## TRAINING LIST - 2020

## TYPES OF TRAININGPUBLIC • LIVE • ON-LINE • SELF-STUDY



P.G.C.A



SAFETY - EQUITY - B-BBEE - SKILLS YOUR COMPLIANCE IS OUR BUSINESS

## **LEVELS OF TRAINING**

LEVEL - 1	G.E.T - GENERAL EDUCATION AND TRAINING
LEVEL - 2	F.E.T - FURTHER EDUCATION AND TRAING
LEVEL - 3	ACCREDITED / ALIGNED TRAINING
LEVEL - 4	FULL COURSE TRAINING

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			(5				ENT			ENT					ENT
			G.E. TRAINING		F.E. TRAINING		KNOWLEDGE ASSIGNMENT	8		NOWLEDGE ASSIGNMENT	RACITAL ASSIGNMENT		FULL COURSE		KNOWLEDGE ASSIGNMENT
	SUBJECT TITLE	SUBJECT TITLE	N	YS)	z,	YS)	SSIG	ACCREDITED	YS)	SSIG	NS		٦Ö	YS)	SSIG
#	(MAJOR)	(MINOR)	LR2	(DA	RA	(DA	SE A	IGI IGI	(DA	SE A	SSIG	NO	2	(DA	SE A
	(111 0017)	(inition)		NO		NO	EDC	N C	NO	ĒD	۶۲	EAT 0	H	NO	EDC
			G	DURATION (DAYS)	ц,	DURATION (DAYS)	IMO	٩	DURATION (DAYS)	IMO	ACIT	MODERATION	Ē	DURATION (DAYS)	IMO
									na	Ž	PR	MC		na	kN
1	ACCOUNTING THEORY		~	0.5	✓	1	~								
2	ADMINISTRATION		$\checkmark$	0.5	✓	1	$\checkmark$								
3	ADVERTISING		$\checkmark$	0.5	✓	1	~								
4	ASSERTIVENESS & DELEGATING IN THE WORKPLACE		~	0.5	✓	1	~								
5	BASIC BUSINESS PRINCIPLES		~	0.5	✓	1	✓								
6	BASIC COMPUTER COURSE		~	0.5	✓	1	✓								
7	BASIC LEADERSHIP		~	0.5	✓	1	✓								
	BUILDING RELATIONSHIPS		~	0.5	✓	1	✓								
	BUSINESS COMMUNICATIONS		~	0.5	✓	1	~								
	BUSINESS COMMUNICATION SUCCESS			0.5		-							✓	3	~
10		1. BUSINESS COMMUNICATION											~	0	
		2. OFFICE POLITICS											~		
	3. TEAMWORK											~			
		4. EMAIL ETIQUETTE											· ~		
11	BUSINESS CONCEPTS		~	0.5	~	1	~						•		
			✓ ✓				· ✓								
	BUSINESS CONTROL SYSTEMS		✓ ✓	0.5	✓ √	1									
	BUSINESS DEVELOPMENT			0.5	✓ ✓	1	✓ ✓								
	BUSINESS ETIQUETTE		<ul> <li>✓</li> </ul>	0.5	✓ ✓	1	✓ ✓								
	BUSINESS LAW		<ul> <li>✓</li> </ul>	0.5	<ul> <li>✓</li> </ul>	1	✓								
	CHANGE MANAGEMENT		<ul> <li>✓</li> </ul>	0.5	<ul> <li>✓</li> </ul>	1	✓		<u> </u>	<u> </u>					
	CHEMICAL CONTROL PROCESS		<ul> <li>✓</li> </ul>	0.5	<ul> <li>✓</li> </ul>	1	✓								
	CHEMICAL INDUSTRIAL ANALYSIS		<ul> <li>✓</li> </ul>	0.5	✓	1	✓								
	CONSUMER BEHAVIOUR		✓	0.5	✓	1	✓								
	CULTURAL DIVERSITY		✓	0.5	✓	1	~								
	CUSTOMER SERVICE & TELEPHONE SKILLS		✓	0.5	✓	1	~	~	4	~	~	✓			
22	CUSTOMER RELATIONSHIP DEVELOPMENT												✓	3	~
		1. CONSUMER BEHAVIOUR											✓		
		2. CUSTOMER CARE											~		
		3. CUSTOMER SERVICE											✓		
		4. TELEPHONE ETIQUETTE											✓		
		5. QUALITY CONTROL											✓		
		6. RETAIL CONCEPTS											~		
		7. RETAIL CONFLICT PREVENTION	1										✓		
23	EMPLOYMENT EQUITY COMMITTEE		1										√	3	~
		1. EQUITY SKILLS STRATEGY	1										√	-	
		2. SKILLS DVELOPMENT INDUCTION					l l						·		
24	EE & SD COMMITTEE												✓	4	~
		1. EQUITY SKILLS STRATEGY											~		
		2. SKILLS DVELOPMENT INDUCTION											~		
		3. TRAINING PROCEDURE											~		
25	EFFECTIVE LEADERSHIP												· ✓	3	~
2.5		1. BASIC LEADERSHIP											·	5	
		2. BUILDING RELATIONSHIPS											·		
		3. MOTIVATE & BUILD A TEAM											· ~		
		4. STAFF MOTIVATION											<ul> <li>✓</li> </ul>		
20			✓	0.5	~	1	~						v		
	EMAIL ETIQUETTE			0.5		1									
			✓ √	0.5	✓ √	1	✓ √	-	2-	-	- /	/			
	EQUITY SKILLS STRATEGY		~	0.5	~	1	~	✓ ✓	2.5	✓ ✓	✓ ✓	✓ ✓			
	FIRE FIGHTING							✓ ✓	1		✓ ✓				
	FIRST AID LEVEL 1		-					<ul> <li>✓</li> </ul>	2	~	~	✓			
	FIRST AID REFRESHER - LEVEL 1		-					✓ ✓	1						
	FIRST AID LEVEL 2		_					✓ ✓	3.5	✓	~	~			
	FIRST AID REFRESHER - LEVEL 2							<ul> <li>✓</li> </ul>	2.5	<u> </u>		,			
	FIRST AID LEVEL 3							<ul> <li>✓</li> </ul>	4	~	✓	~			
	FIRST AID REFRESHER - LEVEL 3						<u> </u>	1	3						
	HUMAN RESOURCES		✓	0.5	✓	1	~								
37	HUMAN RESOURCE DEVELOPMENT												✓	3	~
		1. CULTURAL DIVERSITY											✓		
		2. HUMAN RESOURCES											✓		
													✓	_	
		3. LABOUR LAW			( ) · · · · · · · · · · · · · · · · · ·		1	·	1	1	1	(*******	✓	-	
		3. LABOUR LAW 4. LABOUR RELATIONS													
38	IMPROVED INDUSTRIAL PRODUCTIVITY		~	0.5	~	1	~								
	IMPROVED INDUSTRIAL PRODUCTIVITY INVENTORY (STOCK & STORES)		✓ ✓	0.5 0.5	✓ ✓	1	✓ ✓								
39															
39 40	INVENTORY (STOCK & STORES)		~	0.5	✓	1	~								
39 40 41	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS		✓ ✓	0.5 0.5 0.5	✓ ✓	1 1	✓ ✓								
39 40 41 42	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING		✓ ✓ ✓	0.5 0.5 0.5 0.5	✓ ✓	1 1 1	✓ ✓	✓	4	✓	✓	✓			
39 40 41 42 43	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS		✓ ✓ ✓ ✓	0.5 0.5 0.5	✓ ✓ ✓	1 1	✓ ✓ ✓	✓	4	✓	✓	✓			
39 40 41 42 43 44	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING LIVING HEALTHILY (INCLUDING THE EFFECTS OD SUBSTANCE ABUSE) LOGISTIC CONTROL		✓ ✓ ✓ ✓ ✓	0.5 0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓	1 1 1	✓ ✓ ✓ ✓	✓ ✓	4	✓	✓	✓		3	✓
39 40 41 42 43 44	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING LIVING HEALTHILY (INCLUDING THE EFFECTS OD SUBSTANCE ABUSE)	4. LABOUR RELATIONS	✓ ✓ ✓ ✓ ✓	0.5 0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓	1 1 1	✓ ✓ ✓ ✓	✓ ✓	4	✓ ✓	✓	✓		3	✓
39 40 41 42 43 44	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING LIVING HEALTHILY (INCLUDING THE EFFECTS OD SUBSTANCE ABUSE) LOGISTIC CONTROL	4. LABOUR RELATIONS	✓ ✓ ✓ ✓ ✓	0.5 0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓	1 1 1	✓ ✓ ✓ ✓	✓ ✓	4	✓ 	✓	✓	✓	3	✓
39 40 41 42 43 44	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING LIVING HEALTHILY (INCLUDING THE EFFECTS OD SUBSTANCE ABUSE) LOGISTIC CONTROL	4. LABOUR RELATIONS 	✓ ✓ ✓ ✓ ✓	0.5 0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓	1 1 1	✓ ✓ ✓ ✓	✓ ✓	4	✓ ✓	✓ 	✓ 	✓ ✓ ✓	3	✓
39 40 41 42 43 44	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING LIVING HEALTHILY (INCLUDING THE EFFECTS OD SUBSTANCE ABUSE) LOGISTIC CONTROL	4. LABOUR RELATIONS 	✓ ✓ ✓ ✓ ✓	0.5 0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓	1 1 1	✓ ✓ ✓ ✓	✓ ✓	4	✓ ✓	×	✓ 	✓ ✓ ✓ ✓	3	✓
39 40 41 42 43 44 45	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING LIVING HEALTHILY (INCLUDING THE EFFECTS OD SUBSTANCE ABUSE) LOGISTIC CONTROL MAINTAINING PERSONAL HEALTH	4. LABOUR RELATIONS 	✓ ✓ ✓ ✓ ✓ ✓	0.5 0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓	1 1 1 1	✓ ✓ ✓ ✓ ✓						✓ ✓ ✓	3	✓ 
39 40 41 42 43 44 45 	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING LIVING HEALTHILY (INCLUDING THE EFFECTS OD SUBSTANCE ABUSE) LOGISTIC CONTROL MAINTAINING PERSONAL HEALTH MANAGING PERSONAL FINANCE	4. LABOUR RELATIONS 		0.5 0.5 0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓ ✓	1 1 1 1 1 1		✓ ✓	4	✓ ✓	✓ ✓	✓ ✓	✓ ✓ ✓ ✓	3	✓ 
39 40 41 42 43 44 45 	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING LIVING HEALTHILY (INCLUDING THE EFFECTS OD SUBSTANCE ABUSE) LOGISTIC CONTROL MAINTAINING PERSONAL HEALTH MANAGING PERSONAL FINANCE MARKETING PRINCIPLES	4. LABOUR RELATIONS 		0.5 0.5 0.5 0.5 0.5 0.5 0.5		1 1 1 1 1 1 1 1 1							✓ ✓ ✓ ✓	3	✓ 
39 40 41 42 43 44 45 	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING LIVING HEALTHILY (INCLUDING THE EFFECTS OD SUBSTANCE ABUSE) LOGISTIC CONTROL MAINTAINING PERSONAL HEALTH MANAGING PERSONAL FINANCE MARKETING PRINCIPLES MECHANICAL THEORY	4. LABOUR RELATIONS 	V           V	0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5		1 1 1 1 1 1 1 1 1 1		✓	4	✓ ✓	✓	✓	✓ ✓ ✓ ✓	3	✓
39 40 41 42 43 44 45 45 45 45 46 47 48 49	INVENTORY (STOCK & STORES) LABOUR LAW LABOUR RELATIONS LADDER TRAINING LIVING HEALTHILY (INCLUDING THE EFFECTS OD SUBSTANCE ABUSE) LOGISTIC CONTROL MAINTAINING PERSONAL HEALTH MANAGING PERSONAL FINANCE MARKETING PRINCIPLES	4. LABOUR RELATIONS 		0.5 0.5 0.5 0.5 0.5 0.5 0.5		1 1 1 1 1 1 1 1 1							✓ ✓ ✓ ✓	3	✓ ✓

	OHS ACCIDENT & INCIDENT INVESTIGATION		✓	0.5	✓	1	~	✓	2	✓	✓	~		ı	
	OHS COMMITTEE		•	0.5	v	1	v	▼ ✓	2	▼ ✓	• ✓	• ✓		┝──┤	
	OHS COMMITTEE LEADER							-	2			-	✓	4	✓
55		1. OHS COMMITTEE											~	<u> </u>	
		2. EVACUATION LEADER											~		
		3. OHS ACCIDENT & INCIDENT											✓		
54	OHS INDUCTION		✓	0.5	✓	1	✓	✓	1	✓	✓	✓			
	OHS MANAGEMENT (LEVEL - 3)	PREREQUISITE:						✓	2	✓	~	✓			
		OHS REPS; ACCIDENT & INCIDENT;													
		EVACUATION LEADER; OHS COMMITTEE													
56	OHS MANAGEMENT LEADER (LEVEL - 4)								10				✓	5	~
		1. OHS REPRESENTATIVE											✓		
		2. OHS ACCIDENT & INCIDENT INVESTIGATION											✓		
		3. WORKPLACE EVACUATION (LEADER)											<b>√</b>		
		4. OHS COMMITTEE											<ul> <li>✓</li> </ul>		
		5. OHS MANAGEMENT											✓	$\parallel$	
	OHS REPRESENTATIVE		✓	0.5	~	1	~	~	2	~	~	~		⊢	
	ORGANIC GARDENING PERSONAL ENRICHMENT		•	0.5	•	1	v						~	3	~
59	PERSONAL ENRICHIVIENT	1. ENTREPRENEURSHIP											▼ ✓	3	v
		2. STRESS MANAGEMENT											• ✓	<u>     </u>	
		3. TIME MANAGEMENT											· ✓		
		4. WORKPLACE ETHICS													
60	PERSONAL DEVELOPMENT												√	3	✓
55		1. LIFE SKILLS	1										· •		-
		2. MANAGE PERSONAL FINANCE	1	1	<u> </u>	<u> </u>							√		
	3. POWER OF POSITIVE THINKING	1										~			
		4. WORKPLACE ETHICS	1										~		
61	PRODUCTION & OPERATIONS		✓	0.5	✓	1	✓								
	PROJECT PLANNING & CONTROL		~	0.5	~	1	✓								
	PUBLIC RELATIONS		1	0.5	~	1	~								
64	PURCHASING		~	0.5	<ul> <li>✓</li> </ul>	1	✓								
65	QUALITY CONTROL		✓	0.5	✓	1	✓								
	RETAIL CONCEPTS		✓	0.5	✓	1	✓								
67	RETAIL CONFLICT PREVENTION & CUSTOMER CARE		✓	0.5	✓	1	✓								
	RISK CONTROL		✓	0.5	✓	1	✓								
69	SAFETY OFFICER												✓	5	
	MODULE 1: CHOOSE ANY 2 SUBJECTS	1. ADMINISTRATION													
		2. BUSINESS COMMUNICATIONS													
		3. BASIC LEADERSHIP												$\parallel$	
		4. STRATEGIC PLANNING												$\square$	
	MODULE 2: CHOOSE ANY 2 SUBJECTS	5. HYGIENE												$\vdash$	
<b>├</b> ── <b>├</b> ─────		6. SUBSTANCE ABUSE												$\mid$	
		7. LADDER TRAINING												$\vdash$	
	MODULE 3: CHOOSE ANY 2 SUBJECTS	8. HIV & AIDS AWARENESS												⊢	
	MODULE 3: CHOUSE ANY 2 SUBJECTS	9. OHS REPRESENTATIVE 10. EVACUATION LEADER												⊢	
		11. QUALITY CONTROL												⊢−−∣	
	MODULE 4: CHOOSE ANY 2 SUBJECTS	12. OHS ACCIDENT & INCIDENT INVESTIGATION												$\vdash$	
	MODULE 4. CHOOSE ANY 2 SUBJECTS	13. OHS COMMITTEE												<u>├</u>	
		14. OHS MANAGEMENT													
70	SALES & MARKETING												~	3	~
		1. ADVERTISING											~		
		2. MARKETING PRINCIPLES	1		<u> </u>								<ul> <li>✓</li> </ul>		
		3. SALES TECHNIQUE	1										~		
71	SALES TECHNIQUES	-	~	0.5	~	1	✓								
72	SEXUALLY TRANSMITTED INFECTIONS INCLUHIV & AIDS AWARENESS		~	0.5	~	1	✓	✓	2	~	~	~			
	SKILLS DEVELOPMENT COMMITTEE												✓	2	~
73			1										✓		
73		1. SKILLS INDUCTION											✓		
		1. SKILLS INDUCTION         2. TRAINING PROCEDURE												. –	
	SKILLS DEVELOPMENT INDUCTION		~	0.5	~	1	✓	✓	2	✓	~	✓			
74 75	SKILLS DEVELOPMENT INDUCTION STOCK & STORES		~	0.5	✓	1 1	~	~	2	~	~	√			
74 75 76	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING		✓ ✓	0.5 0.5	✓ ✓	1 1	✓ ✓	✓	2	✓	✓	✓			
74 75 76 77	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT		~	0.5	✓	1	~	✓ 	2	✓ 	×	~			
74 75 76 77	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING	2. TRAINING PROCEDURE	✓ ✓	0.5 0.5	✓ ✓	1 1	✓ ✓	✓ 	2	✓ 	×		✓	4	~
74 75 76 77	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT	2. TRAINING PROCEDURE 1. ASSERTIVENESS & DELEGATING	✓ ✓	0.5 0.5	✓ ✓	1 1	✓ ✓	✓ 	2	✓ 			~	4	✓
74 75 76 77	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT	2. TRAINING PROCEDURE 	✓ ✓	0.5 0.5	✓ ✓	1 1	✓ ✓		2	✓ 	✓		✓ ✓	4	✓
74 75 76 77	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT	2. TRAINING PROCEDURE 	✓ ✓	0.5 0.5	✓ ✓	1 1	✓ ✓		2			✓	✓ ✓ ✓	4	✓ 
74 75 76 77	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT	2. TRAINING PROCEDURE 	✓ ✓	0.5 0.5	✓ ✓	1 1	✓ ✓		2	✓ 		✓	✓ ✓ ✓ ✓	4	✓ 
74 75 76 77 78	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT SUCCESFUL MANAGEMENT	2. TRAINING PROCEDURE 	✓ ✓ ✓	0.5 0.5 0.5	✓ ✓ ✓	1 1 1	✓ ✓ ✓		2			✓	✓ ✓ ✓	4	✓ 
74 75 76 77 78 78	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT SUCCESFUL MANAGEMENT SUPERVISORY PRINCIPLES	2. TRAINING PROCEDURE 	✓ ✓ ✓ ✓	0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓	1 1 1	✓ ✓ ✓ ─		2			✓ 	✓ ✓ ✓ ✓	4	✓
74 75 76 77 78 78 79 80	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT SUCCESFUL MANAGEMENT SUPERVISORY PRINCIPLES TEAMWORK	2. TRAINING PROCEDURE 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓ ✓ ✓	1 1 1 			2				✓ ✓ ✓ ✓	4	✓ 
74 75 76 77 78 78 79 80 81	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT SUCCESFUL MANAGEMENT SUPERVISORY PRINCIPLES TEAMWORK THE POWER OF POSITIVE THINKING & ATTITUDE	2. TRAINING PROCEDURE 	✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓           ✓	0.5 0.5 0.5 0.5 0.5 0.5 0.5		1 1 1 			2				✓ ✓ ✓ ✓	4	✓
74 75 76 77 78 78 79 80 81 82	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT SUCCESFUL MANAGEMENT SUPERVISORY PRINCIPLES TEAMWORK THE POWER OF POSITIVE THINKING & ATTITUDE TIME MANAGEMENT	2. TRAINING PROCEDURE 	•           •	0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	1 1 1 1 1 1 1 1 1 1			2				✓ ✓ ✓ ✓	4	✓ 
74 75 76 77 78 79 80 81 82 83	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT SUCCESFUL MANAGEMENT SUPERVISORY PRINCIPLES TEAMWORK THE POWER OF POSITIVE THINKING & ATTITUDE TIME MANAGEMENT TOOL CARE	2. TRAINING PROCEDURE 		0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5		1 1 1 1 1 1 1 1 1 1 1 1			2				✓ ✓ ✓ ✓	4	✓
74 75 76 77 78 79 80 81 82 83 84	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT SUCCESFUL MANAGEMENT SUPERVISORY PRINCIPLES TEAMWORK THE POWER OF POSITIVE THINKING & ATTITUDE TIME MANAGEMENT TOOL CARE TRAINING PROCEDURE	2. TRAINING PROCEDURE 	*           *	0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	1 1 1 1 1 1 1 1 1 1 1 1 1 1			2				✓ ✓ ✓ ✓	4	✓
74 75 76 77 78 79 80 81 82 83 84 85	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT SUCCESFUL MANAGEMENT SUCCESFUL MANAGEMENT SUPERVISORY PRINCIPLES TEAMWORK THE POWER OF POSITIVE THINKING & ATTITUDE TIME MANAGEMENT TOOL CARE TRAINING PROCEDURE UNLEASH YOUR LEADERSHIP PERFORMANCE	2. TRAINING PROCEDURE 	*           *	0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 1	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	1 1 1 1 1 1 1 1 1 1 1 2			2				✓ ✓ ✓ ✓	4	✓
74 75 76 77 78 79 80 81 82 83 84 85 86	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT SUCCESFUL MANAGEMENT SUCCESFUL MANAGEMENT SUPERVISORY PRINCIPLES TEAMWORK THE POWER OF POSITIVE THINKING & ATTITUDE TIME MANAGEMENT TOOL CARE TRAINING PROCEDURE UNLEASH YOUR LEADERSHIP PERFORMANCE UNLEASH YOUR POWER OF PERFORMANCE	2. TRAINING PROCEDURE 	*           *	0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	1 1 1 1 1 1 1 1 1 1 1 2 2	✓           ✓		2				✓ ✓ ✓ ✓	4	✓ 
74 75 76 77 78 79 80 81 82 83 84 85 86 87	SKILLS DEVELOPMENT INDUCTION STOCK & STORES STRATEGIC PLANNING STRESS MANAGEMENT SUCCESFUL MANAGEMENT SUCCESFUL MANAGEMENT SUPERVISORY PRINCIPLES TEAMWORK THE POWER OF POSITIVE THINKING & ATTITUDE TIME MANAGEMENT TOOL CARE TRAINING PROCEDURE UNLEASH YOUR LEADERSHIP PERFORMANCE	2. TRAINING PROCEDURE 	*           *	0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 1	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	1 1 1 1 1 1 1 1 1 1 1 2			2				✓ ✓ ✓ ✓	4	· · · · · · · · · · · · · · · · · · ·



## SAFETY - EQUITY - B-BBEE - SKILLS YOUR COMPLIANCE IS OUR BUSINESS

Request a quotation for your training requirements by contacting: <u>anabela@pgca.co.za</u> or <u>etienne@pgca.co.za</u> alternatively order online <u>https://www.pgca.co.za/store-all-training-courses</u>

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