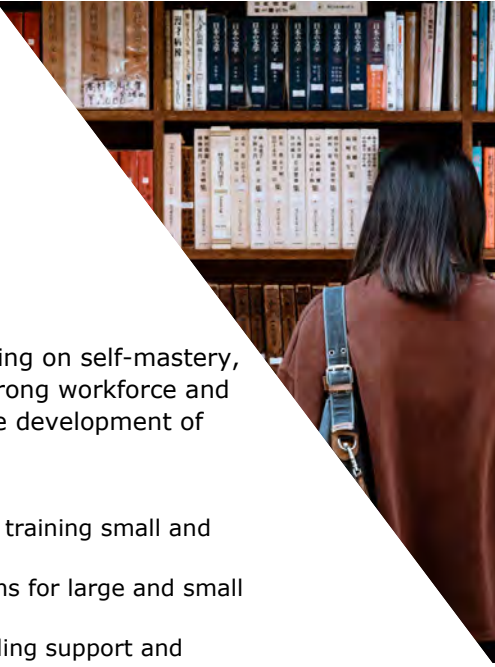




Staff Training

TRAINING CALENDAR 2026





AT A GLANCE

ABOUT US



0861 996 660



INFO@STAFFTRAINING.CO.ZA



LUSITANIA SQUARE
PLATTEKLOOF GLEN
CAPE TOWN 7460



WWW.STAFFTRAINING.CO.ZA

Our Vision

To enable, empower and educate our learners by focusing on self-mastery, accountability and emotional intelligence. Creating a strong workforce and allowing for South African economic growth through the development of highly competent and focused leadership pipelines.

Our Values

Inclusivity – Affordable training for all, achieved through training small and large groups.

Knowledge – Customised, current and innovative solutions for large and small business, risk monitoring and pro-active content creation.

Caring - Focusing on empowering our delegates by providing support and healthy challenges and inspiring self-determination and accountability.

Relevance - Adaptation of leading global theories for the South African context and creative solution finding for today's challenges.

Excellence - Constantly striving to improve and achieve smooth turnkey delivery through exceptional client care and user friendly processes.

OUR PHILOSOPHY

Focus on Real Challenges

To continually understand and unpack current market challenges

Focus on Real Solutions

To continually adopt and adapt global theories and trends for African markets

Focus on Real People

To consistently help create real options for the larger SA workforce

Focus on Real Personal Growth

To consistently encourage accountability as a tool of choice

Focus on Real Skills Development

To focus on current and trending skills requirements

WHERE WE TRAIN



Cape Town, Johannesburg, Pretoria,
Polokwane, Durban & Port Elizabeth



Inhouse Training: We offer inhouse
training at your premises

About Us

Staff Training is a SETA accredited organisation, offering a wide range of soft skill, communications and leadership workshops and learnerships throughout South Africa.

Our highly capable facilitators engage with our delegates using a wide variety of training tools, creating in-depth and very practical approaches to everyday situations.

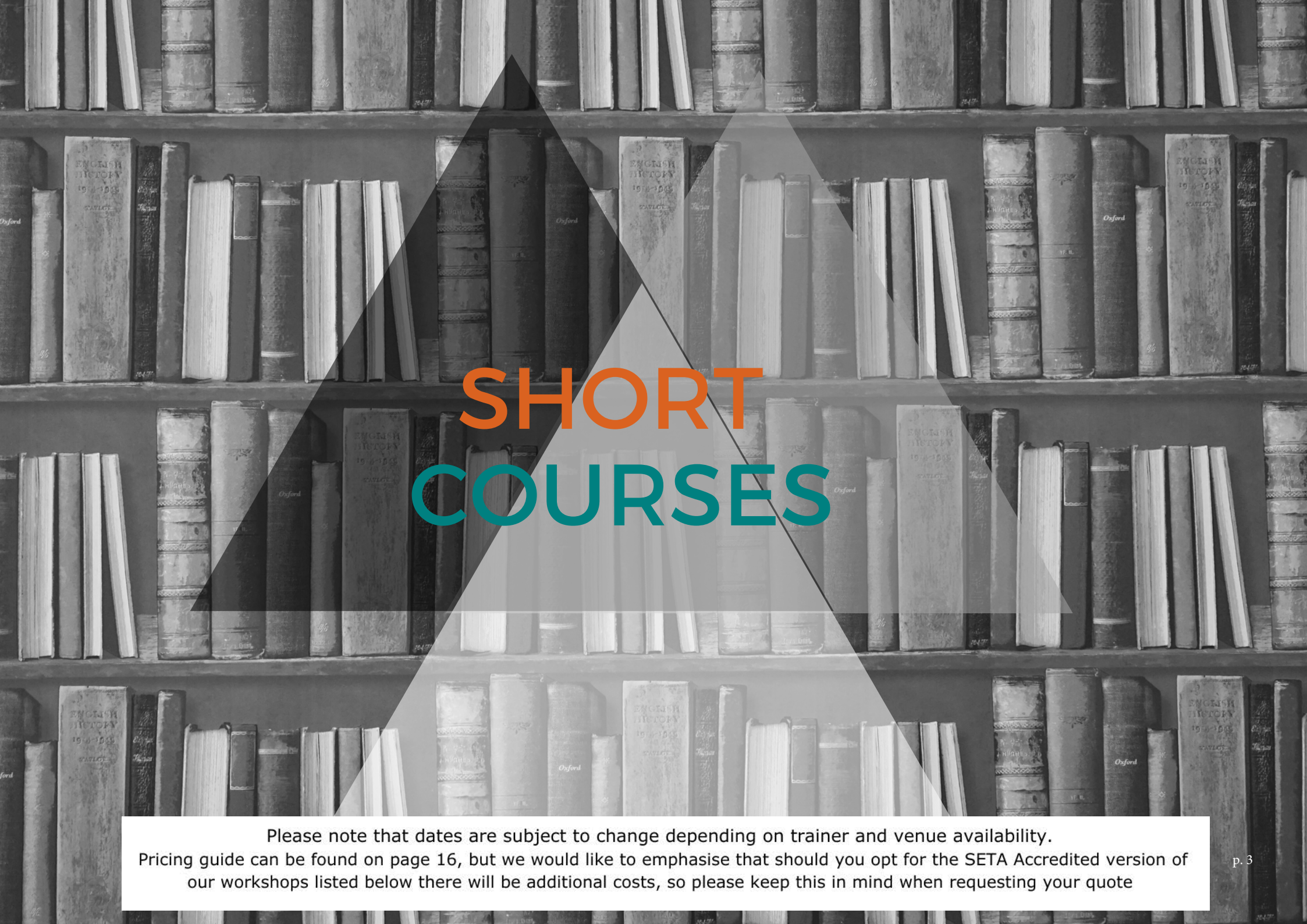
We also work closely with our clients to customise workshops for specific outcomes, providing comprehensive HR solutions, enabling us to address the root cause of the business challenges being faced.

- **Pre-Workshop Surveys** – Measurement of the current state of skills
- **Post Workshop Surveys** - Assessment of workshop knowledge retention.
- **Classroom Learning** – Nationwide with highly motivated facilitators
- **Virtual Learning** - Any of our workshops can also be presented virtually, via Zoom or Teams.
- **Post Workshop E-learning** - Afterburner courses expanding on knowledge gained in training.
- **Competency Testing** - SETA accreditation and Skills Check for KPI Reporting
- **Online Learning** - A continually expanding portfolio.
- **50 Days of Focus** - A motivational tool assisting with skills implementation.
- **LevelUp Coaching** - One-on-one coaching option for those who would like to address and build on the knowledge they gained during training.
- **PowerPath Coaching** - An add-on to our management courses and a powerful investment into your future leaders.



*In addition, our flagship offerings include comprehensive self-mastery and leadership training using the **Enneagram**, a globally acclaimed personal growth and leadership tool. These Enneagram packages are combined with Leadership, Emotional Intelligence, Self Mastery and Team Development solutions.*

Staff Training is registered on the Central Supplier Database and is an EME level 4 contributor with 100% procurement recognition.



SHORT COURSES

Please note that dates are subject to change depending on trainer and venue availability.
Pricing guide can be found on page 16, but we would like to emphasise that should you opt for the SETA Accredited version of our workshops listed below there will be additional costs, so please keep this in mind when requesting your quote

Course	Duration	Unit Standard	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3 Day Leadership	3 Days	242824	CT		18-20		8-10		10-12		12-14		7-9	11-13	
			JHB, DBN		25-27		14-16		24-26			2-4	28-30	25-27	
			Virtual	28-30		3-5		6-8		8-10	26-28			4-6	
Adapting to Change	2 Days	115407	CT, PLK, PE			5-6		19-20			6-7		15-16		
			JHB,PTA,DBN			5-6		19-20			6-7		15-16		
			Virtual			5-6		19-20			6-7		15-16		
Assertiveness	1 Day	N/A	CT, PLK, PE		2	27		6	25		14		8		3
			JHB,PTA,DBN		2	27		6	25		14		8		3
			Virtual		2	27		6	25		14		8		3
Basic Project Management	2 Days	252022	CT, PLK, PE		17-18	18-19		28-29			27-28		14-15		
			JHB,PTA,DBN		17-18	18-19		28-29			27-28		14-15		
			Virtual		17-18	18-19		28-29			27-28		14-15		
Bullying in the Workplace	Half Day	N/A	CT, PLK, PE	23		17			12			22			8
			JHB,PTA,DBN	23		17			12			22			8
			Virtual	23		17			12			22			8
Business Etiquette and Professionalism	1 Day	14359	CT, PLK, PE	27	24		28			2		10		2	
			JHB,PTA,DBN	27	24		28			2		10		2	
			Virtual	27	24		28			2		10		2	
Business Writing Skills	1 Day	12153	CT, PLK, PE	30		5		29			26		2		7
			JHB,PTA,DBN	30		5		29			26		2		7
			Virtual	30		5		29			26		2		7
Business Writing with AI Integration	2 Days	12153	CT, PLK, PE		3			5			6		28		
			JHB,PTA,DBN		3			5			6		28		
			Virtual		3			5			6		28		

Course	Duration	Unit Standard	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Coaching and Mentoring	2 Days	252035	CT, PLK, PE	22-23		10-11		21-22		23-24		8-9		11-12	
			JHB,PTA,DBN	22-23		10-11		21-22		23-24		8-9		11-12	
			Virtual	22-23		10-11		21-22		23-24		8-9		11-12	
Coaching Skills for Supervisors	2 Days	252035	CT, PE		4-5		23-24		4-5		13-14			19-20	
			JHB, DBN		4-5		23-24		4-5		13-14			19-20	
			Virtual		4-5		23-24		4-5		13-14			19-20	
Collaboration as a Management Tool	1 Day	242817	CT, PLK, PE		13		22			31			13		4
			JHB,PTA,DBN		13		22			31			13		4
			Virtual		13		22			31			13		4
Combating Digital Fatigue	Half Day	N/A	CT, PLK, PE	30			17			28			1		
			JHB,PTA,DBN	30			17			28			1		
			Virtual	30			17			28			1		
Communication Excellence	1 Day	8968	CT, PLK, PE	22		13	17		18		5		27	13	
			JHB,PTA,DBN	22		13	17		18		5		27	13	
			Virtual	22		13	17		18		5		27	13	
Communicating for Efficiency	2 Days	N/A	CT, PLK, PE	28-29		11-12		14-15			6-7			5-6	
			JHB,PTA,DBN	28-29		11-12		14-15			6-7			5-6	
			Virtual	28-29		11-12		14-15			6-7			5-6	
Conflict and Diversity	2 Days	8664	CT, PLK, PE		23-24		29-30		17-18			29-30		25-26	
			JHB,PTA,DBN		23-24		29-30		17-18			29-30		25-26	
			Virtual		23-24		29-30		17-18			29-30		25-26	

Course	Duration	Unit Standard	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Conflict Management	2 Days	114226	CT, PLK, PE		3-4		14-15		8-9			10-11		9-10	
			JHB,PTA,DBN		3-4		14-15		8-9			10-11		9-10	
			Virtual		3-4		14-15		8-9			10-11		9-10	
Critical Thinking and Problem Solving	2 Days	9015	CT, PLK, PE			9-10		26-27			12-13			17-18	
			JHB,PTA,DBN			9-10		26-27			12-13			17-18	
			Virtual			9-10		26-27			12-13			17-18	
Customer Care	1 Day	10354	CT, PE	27	9	3		12		7	18		20		
			JHB, DBN	27	9	3		12		7	18		20		
			Virtual	27	9	3		12		7	18		20		
Customer Care Training	2 Days	10354	CT, PLK, PE		4-5		15-16		2-3	30-31		17-18		23-24	
			JHB,PTA,DBN		4-5		15-16		2-3	30-31		17-18		23-24	
			Virtual		4-5		15-16		2-3	30-31		17-18		23-24	
Customer Care for Delivery Staff	Half Day	25217	CT, PLK, PE	21		17		13			4		6		
			JHB,PTA,DBN	21		17		13			4		6		
			Virtual	21		17		13			4		6		
Debt Collecting	2 Days	242814	CT, PLK, PE		16-17		20-21			15-16			22-23		9-10
			JHB,PTA,DBN		16-17		20-21			15-16			22-23		9-10
			Virtual		16-17		20-21			15-16			22-23		9-10
Delegating for Success	1 Day	242817	CT, PLK, PE		12		7		29			23		30	
			JHB,PTA,DBN		12		7		29			23		30	
			Virtual		12		7		29			23		30	

Course	Duration	Unit Standard	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Developing your Management Potential I	1 Day	242817	CT, PLK, PE		10	26		13		14		15		17	
			JHB,PTA,DBN		10	26		13		14		15		17	
			Virtual		10	26		13		14		15		17	
Developing your Management Potential II	1 Day	242817	CT, PLK, PE		11	27		14		15		16		18	
			JHB,PTA,DBN		11	27		14		15		16		18	
			Virtual		11	27		14		15		16		18	
Developing your Management Potential III	1 Day	242817	CT, PLK, PE		13	30		18		17		18		20	
			JHB,PTA,DBN		13	30		18		17		18		20	
			Virtual		13	30		18		17		18		20	
Digital Etiquette	Half Day	N/A	CT, PE	20			24		23			21			2
			JHB, DBN	20			24		23			21			2
			Virtual	20			24		23			21			2
Diversity and Inclusion	1 Day	8664	CT, PLK, PE		6		21		30			28		19	
			JHB,PTA,DBN		6		21		30			28		19	
			Virtual		6		21		30			28		19	
Effective Service Delivery	2 Days	120372	CT, PLK, PE		10-11		1-2		10-11		24-25		21-22		
			JHB,PTA,DBN		10-11		1-2		10-11		24-25		21-22		
			Virtual		10-11		1-2		10-11		24-25		21-22		
Emotional Intelligence	1 Day	252031	CT, PLK, PE		18	20		5		21	21		7		4
			JHB,PTA,DBN		18	20		5		21	21		7		4
			Virtual		18	20		5		21	21		7		4

Course	Duration	Unit Standard	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
English Business Writing Skills	2 Days	12153	CT, PLK, PE	20-21		23-24			2-3		19-20			2-3	
			JHB,PTA,DBN	20-21		23-24			2-3		19-20			2-3	
			Virtual	20-21		23-24			2-3		19-20			2-3	
Enneagram and Emotional Intelligence for Leaders	2 Days	120305	CT, PLK, PE	15-16		25-26			29-30			14-15			
			JHB,PTA,DBN		2-3		29-30		22-23		4-5		19-20		
			Virtual		26-27		1-2			1-2				23-24	
Ethics in Management	2 Days	113924	CT, PLK, PE		19-20		9-10			9-10			12-13		2-3
			JHB,PTA,DBN		19-20		9-10			9-10			12-13		2-3
			Virtual		19-20		9-10			9-10			12-13		2-3
Etiquette, Ethics and Customer Care	1 Day	14359	CT, PLK, PE	26		25		11		22		11		16	
			JHB,PTA,DBN	26		25		11		22		11		16	
			Virtual	26		25		11		22		11		16	
Feedback as a Management Tool	1 Day	242817	CT, PLK, PE		12		7		19		11		26		
			JHB,PTA,DBN		12		7		19		11		26		
			Virtual		12		7		19		11		26		
Foundations of AI	Half Day	N/A	CT, PLK, PE		20			28			21				7
			JHB,PTA,DBN		20			28			21				7
			Virtual		20			28			21				7
Frontline for Medical Practices	1 Day	14338	CT, PLK, PE		17		13		5		3			3	
			JHB,PTA,DBN		17		13		5		3			3	
			Virtual		17		13		5		3			3	
Frontline for Security Staff	1 Day	N/A	CT, PLK, PE	19		2		8		3			1		
			JHB,PTA,DBN	19		2		8		3			1		
			Virtual	19		2		8		3			1		

Course	Duration	Unit Standard	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Frontline Reception I	1 Day	14338	CT, PLK, PE		12	18		27		29	20		21	27	
			JHB,PTA,DBN		12	18		27		29	20		21	27	
			Virtual		12	18		27		29	20		21	27	
Frontline Reception II	1 Day	110082	CT, PLK, PE		13	19		28		31	25		23	30	
			JHB,PTA,DBN		13	19		28		31	25		23	30	
			Virtual		13	19		28		31	25		23	30	
Frontline Service and Upselling	1 Day	114824	CT, PLK, PE			4	23		24		3	23		10	
			JHB,PTA,DBN			4	23		24		3	23		10	
			Virtual			4	23		24		3	23		10	
Goods Receiving and Dispatch	1 Day	114896	CT, PLK, PE	22		30			4	14		4			1
			JHB,PTA,DBN	22		30			4	14		4			1
			Virtual	22		30			4	14		4			1
Harassment in the Workplace	1 Day	116489	CT, PLK, PE	19			8			13			30		
			JHB,PTA,DBN	19			8			13			30		
			Virtual	19			8			13			30		
Having Courageous Discussions	1 Day	N/A	CT, PLK, PE			6		7		16		17			
			JHB,PTA,DBN			6		7		16		17			
			Virtual			6		7		16		17			
HIV, AIDS and GBV	Half Day	13915	CT, PLK, PE			13		20			21	22			8
			JHB,PTA,DBN			13		20			21	22			8
			Virtual			13		20			21	22			8

Course	Duration	Unit Standard	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
How to Build Rapport	Half Day	N/A	CT, PLK, PE	28			22		8			9			
			JHB,PTA,DBN	28			22		8			9			
			Virtual	28			22		8			9			
How to Build Your Leadership Pipeline	2 Days	252034	CT, PLK, PE			16-17	7-8		17-18		17-18		14-15		
			JHB,PTA,DBN			16-17	7-8		17-18		17-18		14-15		
			Virtual			16-17	7-8		17-18		17-18		14-15		
How to Complete Tender Documents	1 Day	119712	CT, PLK, PE	16		9		15		20		16		4	
			JHB,PTA,DBN	16		9		15		20		16		4	
			Virtual	16		9		15		20		16		4	
How to Deal with Difficult Clients and Discussions	Half Day	114974	CT, PLK, PE	26		12		22		21		29		9	
			JHB,PTA,DBN	26		12		22		21		29		9	
			Virtual	26		12		22		21		29		9	
How to Engage Your Team	1 Day	242819	CT, PLK, PE		25		28	25		17			29		
			JHB,PTA,DBN		25		28	25		17			29		
			Virtual		25		28	25		17			29		
How to Lead a Team to Productivity	Half Day	120389	CT, PLK, PE			20			9		17			16	
			JHB,PTA,DBN			20			9		17			16	
			Virtual			20			9		17			16	
How to Lead in a Digital World	Half Day	N/A	CT, PLK, PE	22			20			8		21			10
			JHB,PTA,DBN	22			20			8		21			10
			Virtual	22			20			8		21			10

Course	Duration	Unit Standard	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
How to Manage Effective Meetings	Half-Day	242726	CT, PLK, PE		24		14		26			1		19	
			JHB,PTA,DBN		24		14		26			1		19	
			Virtual		24		14		26			1		19	
How to Manage Sexual Harassment Complaints	Half-Day	116489	CT, PLK, PE			13	13			27		7			
			JHB,PTA,DBN			13	13			27		7			
			Virtual			13	13			27		7			
How to Plan Effectively	1 Day	256134	CT, PLK, PE			16		26			31		26		
			JHB,PTA,DBN			16		26			31		26		
			Virtual			16		26			31		26		
Leading Change	2 Days	115407	CT, PLK, PE			23-24			22-23			2-3	29-30		
			JHB,PTA,DBN			23-24			22-23			2-3	29-30		
			Virtual			23-24			22-23			2-3	29-30		
Managing Millennials and Gen Z	1 Day	N/A	CT, PLK, PE	23		2		19		23			5		
			JHB,PTA,DBN	23		2		19		23			5		
			Virtual	23		2		19		23			5		
Merchandising	1 Day	114907	CT, PLK, PE			18			19		11		2	18	
			JHB,PTA,DBN			18			19		11		2	18	
			Virtual			18			19		11		2	18	

Course	Duration	Unit Standard	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Minute Taking	2 Days	13934	CT, PLK, PE		10-11	3-4		4-5		1-2		15-16		25-26	
			JHB,PTA,DBN		10-11	3-4		4-5		1-2		15-16		25-26	
			Virtual		10-11	3-4		4-5		1-2		15-16		25-26	
Office Management	2 Days	110021	CT, PLK, PE		26-27		9-10			6-7	19-20		8-9		
			JHB,PTA,DBN		26-27		9-10			6-7	19-20		8-9		
			Virtual		26-27		9-10			6-7	19-20		8-9		
Personal Effectiveness, Mastery and EI	2 Days	N/A	CT, PLK, PE			10-11		18-19		20-21			5-6		
			JHB,PTA,DBN			10-11		18-19		20-21			5-6		
			Virtual			10-11		18-19		20-21			5-6		
Personal Finance and Mental Health	Half Day	243189	CT, PLK, PE		9			4			31				1
			JHB,PTA,DBN		9			4			31				1
			Virtual		9			4			31				1
Presentation Skills	2 Days	242840	CT, PLK, PE		5-6		1-2		2-3		27-28			12-13	
			JHB,PTA,DBN		5-6		1-2		2-3		27-28			12-13	
			Virtual		5-6		1-2		2-3		27-28			12-13	
Report Writing	1 Day	242820	CT, PLK, PE		23			11		22		30	19		
			JHB,PTA,DBN		23			11		22		30	19		
			Virtual		23			11		22		30	19		
Resilience Training	2 Days	14063	CT, PLK, PE			19-20		21-22		29-30			27-28		
			JHB,PTA,DBN			19-20		21-22		29-30			27-28		
			Virtual			19-20		21-22		29-30			27-28		

Course	Duration	Unit Standard	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Responding to VUCA	1 Day	N/A	CT, PLK, PE	29				25		24			16		
			JHB,PTA,DBN	29				25		24			16		
			Virtual	29				25		24			16		
Sales for Admin Staff	1 Day	119462	CT, PLK, PE		16		16		1			7			
			JHB,PTA,DBN		16		16		1			7			
			Virtual		16		16		1			7			
Sales Negotiation	1 Day	119472	CT, PLK, PE			31			5		24		12		
			JHB,PTA,DBN			31			5		24		12		
			Virtual			31			5		24		12		
Stock Loss Prevention	1 Day	118045	CT, PLK, PE		16			12		6		14		5	
			JHB,PTA,DBN		16			12		6		14		5	
			Virtual		16			12		6		14		5	
Stress and Time Management	1 Day	15234	CT, PLK, PE		25	31			26	28		8		17	
			JHB,PTA,DBN		25	31			26	28		8		17	
			Virtual		25	31			26	28		8		17	
Telesales Training	1 Day	119462	CT, PLK, PE	27		31		29			11	28			
			JHB,PTA,DBN	27		31		29			11	28			
			Virtual	27		31		29			11	28			
Women in Management	1 Day	N/A	CT, PLK, PE			26		20		29		30		24	
			JHB,PTA,DBN			26		20		29		30		24	
			Virtual			26		20		29		30		24	

Power Sessions

10 Steps to Professional E-Mails	Introduction to Change Management
Eliminating Harassment in the Workplace	Professionalism in the Workplace
Eliminating Workplace Harassment and Bullying	Staying in Touch while Working Apart
Etiquette for Online Meetings	Stress and Time Management
How to Deal with Difficult Clients	Work-Life Balance
Emotional Intelligence	Email and Telephone Etiquette

***Power Sessions are condensed workshops offered as 1 hour, 2 hour or 3 hour sessions respectively.
Please get in touch with us to learn more and request a quote.***

Additional Workshops - Inhouse Only

Course	Duration	Unit Standard
Aids Awareness	½ Day & 1 Day	13915
Empowering Women in the Workplace	1 Day	N/A
Enneagram and Eagala*	1 and ½ Days	N/A
Enneagram and EQ for Leaders (Extended Day)	Extended Day	N/A
Enneagram and The Culture Canvas for Leaders	2 Days	N/A
How to do Research	1 Day	242839
Introduction to Recruitment *	2 Days	12140
Introduction to the Business World	2 x ½ Days	252210
Negotiating for Profits	1 Day	119472

Course	Duration	Unit Standard
Negotiation for Shop Stewards	2 Days	13948
Self Mastery Through the Enneagram	1 Day	264975
Sexual Harassment	½ Day or 1 Day	116489
Professional Team Approach	3 Days	14359
Team Development with the Enneagram	2 Days	264975
Team Refocus and Strategising	1 Day	N/A
The Competitive Recruiter *	1 Day	12140
The Ultimate Sales Approach	4 Days	N/A
Work-Life Balance*	2 Days	N/A

All workshops listed under our open-hosted training schedule, as well as the additional workshops listed above, are available as part of our Inhouse training option. Please get in touch with us to learn more and request a quote.

**** Please check availability***

Open-Hosted Pricing

Half-Day workshops:

Cape Town, Polokwane and Gqeberha	From R2 450
Johannesburg, Pretoria, Durban	From R2 500
Virtual	From R2 150

1-Day workshops:

Cape Town, Polokwane and Gqeberha	From R3 000
Johannesburg, Pretoria, Durban	From R3 250
Virtual	From R2 700

2-Day workshops:

Cape Town, Polokwane and Gqeberha	From R5 950
Johannesburg, Pretoria, Durban	From R6 550
Virtual	From R5 550

3-Days with Enneagram:

Cape Town	From R12 390
Johannesburg	From R13 380

SETA Accredited Workshops:

Our SETA Accredited courses include assessments and pricing will differ from our regular Open-Hosted pricing, we therefore ask that you please contact us to request a quote for your accredited training

For Inhouse and Group bookings, please contact us for a comprehensive quote.

Prices are subject to change and may vary based on location, amount of delegates and accreditation.

A stack of several books is shown, with the top book open. A large, semi-transparent triangle is overlaid on the image, with its base at the bottom and its apex pointing towards the top left. The text 'ACCREDITED UNIT STANDARDS' is centered within this triangle. The background is a dark, textured surface.

ACCREDITED UNIT STANDARDS

USID	Title	NQF	Credits	Days
Change				
252021	Formulate recommendations for a change process	5	8	2
Communication- Oral				
119454	Maintain and adapt oral communication	2	5	1
119459	Write/present/sign for a wide range of contexts	4	5	1
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5	1
119465	Write/present/sign texts for a range of communicative contexts	3	5	1
119472	Accommodate audience and context needs in oral/signed communication	3	5	1
12433	Use communication techniques effectively	5	8	2
Communication- Written				
119463	Access and use information from texts	2	5	1
119456	Write for a defined context	2	5	1
119457	Interpret and use information from texts	3	5	1
119469	Read/view, analyse and respond to a variety of texts	4	5	1
12153	Use the writing process to compose texts required in the business environment	4	5	1

USID	Title	NQF	Credits	Days
Conflict Management				
114226	Interpret and manage conflicts within the workplace	5	8	2
Critical Thinking and Problem Solving				
242822	Employ a systematic approach to achieving objectives	4	10	3
242817	Solve problems, make decisions and implement solutions	4	8	2
Customer Care				
242829	Monitor the level of service to a range of customers	4	5	1
114974	Apply the basic skills of customer service	2	2	1
13930	Monitor and control the receiving and satisfaction of visitors	3	4	1
10354	Contribute to a diverse working environment in a contact centre	2	8	2
14438	Attend to customer enquiries in an office setting	2	2	1
Disaster Management				
251960	Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge	3	5	1
Diversity				
252043	Manage a diverse work force to add value	5	6	2
Emotional Intelligence				
252031	Apply the principles and concepts of emotional intelligence to the management of self and others	5	4	1

USID	Title	NQF	Credits	Days
Ethics				
113924	Apply basic business ethics in a work environment	2	2	1
252042	Apply the principles of ethics to improve organisational culture	5	5	1
Finances				
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6	2
7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2	1
119674	Manage finances for a new venture	2	10	3
252040	Manage the finances of a unit	5	8	2
242810	Manage Expenditure against a budget	4	6	2
119666	Determine financial requirements of a new venture	2	8	2
13932	Prepare and process documents for financial and banking processes	3	5	1
HIV/AIDS				
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub—sector, own organization and a specific workplace	3	4	1
Leadership				
242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	4	6	2
120300	Analyse leadership and related theories in a work context	5	8	2
242824	Apply leadership concepts in a work context	4	12	3

USID	Title	NQF	Credits	Days
Learning				
119460	Use language and communication in occupational learning programmes	2	5	1
119467	Use language and communication in occupational learning programmes	3	5	1
252041	Promote a learning culture in an organisation	5	5	1
Management				
119668	Manage business operations	2	8	2
242818	Describe the relationship of junior management to other roles	4	5	1
252020	Create and manage an environment that promotes innovation	5	6	2
252025	Monitor, assess and manage risk	5	8	2
252044	Apply the principles of knowledge management	5	6	2
252029	Lead people development and talent management	5	8	2
252032	Develop, implement and evaluate an operational plan	5	8	2
252026	Apply a systems approach to decision making	5	6	2
252035	Select and coach first line managers	5	8	2

USID	Title	NQF	Credits	Days
Management- Continued				
252027	Devise and apply strategies to establish and maintain workplace relationships	5	6	2
242814	Identify and explain the core and support functions of an organisation	3	6	2
242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	4	5	1
Meeting				
242816	Conduct a structured meeting	4	5	1
13929	Co-ordinate meetings, minor events and travel arrangements	3	3	1
13934	Plan and prepare meeting communications	3	4	2
Numeracy				
7480	Demonstrate understanding of rational and irrational numbers and number systems	2	3	1
252036	Apply mathematical analysis to economic and financial information.	5	6	2
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6	2
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4	1
9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3	1

Continued on Page 23.

USID	Title	NQF	Credits	Days
New Venture				
119670	Produce a business plan for a new venture	2	8	2
119673	Identify and demonstrate entrepreneurial ideas and opportunities	2	7	2
119667	Identify the composition of a selected new venture's industry/sector and its procurement systems	2	8	2
Professionalism				
114959	Behave in a professional manner in a business environment	2	4	1
242815	Apply the organisation's code of conduct in a work environment	4	5	1
Project Management				
252022	Develop, implement and evaluate a project plan	5	8	2
Recruitment				
12140	Recruit and select candidates to fill defined positions	5	9	2
Teams				
242819	Motivate and Build a Team	4	10	3
242820	Maintain records for a team	3	4	1

USID	Title	NQF	Credits	Days
Teams- continued				
252037	Build teams to achieve goals and objectives	5	6	2
242812	Induct a member into a team	3	4	1
Tenders				
119712	Tender for business or work in a selected new venture	3	8	2
Time Management				
242811	Prioritise time and work for self and team	4	5	1

*Bookings can be made at **info@StaffTraining.co.za** or by calling our national offices at 0861 996 660*

Please note SETA has granted an extension on registrations for accredited unit standards, please contact us to discuss and arrange your accredited training

Staff Training Courses

Open-Hosted courses: Course manual, venue, lunch and refreshments supplied by our training venue. Please note that all one-day courses can be trained more in-depth over two-days.

Inhouse courses: All course manuals supplied. No lunch, refreshments or venue supplied.

Our Inhouse training is **fully customisable** and can be tailored to suit your organizational requirements. Staff Training will train up to a maximum of 20 delegates inhouse, but one-on-one training can also be arranged.

Virtual Training: We now offer clients a **virtual training option**, via Teams or Zoom. Please contact us to learn more.

SETA Accredited Courses

At Staff Training we offer you **SETA Accreditation** (as per the Services SETA requirements) at an **additional** fee. Please note that assessments can only be conducted on Services SETA Accredited courses.

Please note: Some Unit Standards are now historical and SETA has granted an extension on others... For more information and clarity on assessments please contact us.

Ongoing Learning

At Staff Training we offer you online **Afterburners** as an optional addition to some of our workshops. These **continued learning** courses are aimed at re-capping what was learnt during the workshop, and **expanding the learning to include** additional useful knowledge and skills.

We also offer **Skills Assessment Checks** as an optional addition to most of our workshops, **helping to improve the implementation of new skills** and increase the ROI of soft skills training.

Self-Study Online Course

A continually expanding portfolio. We offer you a range of **self-study Online Courses** to help you take your skills development online. **Flexible and affordable**, now you and your team can **learn anywhere and anytime**.

Payments and Cancellations

All fees are payable in advance, 21 days prior to course or within seven days of placing of order, whichever comes first. Cancellations or postponements **within 48 hours prior to the will carry a 100% penalty fee**, within 72 hours a 50% cancellation fee.

Optional Purchases: When ROI and Implementation Matter!

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. These sessions are particularly useful for unpacking real life scenarios and assisting with converting theory into practice under the tutelage of an experienced coach.

Surveys

Pre- and post-workshop surveys are available to help determine your specific goals and current training or change related needs. Surveys are a great measurement tool and help determine the impact of HR and management efforts.

PowerPath Coaching

An add-on to our management courses and a powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching:

Enneagram Group Coaching Journey

Enneagram: Insight to Action