

VISIT & TRAIN IN SOUTH AFRICA – JOHANNESBURG, DURBAN OR CAPE TOWN

TRAINING PROGRAMMES INTERNATIONALLY BENCH-MARKED AGAINST STANDARDS OF AUSTRALIA, NEW ZEALAND, UNITED KINGDOM, IRELAND, ETC.

Tuition Fees

1 week	US \$1100
2 weeks	US \$2200
3 weeks	US \$3300

Travel & Visas

This is not included in the Tuition Fees – you will need to budget separately for this.



Accommodation

This is not included in the Tuition Fees – we can assist in providing you with a list of accommodation options for you to consider.



How to Apply

Please contact us by
 Fax: 27 11 768-1248
 Telephone: 27 11 760-4251
 (Ask for Jenny) or
 E-Mail: edutel@iafrica.com
 Website: www.edutelglobal.com

HR TRAINING

Best practices & productivity within a team, Department or division –	3 weeks
Budgeting for the HR office –	1 week
Manage a project team –	2 weeks
Facilitating employee training & development –	2 weeks
Advising the SMME –	1 week
Skills Development Facilitation (consultant) -	2 weeks
HR information issues –	1 week
Research in the workplace –	1 week

EDUCATION TRAINING & DEVELOPMENT

Contribute to Assessment –	1 week
HR development –	2 weeks
Implementing the education training & development cycle –	3 weeks
Assessor Training –	1 week
Moderator Training –	1 week
Facilitate Learning (Train the Trainer) –	1 week
Design & Develop training materials –	1 week
Mentorship & Coaching –	1 week

FOR TEACHERS & PRINCIPALS

Manage Policy, Planning, School Development & Governance –	1 week
Manage Teaching & Learning –	1 week
Manage Organisational Systems & Physical & Financial Resources –	1 week
Assessor Training –	1 week
Lead & Manage People –	1 week
Develop a Portfolio to demonstrate School Management & Leadership –	1 week

FOR THE PUBLIC SECTOR

Participate in Formal Meetings –	1 week
Excellence as a Telephonist & Receptionist –	2 weeks
Apply Public Sector Policies & Procedures to Achieve Administration Objectives –	1 week
Identify, Operate & Maintain the Record Management System in a Public Sector Organisation –	1 week
Manage Own Work Performance in a Public Sector Workplace –	1 week
Coordinate Meetings, Minor Events & Travel Arrangements –	1 week
Monitor & Control Office Supplies –	1 week

HIV AIDS

Demonstrate Knowledge & Understanding of HIV in the Workplace, & its Effects in a Business Sub-Sector in an Own Organisation & a Specific Workplace –	1 week
Contribute to Information Distribution regarding HIV Aids in the Workplace –	1 week

SMME TRAINING

Develop your own Entrepreneurial Profile –	2 weeks
Mobilising Resources for a New Venture –	2 weeks
Start Up a Small Business –	2 weeks
Scoping Venture Opportunities –	2 weeks
Marketing a New Venture –	2 weeks

MANAGEMENT TRAINING

Supervisory Management –	1 week
Team Building –	1 week
Manage Risk in Own Workplace/ Business Environment –	1 week
Manage Administration –	1 week
General Management –	1 week
Strategic Management –	1 week

MARKETING, SALES & CUSTOMER MANAGEMENT

Marketing Skills –	2 weeks
Customer Relation Skills –	2 weeks
Business Skills –	2 weeks
Management Skills –	2 weeks
Selling Effectively –	1 week

BUSINESS ADMINISTRATION/SECRETARIAL

Effective Business Administration –	2 weeks
Communication in the Business Sector –	2 weeks
Administration Procedures –	2 weeks
Financial Administration –	2 weeks

COMMUNICATION

Verbal Communication & Presentation Skills –	1 week
Written Communication –	1 week
Plan & Conduct Formal & Informal Meetings –	1 week

FINANACIAL WISDOM

Apply a Budget Function in a Business Unit –	1 week
Finance for Non-Financial Managers –	1 week
Interpret Basic Financial Statements –	1 week

COMPUTER TRAINING

MS Word, MS Powerpoint, MS Excel, MS Outlook –	2 Weeks
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LOGISTICS & SUPPLY CHAIN

Store & Inventory Management –	1 week
Buying Merchandise –	1 week
Move, Pack, Pick & Maintain Stock in a Distribution Centre –	1 week



WE ARE FULLY ACCREDITED & REGISTERED AS A TRAINING & EDUCATIONAL INSTITUTION –
 LEARNERS RECEIVE CERTIFICATES OF COMPETENCE