



MAGADUZELA
CONSULTING SERVICES

EMPLOYEE RELATIONS, ASSESSMENTS, TRAINING AND HUMAN RESOURCES PRACTITIONERS

Training Prospectus

Acknowledgements:

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Who are we?

Magaduzela Consulting Services is a dynamic training consulting firm that is not only fully accredited as a training provider with the Services SETA (Registration No. 12235), but is also accredited in the capacity of 'Master HR Professional' by the South African Board for Personnel Practice (SABPP 7892).

Furthermore, Magaduzela Consulting Services is a BBBEE Level 1(EME) contributor.

As a fully accredited training provider, we provide and facilitate training programmes which are aligned to unit standards, as well as non-unit standards skills programmes.

Clients can either make use of our standard training programmes, or alternatively we can customize training programmes to suit our clients' specific needs and requirements.

Becoming a client of ours is quite simple – you merely have a chat with us about your specific requirements, thereafter we draft a quotation / proposal, and should you accept our quotation, the work begins which will mark the start of a healthy client-consultant relationship.

Contact Norman Dlamini on 082-900 2785 or email norman@magaduzela.co.za for further information. Feel free to visit our website at www.magaduzela.co.za

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1. Human Resources Training Programmes:

The employees of an organization are considered to be a significant asset in terms of skills and abilities and yet so often the management of employees is often neglected. The courses below will help you effectively manage your people.



Course Name	Who should attend	Duration
Human Resources and Daily Challenges	HR Personnel	3 days
Drafting HR Policies	HR Manager	2 days
Managing Absenteeism Effectively	HR Personnel; Managers	1 day
Talent Management	HR Personnel; Managers	3 days
Establishing Conditions of Employment	HR Personnel; Business Managers	2 days
Employment Equity	HR Personnel; Managers	3 days
Skills Development	HR Personnel; Managers	3 days
Report Writing Skills	HR Personnel; Managers	1 day
Job Evaluation, Grading & Remuneration Structures	HR Personnel	3 days
Performance Appraisal	HR Personnel; Managers	2 days
Training Needs Analysis	HR Personnel; Managers	2 days
Diversity Management	HR Personnel; Managers	2 days

Effective Recruitment & Selection	HR Personnel; Managers	3 days
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2. Industrial Relations Training Programmes:

Industrial Relations refer to the relationship between management and employees. This relationship is often conflictual in nature. The training programmes below will help you effectively deal with the employer-employee relationship as well as equip you with the skills to help your organization become complaint with labour legislation.



Course Name	Who should attend	Duration
Health & Human Rights	All employees	2 days
Shop Steward Programme	Shop Stewards	3 days
Discipline and Arbitration Skills	HR Personnel; Managers; Supervisors	4 days
Understanding the Labour Relations Act	HR Personnel; Managers; Supervisors	1 day
Understanding the Basic Conditions of Employment Act	HR Personnel; Managers; Supervisors	1 day
Understanding the Employment Equity Act	HR Personnel; Managers; Supervisors	1 day
Dispute Resolution Process	HR Personnel; Managers	1 day
Cross Examination Skills	HR Personnel; Managers; Supervisors	2 days
Understanding and implementing	HR Personnel; SDF's	1 day

the Skills Development Legislation		
Understanding the Broad Based Black Economic Empowerment Act	HR Personnel; Managers; MD.	1 day
Labour Relations - Institute Disciplinary Action	HR Personnel; Managers; Supervisors	2 days
Investigation & Report Writing	HR Personnel; Managers; Supervisors	2 days
Employees Grievances and Disputes	HR Personnel; Managers; Supervisors	2 day
Managing Poor Performance and Incapacity	HR Personnel; Managers; Supervisors	2 days
Conflict Management (& Negotiations)	HR Personnel; Managers; Supervisors; Shop Stewards	2 days
Negotiation Skills	HR Personnel; Managers; Supervisors; Shop Stewards	2 days
Managing Diversity	HR Personnel; Managers; Supervisors	2 days
Basic Conditions of Employment Act: A Practical Application	HR Personnel; Managers; Supervisors	1 day
Trade Unions - Managing Conflict & Union relations in the Workplace	HR Personnel; Managers; Supervisors; Shop Stewards	2 days
Handling Counselling & Discipline Effectively	HR Personnel; Managers; Supervisors	2 days
Chairing Disciplinary Hearings	HR Personnel; Managers;	2 days

	Supervisors	
Dealing with Industrial Action	HR Personnel; Managers; Supervisors	2 days
Managing Retrenchments	HR Personnel; Managers; Supervisors	2 days
Labour Legislation & Regulations	HR Personnel; Managers; Supervisors	3 days
Managing Poor Performance and Incapacity	HR Personnel; Managers; Supervisors	2 days
Conflict Management	HR Personnel; Managers; Supervisors	2 days
Conducting Disciplinary Investigations	HR Personnel; Managers; Supervisors	2 days
Trade Unions, Organisational Rights & Collective Agreements	HR Personnel; Managers; Supervisors	2 days
The Labour Court	HR Personnel; Managers; Supervisors	1 day
Management of Contracts	HR Personnel; Managers; Supervisors	1 day
Transfer of Business - LRA	MD; HR Personnel; Managers; Supervisors	1 day

3. Organization Development:

Organization development refers to the practice of changing people and organizations for positive growth. The training programmes below will help you understand your organization; manage change; align people, process, and practices, resulting in increased organization effectiveness in accomplishing organizational goals.



Course Name	Who should attend	Duration
Team Development	All employees	2 days
Train the Trainer	Training Managers; Trainers; SDF	3 days
Change/Transformation Management	Leadership team	2 days
Managing the Mentorship & Protégé Relationship	Managers & protégé's	2 days
Effective Leadership Skills	Leaders; Managers; Supervisors	3 days
Coaching, Counselling & Feedback	HR Personnel; Managers; Supervisors	2 days
Job Design & Competency Profiling	HR Personnel; Managers; Supervisors	1 day
Effective Succession Planning	HR Personnel; Managers	1 day

Organisational Climate & Culture	Leadership team	2 days
Strategic Planning Skills	Leaders; Managers; Supervisors	2 days
Junior Management Programme	Supervisors	1 year
Intermediate Management Programme	Managers	1 year

4. Business Training Programmes:

Business is the process of providing goods and services to customers in exchange for other goods, services, or money. The training courses below will help optimize business goals; maximise profit and optimize return on investment.



Course Name	Who should attend	Duration
Budgetary Control	Managers and Supervisors	2 days
Money Manager	All employees	2 days
Conduct Basic Financial Transactions	Supervisors and Admin personnel.	2 days
Apply Financial Analysis	Managers	4 days
Interpret Basic Financial Transactions	Managers and Supervisors	2 days
Managerial Expertise and Administrative Capabilities	Managers and Supervisors	4 days
Different Business Types and Legal Implications	All employees	2 days
Applying Advanced Business Principles	Managers and Supervisors	5 days
Applying Generic Business Processes and Value Chain Model	Managers and Supervisors	3 days

National Diploma in Project Management	Project Management personnel	36 months
Managing Computer-Based Systems	All employees	2 days
Foster and Maintain Customer Relations	Customer and Sales personnel	2 days
Consultative Selling Skills	Sales personnel	2 days
ISO 9000 Quality Awareness Training	All employees	1 days
BBBEE	Directors, Managers and Supervisors	1 day
BBBEE – Enterprise Development	Directors, Managers and Supervisors	1 day
Office Administration Skills	Admin personnel	1 day
Supervisory Management	Supervisors	4 day
Enhancing Company Image	All employees	1 day
Effective Debt Collecting	Accounts personnel	1 day

5. Logistics-Related Training:

The courses below will help with the management of the flow of goods between the point of origin and the point of consumption.



Course Name	Who should attend	Duration
Warehousing	Warehouse Managers, Supervisors and warehouse personnel	4 days
Packing	Supervisors and warehouse personnel	4 days
National Certificate in Freight Handling	Warehouse Managers, Supervisors	1 year
Managing Freight Care	Warehouse Managers, Supervisors	4 days

6. Occupational Health & Safety / Wellness Training Programmes:

Occupational safety and health is concerned with protecting the safety, health and welfare of people engaged in work or employment. The goals of occupational safety and health programs include fostering a safe and healthy work environment.



Course Name	Who should attend	Duration
Managing Occupational Injuries and Diseases	Managers and Supervisors	2 days
Managing Health & Safety	Managers and Supervisors	2 days
Rigging	Supervisors and rigging personnel	4 days
Fall Protection	Employees working at heights	1 day
Safety Awareness	All employees	1 day
Working at Heights	Employees working at heights	1 day
Root-Cause Analysis	Managers and Supervisors	1 day
HSE Representative Orientation	HSE Representatives	1 day
Occupational Health & Safety legislation	Managers and Supervisors	1 day
Managing HIV/AIDS in The Workplace	Managers and Supervisors	1 day

HIV/AIDS Counseling	Managers, Supervisors & HIV Counselors	2 days
Managing Sexually Transmitted Diseases	Managers, Supervisors & HIV Counselors	1 day
Managing Tuberculosis	Managers, Supervisors & Health-Care personnel	1 day
Disability in the Workplace	Managers, Supervisors & Health-Care personnel	2 days
Primary Health Care	Managers, Supervisors & Health-Care personnel	2 days
Preventing Injuries	Managers, Supervisors & Health-Care personnel	2 days
Home-Based Care	Health-Care personnel	2 days
Care and Manage Wounds	Health-Care personnel	2 days
Basic Life Support & First Aid	Health-Care personnel	3 days

7. Soft Skills Training Programmes:

Soft skills are personal attributes that enables one to interact effectively and harmoniously with other people. The presence of these skills in employees are crucial for effective and healthy organisational functioning that will be both beneficial to individuals as well as the organisation as a whole.



Course Name	Who should attend	Duration
Numeracy Skills	All employees	2 days
Time Management	All employees	2 days
Stress Management	All employees	2 days
Presentation Skills	All employees	2 days
Employee Motivation	All employees	1 day
Apply Knowledge of Self to Make Life Decisions	All employees	2 days
Managing Personal Finances	All employees	1 day
Resolving Conflict	All employees	2 days
Writing for a Variety of Purposes (Writing Skills)	All employees	2 days
Speaking and Listening Interactions	All employees	2 days
Accommodating Audience & Context Needs in Oral Communication	All employees	2 days
Manage Self Development	All employees	2 days

Becoming a Valuable Employee	All employees	2 days
Assertiveness	All employees	3 days
Problem Solving & Decision Making	All employees	3 days
Telephone Skills	All employees	2 days
Minute Taking Skills	All employees	1 day
Communication Skills	All employees	5 days
Conduct a Formal Meeting	All employees	1 day
Successful Budgeting for Personal Finances	All employees	1 day