



## People Management and Development Services

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Accredited by the ETDP and SERVICE SETA's**

### **People Management**

#### **Employment Practices**

- Employment Contracts
- Disciplinary Case Management
- CCMA Representation
- Restructuring and Retrenchments

#### **Performance Management**

- Job Descriptions and Profiles
- Needs Analysis

#### **Climate Surveys**

Design, Implementation and report.

#### **Employment Equity**

- Committee Development
- Staff Briefing
- Planning
- Implementation
- Reporting

### **Computer Based Learning Management Systems**

#### **Skills Development Facilitators**

- Workplace Skills Planning
- SETA Annual Training Reports
- Personal Development Plans
- Management Reporting

#### **Training Providers**

- ETQA/NLRD Compliant
- Learner & Assessment Tracking
- ETQA and Client Reports
- Schedules and administration
- Certificates and Registers

### **Training Services**

- Accreditation Process
- Quality Management Systems
- Skills Development Facilitation
- Levy Grants
- Materials Design and Development

### **Training Programmes**

**Our programmes are designed to build capacity through a combination of self and facilitated learning.**

- Assessor Development Programme
- Facilitation Skills (Train-the-Trainer)
- Moderator Development Programme
- Coach Development Programme
- Evidence Gatherer Programme
- Facilitator Development Programme
- Assessment Guide Developer
- Guide and Support Learners (Mentoring)
- Skills Development Facilitator
- Facilitation and Coaching Programme
- Learning Materials Development
- Managing Disciplinary Enquiries
- Management Leadership Workshop
- Training Skills for Managers
- Assertiveness and Conflict Management
- Time Management
- Business Writing Skills
- Business Presentation Skills
- Hijacking Awareness Facilitator Programme
- Defensive Driving Skills

**Accreditation details on our website.**

