

# TRAINING LIST - 2020

## TYPES OF TRAINING

- PUBLIC
- LIVE
- ON-LINE
- SELF-STUDY



**P.G.C.A**



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

### LEVELS OF TRAINING

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



51	OHS ACCIDENT & INCIDENT INVESTIGATION		✓	0.5	✓	1	✓	✓	2	✓	✓	✓			
52	OHS COMMITTEE							✓	2	✓	✓	✓			
53	OHS COMMITTEE LEADER												✓	4	✓
		1. OHS COMMITTEE											✓		
		2. EVACUATION LEADER											✓		
		3. OHS ACCIDENT & INCIDENT											✓		
54	OHS INDUCTION		✓	0.5	✓	1	✓	✓	1	✓	✓	✓			
55	OHS MANAGEMENT (LEVEL - 3)							✓	2	✓	✓	✓			
		<b>PREREQUISITE:</b>													
		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)											✓		
		4. OHS COMMITTEE											✓		
		5. OHS MANAGEMENT											✓		
57	OHS REPRESENTATIVE							✓	2	✓	✓	✓			
58	ORGANIC GARDENING		✓	0.5	✓	1	✓								
59	PERSONAL ENRICHMENT												✓	3	✓
		1. ENTREPRENEURSHIP											✓		
		2. STRESS MANAGEMENT											✓		
		3. TIME MANAGEMENT											✓		
		4. WORKPLACE ETHICS											✓		
60	PERSONAL DEVELOPMENT												✓	3	✓
		1. LIFE SKILLS											✓		
		2. MANAGE PERSONAL FINANCE											✓		
		3. POWER OF POSITIVE THINKING											✓		
		4. WORKPLACE ETHICS											✓		
61	PRODUCTION & OPERATIONS		✓	0.5	✓	1	✓								
62	PROJECT PLANNING & CONTROL		✓	0.5	✓	1	✓								
63	PUBLIC RELATIONS		✓	0.5	✓	1	✓								
64	PURCHASING		✓	0.5	✓	1	✓								
65	QUALITY CONTROL		✓	0.5	✓	1	✓								
66	RETAIL CONCEPTS		✓	0.5	✓	1	✓								
67	RETAIL CONFLICT PREVENTION & CUSTOMER CARE		✓	0.5	✓	1	✓								
68	RISK CONTROL		✓	0.5	✓	1	✓								
69	SAFETY OFFICER												✓	5	
	<b>MODULE 1: CHOOSE ANY 2 SUBJECTS</b>	1. ADMINISTRATION													
		2. BUSINESS COMMUNICATIONS													
		3. BASIC LEADERSHIP													
		4. STRATEGIC PLANNING													
	<b>MODULE 2: CHOOSE ANY 2 SUBJECTS</b>	5. HYGIENE													
		6. SUBSTANCE ABUSE													
		7. LADDER TRAINING													
		8. HIV & AIDS AWARENESS													
	<b>MODULE 3: CHOOSE ANY 2 SUBJECTS</b>	9. OHS REPRESENTATIVE													
		10. EVACUATION LEADER													
		11. QUALITY CONTROL													
	<b>MODULE 4: CHOOSE ANY 2 SUBJECTS</b>	12. OHS ACCIDENT & INCIDENT INVESTIGATION													
		13. OHS COMMITTEE													
		14. OHS MANAGEMENT													
70	SALES & MARKETING												✓	3	✓
		1. ADVERTISING											✓		
		2. MARKETING PRINCIPLES											✓		
		3. SALES TECHNIQUE											✓		
71	SALES TECHNIQUES		✓	0.5	✓	1	✓								
72	SEXUALLY TRANSMITTED INFECTIONS INCLU HIV & AIDS AWARENESS		✓	0.5	✓	1	✓	✓	2	✓	✓	✓			
73	SKILLS DEVELOPMENT COMMITTEE												✓	2	✓
		1. SKILLS INDUCTION											✓		
		2. TRAINING PROCEDURE											✓		
74	SKILLS DEVELOPMENT INDUCTION		✓	0.5	✓	1	✓	✓	2	✓	✓	✓			
75	STOCK & STORES		✓	0.5	✓	1	✓								
76	STRATEGIC PLANNING		✓	0.5	✓	1	✓								
77	STRESS MANAGEMENT		✓	0.5	✓	1	✓								
78	SUCCESSFUL MANAGEMENT												✓	4	✓
		1. ASSERTIVENESS & DELEGATING											✓		
		2. BUSINESS ETIQUETTE											✓		
		3. CHANGE MANAGEMENT											✓		
		4. RISK CONTROL											✓		
		5. SUPERVISORY PRINCIPLES											✓		
79	SUPERVISORY PRINCIPLES		✓	0.5	✓	1	✓								
80	TEAMWORK		✓	0.5	✓	1	✓								
81	THE POWER OF POSITIVE THINKING & ATTITUDE		✓	0.5	✓	1	✓								
82	TIME MANAGEMENT		✓	0.5	✓	1	✓								
83	TOOL CARE		✓	0.5	✓	1	✓								
84	TRAINING PROCEDURE		✓	0.5	✓	1	✓								
85	UNLEASH YOUR LEADERSHIP PERFORMANCE		✓	1	✓	2	✓								
86	UNLEASH YOUR POWER OF PERFORMANCE		✓	1	✓	2	✓								
87	WORKPLACE ETHICS		✓	0.5	✓	1	✓								
88	WORKPLACE EVACUATION		✓	0.5	✓	1	✓	✓	2	✓	✓	✓			

# P.G.C.A



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

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