

SKILLS PROGRAMMES

ENTREPRENEURIAL SKILLS

- Entrepreneurship and Innovation
- Economic Systems In South Africa
- Managing the finances of a new venture
- Finance for Non-Financial Managers
- Producing a Business Plan
- Sales and Marketing
- Tender for Business
- Basic Business Principles

SUPERVISORY SKILLS

- Introduction to Leadership
- Leadership and Conflict Management
- Enhancing team performance
- Function in a team
- Motivate a team
- Negotiation skills
- Team Leadership
- Introduction to Project Management
- Develop, implement and evaluate a project plan

HUMAN RESOURCES AND LABOUR RELATIONS SKILLS

- Cultural diversity in the workplace
- Disciplinary procedures
- Compensation for Occupational Injuries and Diseases Act (South Africa) COIDA)
- Develop, implement and evaluate an operational plan
- Formulate a recommendation for a change process
- Apply systems approach to decision making
- Recruit and select candidates to fill defined positions

ADMINISTRATION SKILLS

- Communication and report writing
- Basic Accounting principles
- Manage expertise and administration capabilities
- Customer service and telephone etiquette
- Office effectiveness
- Record keeping

PERSONAL DEVELOPMENT SKILLS

- Assertiveness and verbal communication
- Batho Pele (customer service)
- Emotional Intelligence
- Ethics in the workplace
- Excellent customer service
- Life Skills
- Stress management
- Time Management

ETDP PRACTITIONER SKILLS

- Assessor Training
- Moderator Training
- Facilitator Training (Training the Trainer)
- Coaching and Mentorship
- Skills Development Facilitator (SDF)

COMPUTER LITERACY SKILLS

- Introduction to Computers

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint (Presentations)
- Microsoft Access (Databases)
- Internet and e-mail

AGRICULTURAL SKILLS

- Agri/ eco-tourism within a strategic environment
- Apply hygiene procedures
- Apply pest control
- Basic food safety
- Collect agricultural data
- Brushcutter operator
- Chainsaw operator
- Crop supervision
- Cultivation for soil and weed control
- Disaster and conservation management
- Fertilization
- Harvesting
- Human resources in agriculture
- Hydroponics
- Irrigation
- Plant propagation
- Safe keeping of chemicals
- Stock control
- Marketing agricultural products
- Landscaping
- Poultry farming

LOCAL GOVERNMENT MANAGEMENT SKILLS

- Risk Management in South African Municipalities
- Apply budgeting principles within a municipality
- Apply the Inter-governmental Fiscal Relations Act to municipal financial management
- Apply the principles of ethics in a municipal environment
- Conduct stakeholder consultation around municipal finance programme
- Capital planning and financing
- Develop a community development intervention plan
- Display an understanding of core municipal processes and Ward Committee participation in these processes
- Manage a municipality's assets and liabilities
- Manage time productively
- Monitor budgets related to community projects
- Monitor the application of safety, health and environmental protection procedures
- Participate in employee health, safety and security administration at the workplace
- Participate in the design and implementation of municipal supply chain management
- Plan a municipal budgeting and reporting cycle
- Prepare and analyse municipal financial reports
- Plan and prepare meeting communications
- Promote and support collaborations

SP 013/7-17- Workplace Safety	3 days
SP 0111/07-17- Apply SHEQ Procedures and Systems	5 days
SP 0135/07-17 Quality in the Workplace	5 days
SP 0233/08-17 Basic Fire Fighting	2 days
SP 0287/08-17 Basic Gas Metal Arc Welder	10 days
SP 0483/10-17 Supervisory Management Phase 2	10 days

SP 0523/10-17 Basic Mechanical Installation Handler	15 days
SP 0368/09-17 Applied Workplace Mathematics	5 days
SP 0628/11-07 Basic Welding Skills	10 days
SP 0634/12-17- Safe Use of Gas Cutting Tools	10 days
SP 0638/12-17- Safe Use of Workshop Tools	10 days
SP 0660/12-1 - Basic Lift Rigger	10 days
SP 0687/12-17 -Assistant Slinger and Load Handler	15 days
SP 0697/12-17- Slinger Banks Man	10 days
SP 0700/12-17 -Safe Use of Tools and Equipment	5 days
SP 0877/14-17 -Read, Interpret and Mark off Engineering Drawing and Shapes	5 days
SP 1043/19-17 -First Aider	5 days
SP 0792/13-17- Basic Handler of Manual Lifting Equipment in a Rigging Environment	5 days