



## Training Courses

Accreditation Bodies:  
 ETDP, Services and TRANSPORT SETA ETQAs

**Accreditation Number: ETDP10049**



Please contact us on 021 556 8112 for a quotation.

## PUBLIC COURSES

Programme Title	US ID	Credits	NQF Level	Duration (Days)
Assessor	115753	15	5	3
	115755	10	6	
Moderator	115759	10	6	2
Training Facilitator	117871	10	5	4
<b>Skills Development Facilitator</b>				
Provide advice regarding skills development	15221	4	5	4
Promote a learning culture in an organisation	252041	5	5	
Conduct analysis to determine outcomes of learning	15218	4	6	
Develop a training and development plan	15217	6	5	
Coordinate skills development interventions	15232	6	5	
Conduct skills development administration	15227	4	4	
Establish a quality management system	15228	10	5	

## IN-HOUSE COURSES (Please request a quotation)

Develop Outcomes based Learning Programmes	123394	10	5	3
Mentoring & Coaching	117877	4	3	3
	117865	5	4	
Effective Leadership	242824	12	4	3
The Modern Supervisor	14667	10	4	3
Project Management Scheduling	120384	8	4	3
Project Management Tools and Techniques	120385	7	4	3
Project Management Fundamentals	120372	5	4	2
Performance Management	252034	8	5	3
Manage Customer Service Impact	10054	6	5	2
Emotional Intelligence	252031	4	5	2
Customer Service	114974	2	2	2
Negotiation Skills	13948	5	4	2
Ethics in Business	252042	5	5	2

Programme Title	US ID	Credits	NQF Level	Duration (Days)
Telephone Etiquette	14348	3	2	1
Team Leader Competencies	242821	6	4	2
Motivate and Build a Team	242819	10	4	3
Business Writing Skills	12153	5	4	2
Report Writing Skills	110023	6	4	2
Meetings and Minutes	242816	5	4	2
Entrepreneurship	117241	5	4	1
Time Management	242811	5	4	2
Conflict Resolution	9533	3	3	2
Innovation	252020	6	5	2
Change Management	252021	8	5	2
Risk Management	252025	8	5	2
Workplace Relations	252027	6	5	2
Monitoring & Evaluation (Accreditation pending)	337063	5	5	3
People Development and Talent Management	252029	8	5	2
Develop and Implement an Operational Plan	252032	8	5	2
Coach First-line Managers	252035	8	5	2
Team Building	252037	6	5	2
Diversity Management	252043	6	5	2
Knowledge Management	252044	6	5	2
Induct a New Employee	10980	6	4	2
Recruitment and Selection	12140	9	5	2
Conflict Management	114226	8	5	2
Negotiation and Conflict Management	117853	8	5	2
Team Empowerment	15224	4	5	2
Effective Mentoring (Accreditation pending)	114215	3	4	2
Presentation / Communication (Accreditation pending)	119462	5	4	2
Communication and Language (Accreditation pending)	8962	5	2	2
Conduct a Disciplinary Hearing (Accreditation pending)	255514	15	5	3
Stress Management (Accreditation pending)	15096	5	5	2

**Personal Effectiveness:** Personal Finance / Personal Time Management / Know yourself to make a life decision / HIV / AIDS Awareness and Healthy Living

Qualifications	SAQA Alignment	Credits	NQF Level	Duration
National Certificate: Management	Qualification <b>57712</b> LP : 74630 (General Management)	151	4	1-2 Years
National Certificate: Generic Management	Qualification <b>59201</b> LP : 60269 (General Management)	162	5	1-2 Years
National Certificate: Occupationally Directed Education Training and Development Practices	Qualification ID: 50334	120	5	1-2 Years

## Lifting Equipment Operator

Counter-balanced Lift Truck – F01, F02, F03	242974	6	3	5
Reach Lift Truck – F05	242972	7	3	5
Pedestrian Controlled (Below 2000kg) – F06	242981	4	2	3
Pedestrian Controlled (Above 2000kg) – F07	242981	4	2	3
Pallet Truck – F12	242981	4	2	3
Overhead / Gantry Cranes – C30, C31	242976	5	2	5
Hoists and Winches – C54	244407	7	3	3
Truck Mounted Crane	242978	8	3	5
Mobile Elevated Work Platform (Cherry Picker)	243272	10	2	5
Lift Truck Operator – License renewal	All Codes	-	-	4 Hours

Please visit our website [www.skillsafrica.com](http://www.skillsafrica.com) to view the full list of programmes. Should you require further information, please feel free to contact us on 021-556 8112 or 083 629 7894 for further detail.

