



Fully-accredited Service Provider with the Wholesale & Retail SETA Registration No 63  
and ETDP SETA, No ETDP-581-PAA-310504-FO179

### **SALES TRAINING**

Based on the unit standard 118037  
Supervising Sales Performance

“Our business’s future depends on generating maximum sales volumes to enable it to achieve maximum profits.”

The aim of this workshop is:

- to focus on attitude towards the importance of maximum sales volumes
- to identify the difference between “order taking” and “selling skills”
- to generate higher sales volumes
- to determine customer’s needs
- to understand a customer base
- to find new customers

*This programme is based on the unit standard “Supervising Sales Performance” with 8 credits at NQF level 4, and is covered in a 3-day intensive small-group training intervention. On successful completion of the standard, candidates will be able to:*

- Explain the effect of sales on the net profit of a business
- Monitor sales performance
- Propose actions to improve sales performance

*Experienced facilitators conduct the workshops and the theoretical components are further enhanced by the introduction of practical examples of the different tasks of the candidates.*

Assessment requirements are:

- An open-book knowledge test
- Completion of a detailed portfolio of evidence, which needs to be submitted within 6 months of the training .

### **HOW THE TRAINING PROCESS WORKS**

1. Registration for training in one of the venues nationwide with the Edutel Office @ 011 760 4252
2. Complete the 3-day learning programme
3. Write the knowledge test within two months of the training having taken place
4. Complete the portfolio of evidence within 6 months of the training
5. Submit the portfolio for assessment
6. Successful candidates’ results are submitted to the Seta for national registration
7. Certificates of Competence are issued to competent Learners
8. All NQF credits for competent learners are registered on the National Learner Records Database (NLRD) for future reference, and credit for further training in future.

please visit our website:  
<http://www.edutel.co.za>

### **COSTS**

**R3 920.40 PLUS VAT**

The course fee includes the training, study material and assessment. Lunch and refreshments are included. Accommodation or travelling arrangements and expenses are the responsibility of the candidate.

### **FURTHER ENQUIRIES**

Jenny or Karla 011 760 4251