and Accounting Operations - Best Practices and Updates	
Job Evaluation, Pay and Grading Systems	
Budgeting, Planning and Management Reporting	
Managing and Organizing Accounts Payable	
Developing, Improving and Monitoring the Internal Audit Function	
Effective Conflict Management and Emotional Intelligence at the Workplace	
Accounts Receivable - Planning, Organising and Achieving Best Practice in Finance , Accounting and Budgeting	
International Financial Reporting Standards IFRS	
Payroll - Preparation, Analysis and Management	
Accounting, Decision Making, and Financial Communication	
Accounts Payable Programme: System Approach To Managing The Expenditure Cycle	
Fast Closing Month-End and Year-End Accounts Training	
Accounts Payable - Planning, Organising and Achieving Best Practice Training	
Advanced Microsoft Excel 2010 and 2013 Training	
Integrating Budgeting, Forecasting and Business Planning	
Finance for Non-Financial Manager	
Master Advanced Microsoft Excel 2013 – Best Practice	
Accounts Receivable for Local Government	
Advanced Excel Dashboard Training for Management Reporting	
Accounts Receivable and Credit Policies Management Training	
Financial Accounting, Reporting and Business Support in the Oil and Gas Industry	

Course Description
Accounts Payable
Budgeting, Planning and Management Reporting
<b>Advanced Excel and Excel Dashboards for Remuneration Practitioners</b>
Accounts Payable for Local Government
Finance for Non-Finance Professionals
Understanding Finance to Influence Strategic Decisions
Asset and Liability Management for Financial Institutions
Accounts Receivable for Local Government
Professional Skills for Finance and Accounting
Public Financial Management: From Theory to Practice
Financial Management for Political Parties and Organizations
Advanced Budgetary Financial Control
Advanced Computerized Financial Management
Budgeting for Local Governments
International Trade and Finance for International Business
Finance and Budgeting Systems for Municipalities
Treasury and Cash Management
Mastering Finance and Accounting
Public Expenditure Management and Expenditure Tracking
Accounts Payable From Accounting to Management
Inventory Accounting and Costing
The Effective Financial Controller - Managing Financial Functions and Improvement Opportunities
Fast Closing Month End and Year End Accounts
Internal Control - Compliance, Operational and Financial
PFMA Supply Chain Management Bid Adjudication Committees Course
Efficient Finance and Accounting Operations - Best Practices and Updates
Strategic Planning, Management Control and Effective Budgeting
Inventory Accounting and Costing



## Finance, Accounting and Budgeting Courses (cont)

Course Description	
Financial Management for Projects and Contracts	
Risk Based Internal Auditing	
Next Generation Excel - Advanced Business and Financial Reporting	
Strategic Planning, Management Control and Effective Budgeting	
Managing the Cash Cycle - Accounts Receivable and Payable Best Practices	
Advanced Financial Modelling for Oil and Gas	
Payroll Administration and System Management	
Developing, Improving and Monitoring the Internal Audit Function	



## Fraud & Poverty Alleviation Courses

Course Description	
Investigating Conflicts of Interest & Contract & Procurement Fraud	
Cyber Crime and Digital Forensics Course	
Establishing Governance Program that Co-ordinates Fraud Prevention Activities	
Conducting Internal Investigation	
Fraud Prevention & Dynamics of Department Collection Course	
Effective Conflict Management and Emotional Intelligence at the Workplace	
Strategic Initiatives to Increase the Prevention of Fraud Spent Detecting & Investigating Fraud & Decrease the Time	
Interviewing Techniques for Auditors	
Financial Statement Fraud	
Conducting Fraud Interviews	



## Facilities Management Training Courses

Course Description	
Business Continuity Planning and Management	
Understanding and Managing Building	
Best Practices In Building Services Management	
Project Management For FM	
Successful Procurement Of FM Services	
Health and Safety For Facilities Management	
Reliability Centred Maintenance	
Control Of Contractors	
Strategic Facilities Management	

## Fleet Management Training Courses

Course Description	
Public/Private Partnerships Financing Strategies for the Transport Infrastructure	
Managing Logistics (Transport, Materials Storage and Materials Handling)	
Transport and Fleet Management Strategies for the Public Sector	
Fleet Operations, Maintenance and Management	
Managing the Corporate Transport Function	
Supply Chain Management	
Advanced Transportation Management	
Road and Traffic Safety Management	

## Communication & PR Management Programmes Courses

Course Description	
Assertive Communication Skills for Women	
Communication strategy Design & Development	
Writing with Impact, Influence and Inspiration	
Cross Cultural and Internal Management Communications	
Mastering Internal And External Communication Strategies	
Intensive Communication and PR Programme	
Best Practices in Public Relations and Corporate Communications	
Corporate Communication and Business Management	
Communication & Planning Skills for Administrative Professionals	
Asserting Assertiveness, Grooming Self-Confidence, Enhancing your Bargaining	
Power and Excelling in your Communication Skills	
Specialised Copywriting for Communication and PR	
Professional Practice & Ethics	
Writing & Editing for the professions	
Strategic Communication Management Seminar	
Planning and Managing PR Campaigns	
Crisis Media Engagement	
Social Media and Marketing/PR and Effective Crisis Management and Communication for Reputation	
Annual Public Relations and Corporate Communication Conference	
Creativity in Communication and PR	
Corporate Social Responsibility and Sustainable development	
Strategically planning and Managing Corporate Communication and PR	
Political Communication & Public Affairs	
Marketing Communication and Advertising	
Strategically planning and Managing Corporate Communication and PR	
Communication for Social Change	
Communication for Social Change	
Internet Culture and Strategic Communication	

## Strategic Management & Leadership Courses

Course Description	
Strategic Management & Leadership Development	
Strategic Leadership & Change Management in the Public Sector	
Public Policy Analysis & Strategic Implementation	
Organizational Restructuring and Change	
Public Sector Policy Analysis and Design	
Corporate Governance, Ethics and Compliant Practices for 21st Century Organizations	
Senior Management Development and Strategic Leadership	
Advanced Information Technology and Computer Networking, Routing and Management	
Strategic Leadership Development for Women in Management	
Managing Managers for Success, Ethical Leadership and Strategic Management	
Performance Management, Through Leading Setting and Measuring Objectives.	

## Environmental Management & Safety Training Courses

Course Description	
Environmental Monitoring and Modelling - Environmental Management Systems in Safety Training	
Safety Technology and Risk Management in Safety Training	
Advanced Health and Safety Management Training	
Environmental Management and Regulation	
Occupational Health and Safety, Environment Management, First Aid and CPR training	
Safety Audit and Site Inspection in Safety Training	
Environmental Health Disaster & Risk Management and Safety Management	



## Electrical and Power Engineering Training Courses

Course Description	
Earthing, Bonding, Lightning and Surge Protection of Electrical Systems and Equipment	
Power Systems Protection - Control and Stability	
Electrical Equipment Installation Control Systems Commissioning Testing Start Up Of Electrical System	
High and Medium Voltage Substation Design, Testing and Maintenance	
Maintenance and Troubleshooting Of UPS Systems and Battery Power Supplies	
Power and Power Stations (Design, Installation and Maintenance).	
Solar Power System Theory and Maintenance.	
LV MM HV Circuit Breakers (Switchgear) Inspection, Maintenance, Design, Repair and Troubleshooting	
Advanced Power Transmission Technologies	
Practical Industrial Data Communications and Telecommunications	
Electrical Engineering Practices for Facilities Engineer	
Advanced Generator Maintenance	
High Voltage Operational Safety for Engineers and Technicians	
Design of Electric Switchboards (IV and MV) Only Of Design and Engineering Engineers	
Practical Distribution Transformers - Operation and Maintenance	
Power Systems Protection - Control and Stability	
Modern Electric Power Systems Design, Modelling, Analysis and Problem Solving	
Electric Power Distribution System for Industrial Plants	

## Research Training Courses

Course Description
2018 Curriculum design development and strategies
Mastering Research Methodology & Ethics Strategies
Advanced Research Methodology & Post Graduation Supervision
Growth and development – Governance & Strategy
Assessment & Evaluation in Higher Education Summit
Advanced Search Strategy Design for Complex Topics
Mathematical Analysis for Economists
Advances in Diary Method for Qualitative Researchers

## Public Sector Management Programme Courses

Course Description
Public Sector Performance Management System
Corporate Governance and Ethics for Public Sectors
Special Insurance Training Programme for Human Resource Managers
Research, Monitoring and Evaluation in the Public Sector
Retirement Fund Management
Pension Trustee Development Program
Assessing the Impact of HIV/AIDS and other Conditions in the Workplace
Crisis Leadership in Higher Education
Leadership and Management Skills for Financial Institutions
Understanding Occupational Health and Safety Act and Regulations
Local Government Investment Project Management
Local Government Leadership Development Programme
Disciplinary Hearing Proceedings, Documentation & Confidentiality
Budgeting and Accountability in the Public Sector
Economic Analysis in the Public Sector
Effective Conflict Management and Emotional Intelligence at the Workplace
Public Budget Process Management

## Asset Management Training Courses

Course Description	
Asset management techniques, tools and methodologies	
Asset Management in the Built Environment	
Asset management Master class	
Asset care and renewal (intelligent maintenance) for technical staff	
Cost/benefit evaluation and prioritisation of capital projects	



## Executive Union and Shop Stewards Training Courses

Course Description	
Executive Women in the Trade Union Movement & Advanced Shop Stewards Leadership and Management	
New Labour Relations for Shop Stewards Management and Union Members: Understanding Trade Unions, Effective Negotiations	
Advanced Shop Steward in the Union Management Relationship	
African Economy & Financial Skills for Shop Stewards	

## Project Management Courses

Course Description	
Monitoring & Evaluation of Development and Humanitarian Projects	
Advanced Budgeting and Control for Projects in the Public Sector	
Managing Transport Infrastructure Project	
Modern Techniques of Monitoring & Evaluation For Government Programmes and Projects	
Strategic Project Management Programme	
Managing Project for Municipal Service Delivery	
Treasury Management Programme	
Advanced Project and Operation Management, Monitoring and Evaluation Techniques	
Managing Project for Municipalities and Town Councils	
Project Management Professionals (PMP)Pre-Certificate Exam Training	
Monitoring and Evaluation of Development Programmes and Projects	
Economic Policy Research Methods and Analysis	
Project Management and Risk Management Training	
Advanced Project Finance and Financial Modeling Techniques	

## PR , Customer Services , Sales and Marketing Courses

Course Description	
Corporate Social Responsibility	
Customer Service Excellence	
Customer Care and Corporate Management	
Managing Service Quality and Customer Satisfaction	

## English Language Course

Course Description	
Beginners Course	
Intermediate Course	
Advanced Course	



## Purchasing, Logistics & Supply Chain Management Training Seminars & Courses

Course Description	
The Complete Course on Purchasing and Inventory Management	
Warehouse Management - Strategy, Implementation and Control	
Warehouse Operations - Planning and Management in Warehouse, Logistics, Supply Chain and Inventory	
Purchasing Fraud: Auditing and Detection Techniques	
Advanced Planning In Supply Chain Management Training	
Supply Chain Risk Management and Resilience in Logistics Training	
Warehouse Management Inventory & Stock Control Training	
Effective Purchasing, Tendering & Supplier Selection	
Managing Vendor Qualification, Performance & Contract Compliance	
Procurement and Supply Chain Management Best Practices	
Bidding, Evaluation, Negotiation & Contract Award	

## Technical, Maintenance Engineering Training Courses

Course Description	
Construction Engineering and Management	
Maintenance and Reliability Best Practices	
Environmental, Health and Safety Engineering	
Construction and Engineering Law Seminar with Particular Reference to the 2nd Edition GCC 2010	
Mastering FIDIC, NEC, JBCC and GCC 2010	
Construction Claims	
Process Plant Optimization Technology and Continual Improvement	
Transform Maintenance and Testing the Workshop	
Maintenance Contracting and Outsourcing	
Communication & Technical Writing Skills for Engineering & Technical Professionals	
Water Quality Management Workshop	
Analysis and Design of Water Distribution System sussing Wadiso	
Maintenance Strategy Development and Cost Effective Implementation	
Water Quality and Waste Water Management Workshop	
Optimizing Equipment Maintenance and Replacement Decisions	
Materials of Construction for Process Equipment and Piping Systems	



## Laboratory Short Courses

Course Description	
Statistical Analysis and Method Validation for Microbiological laboratories	
Clinical laboratory techniques	
Good laboratory practice and basic analytical techniques	
Laboratory process improvement	
Calibration and Regression analysis for analytical chemist workshop	
Lab Administration and quality management	
Advanced technical test analyst	
Laboratory safety	
The principal of quality management and technical competency for the test laboratory	

## Rail, Roads & Bridges Courses

Course Description	
Rail Track Design Workshop	
Rail Infrastructure – Electrification	
Rail Operations Management Fundamentals	
The Inter-Disciplinary Rail Engineering Workshop	
Rail Engineering & Design Safety Management	
Developing Railway Risk Assessment Skills	
Safe Earthing & Bonding in Rail	
Rail Signalling Systems Design Workshop	
Rail Industry Fundamentals	
Rail Signalling & Control Fundamentals	
Contracts, Legal & Procurement	

## Artisan Training Programmes | SETA Accredited Training

Course Description	
Plasma Cutting	
Basic Boiler making	
Basic Angle Grinding	
Boiler making Trade Test Preparation	
Cutting Torch	
Comprehensive Boiler making	

### Building & Construction Artisan

- Tiling
- Basic Bricklayer
- Painting
- Plastering
- Tar Road Fixing & Maintenance



### Carpentry

- Comprehensive Carpentry
- General Handyman



### Electrical Artisan

- Basic Electrical
- Comprehensive Electrical
- Electrical Trade Test Preparation

### Plumbing Artisan

- Basic Plumbing
- Comprehensive Plumbing
- Plumbing Trade Test Preparation
- Solar Plumbing (Inspector)
- Solar Plumbing (Installer)
- Full Plumbing Qualification



### Welding Artisan

- Basic Welding
- Advanced Welding: CO2 - Mild Steel
- Advanced Welding: CO2 – Aluminium
- Advanced Welding: CO2 - Stainless Steel
- Welding Trade Test Preparation
- Basic Angle Grinding
- Basic Rigging

## First Aid Training Courses

### Perform Basic Life Support and First Aid

This course is accredited with the Transport Education Training Authority and covers unit standard "119567" NQF level 1, 5 Credits



### Maintaining Occupational Health & Safety & General Housekeeping

This course is accredited with the Transport Education Training Authority and covers unit standard "8016" NQF level 3, 8 Credits

**Duration:** 1 day course

### Compensation for occupational injuries and diseases in the workplace

This course will be useful to learners whom specifically work with occupational injury and disease compensation involving employees/ union shop stewards.

. Accredited: NO. The training provider and the facilitators are however accredited, but not this course

**Duration:** 2 days

Certificate: Certificate of attendance unless otherwise stated.

## Health and Wellness Courses

**Duration:** 3 Days

As a Workplace Wellness and Health skilled in program design and management, psychosocial and physical health issues, mental health management, program planning and health promotion theory you will bring a holistic and interprofessional approach to the field.

### Apply Fire Fighting Technique

This course is accredited with the Transport Education Training Authority and covers unit standard "252250" NQF level 1, 3 Credits

**Duration:** 1 day course



### SHE Rep Training

All companies in South Africa are subject to a variety of legal requirements regarding Health and Safety in the workplace. Accredited: NO. The training provider and the facilitators are however accredited, but not this course

**Duration:** 2 days

Certificate: Certificate of attendance unless otherwise stated.



## General Office Assistant (Tea Ladies and Cleaners) Training Courses

- Correct tray layout (tea ladies)
- Serving procedures and etiquette
- Correct procedures when entering boardrooms/offices of management
- Understand company standards and hygiene
- Office and personal safety and security
- First aid and CPR
- Time management and daily schedules
- Etiquette in the Office
- How to Deal with Complaints
- Basic Telephone Skills
- How to use your Time effectively
- Handling Stress
- Serving Tea to colleagues and clients
- Cleaning tips for kitchens, bathrooms, boardrooms and offices
- Setting up of boardrooms and preparing for meetings
- Crockery and grocery stock control
- HIV/Aids awareness
- Understanding employer expectations
- Effective Communication Skills



### NTC In-Housetraining – On-site & Customised Training

NTC Training has a long-standing track record of delivering very successful customised learning solutions achieving real and measurable value for our clients through our senior training consultants. If you have 8+ interested people, an on-site course can be the ideal solution – giving you the opportunity to customise our course content to your specific training needs, as well as attracting significant savings compared to public course costs

### Why Choose On-site With NTC Training?

1. Custom design – Together, we will identify the best blended learning solution for your culture, your people and your training objectives.
2. Quality Assured – We design market-leading training programs, concepts and methodologies, with a 400+ course portfolio. Our rigorously selected 900+ instructor faculty are recognised experts in their field. Quality of their content and delivery methods is assured through continuous monitoring and evolution
3. On-site training is a cost effective way to train your people and achieve your defined outcomes. Enhancing cost effectiveness as well as team bonding.

### Please note that:

- All the above courses can be offered at either the indicated Venues or any other location of your choice depending on the numbers;
- The Courses will run simultaneously in the indicated venues;
- Courses scheduled to run in English speaking countries can be offered in
- Finally, for customized trainings and consultancies that you need to be tailored to your specific organizational needs, please Contact us on the address below:
- Please note that in case you cannot make it on the indicated dates, NTC offers you unlimited flexibility on the course dates and venue to suite your personal and official priorities.