



**CUSTOM
TRAINING SOLUTIONS**
Custom Training Specialists

Custom Training Solutions

Company Profile



- Employee Equity & Diversity
- Human Resources
- Labour Law
- Leadership
- Sexual Harrassment
- Disciplinary Action
- Learnerships





VISION, MISSION, VALUES, COMPANY OBJECTIVES

VISION



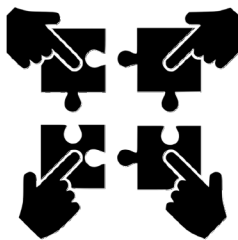
To become market leaders in providing effective customised training for corporates.

MISSION



To develop and train staff to grow and reach their potential so that they can bring about success in their organisations.

VALUES



Honesty, respect, integrity and client satisfaction in every project that we handle.

Giving off our best with every client intervention so that their goals are achieved.

OBJECTIVES



Prioritising customers' needs. Accelerating the achievement of their organisational goals via effective customised training solutions.



TEAM LEADER / SUPERVISOR & MANAGEMENT TRAINING

- Coaching and Mentoring
- Supervisory Skills
- Arbitration Skills
- How to Motivate Your Team
- How to Gather Evidence for a Hearing
- Effective Conflict Handling Skills
- RFQ and Tender Preparation
- Harassment, Gender-Based Violence, and Bullying in the Workplace
- Understanding Labour Relations in the South African Climate
- Leadership Training
- Sexual Harrassment
- Building Collaborative Teams
- Labour Law Fundamentals
- How to Manage Difficult Conversations
- How to Conduct Performance Reviews
- Managing Absenteeism Minor Misconduct and Poor Performance
- How to Handle Complaints and Grievances in the Workplace
- Strategic Planning
- Target & Selection
- How to Initiate Disciplinary Enquiries
- How to Chair a Disciplinary Enquiry
- Finance for Non-Finance Managers
- Financial Interpretation for Managers
- Negotiating and Reaching Resolutions





TRAINING FOR ALL STAFF

- Time Management
- Record Keeping
- Administrative Skills
- Telephone Etiquette
- Microsoft Visio
- Employee Understanding of Business Operations
- Understanding Diversity in the Workplace
- Effective Workplace Communications
- Harassment, Gender-Based Violence, and Bullying Awareness in the Workplace
- Team Building
- Office Management
- Change Management
- Email Etiquette
- Microsoft Projects
- Stress and Anxiety Management
- Effective Problem Solving in the Workplace
- Interpersonal and Communication Skills
- Corporate Culture, Values, Ethics, and Principles in the Workplace
- Budgeting for Staff
- Front - Line Management
- Relationship Building
- Microsoft Teams
- Sexual Harassment Awareness
- Manage General Administration
- Employment Equity Awareness
- Bribery and Corruption Awareness in the Workplace



EMPLOYMENT EQUITY

- Employment Equity Act Training
- Employment Equity and Committee Training



SHOP STEWARD TRAINING

- Roles and Responsibilities of Shop Stewards
- The Role of Unions and Union Representatives

Qualification	SAQA ID	NQF Level
PRODUCTION		
National Certificate: Production Technology	58781	2
National Certificate: Production Technology	58785	3
FETC: Production Technology	58779	4
GETC: Manufacturing, Engineering and Related Activities	23253	1
AUTOMOTIVE		
National Certificate: Automotive Components	71950	2
National Certificate: Automotive Components	71989	3
FETC: Automotive Components	71949	4
ENGINEERING		
National Certificate: Engineering Components	79686	2
National Certificate: Engineering Components	79666	3
FETC: Engineering Components	79687	4
SUPERVISION		
FETC: Manufacturing & Assembly Operations Supervision	48915	4
MANAGEMENT DEVELOPMENT		
National Certificate: Manufacturing Management	49743	5
National Certificate: Generic Management: Motor Industry Management	78824	5
FETC: Generic Management Process Manufacturing	79286	4



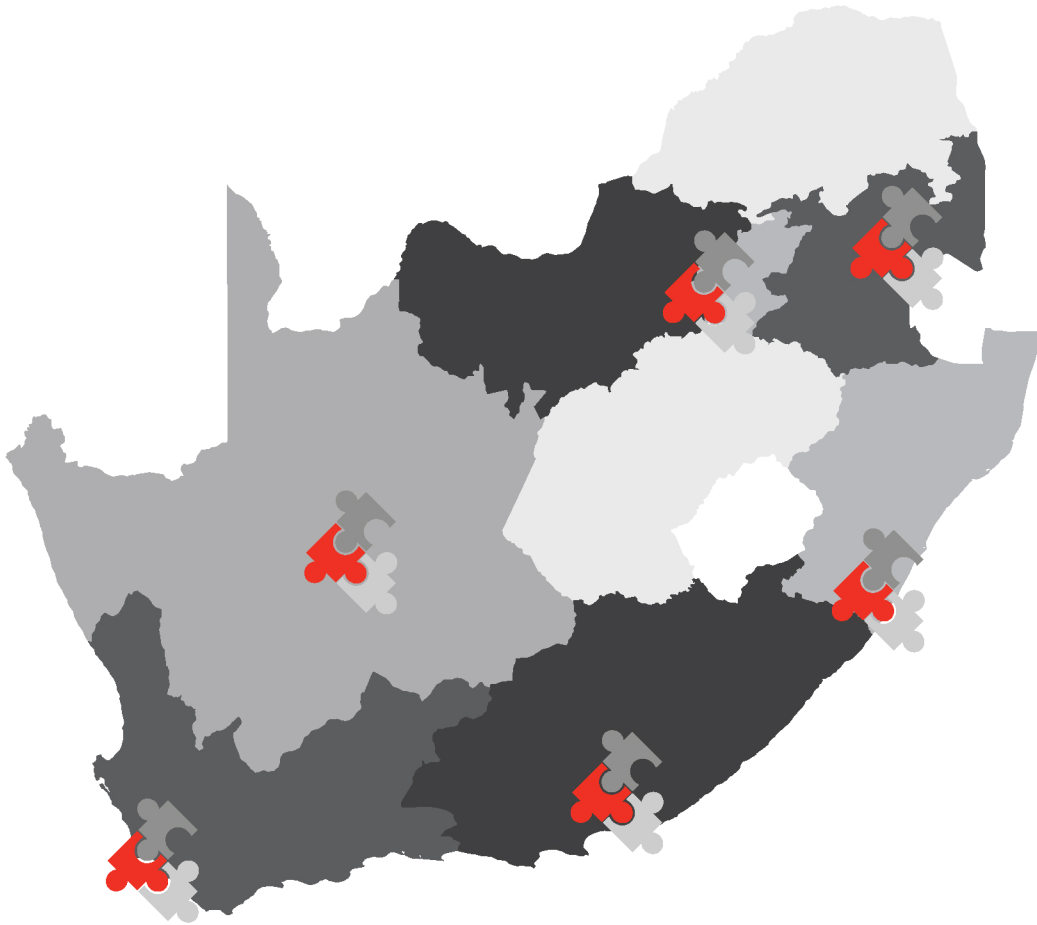
LEARNERSHIPS . . . CONTINUED

Qualification	SAQA ID	NQF Level
TETA		
National Certificate: Professional Driving	50285	3
SERVICES SETA		
National Certificate: New Venture Creation	49648	2
National Certificate: Business Admin Services	67465	3
FETC: New Venture Creation	66249	4
FETC: Small Business Advising (Information Support)	48883	4
FETC: Project Management	50080	4
FETC: Generic Management	57712	4
MICT		
National Certificate: End User Computing	61591	3
ETDP SETA		
FETC: Early Childhood Development	58761	4
Higher Certificate: Early Childhood Development	23117	5

We offer Free BBBEE Consulting!



CONTACT DETAILS



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