

Training Calendar – 2017

No.	NAME OF WORKSHOP	COURSE OVERVIEW	DATES / VENUE
AAC01	Accounting Skills Fundamentals Two Days Workshop	<p>This workshop explores the basic financial skills that are needed to become an effective and successful supervisor. Case studies will be explored around aspects such as depreciation, cash flow, balance sheet, and budgets. Delegates will be up-skilled on managing these at their places of work.</p>	<p>Cape Town / Protea Hotel Breakwater Lodge 09 – 10 February 2017</p> <p>Bloemfontein / Anta Boga Hotel 09 – 10 March 2017</p> <p>Johannesburg / Emperors Palace Convention Centre 20 – 21 April 2017</p> <p>Rustenburg / Rustenburg Boutique Hotel 22 – 23 June 2017</p> <p>Durban / Hilton Durban 10 – 11 August 2017</p> <p>Port Elizabeth - Eastern Cape / Paxton Hotel 05 – 06 October 2017</p>
AAC02	Advanced Records Management Workshop Three Days Interactive Session	<p>Every organization and every individual has records! All of these deal with enormous amounts of records on a daily basis. Executives and support staff are inundated with data and information in various formats.</p> <p>In today's technological environment, organizations must learn how to handle records so that they can be used as needed in the future. Records must be managed from the time they are created or received through distribution, use, and maintenance, until they are finally destroyed or permanently archived.</p> <p>The Records Management Training Program will provide delegates with a basic overview of records management terminology, concepts, and procedures to successfully manage records in today's offices. Regardless of the media on which the record is stored, it must be properly managed to be an asset to the organization.</p> <p>Delegates will also learn and critique aspects of record characteristics, inventory, and also steps of record retention schedules and archival systems. Also, you'll learn to code and file according to the rules established by the Association of Records Managers and Administrators (ARMA). They will also know the legality issues that stems from records management in order to ensure that their businesses do not end up with unnecessary costs that would have been avoided</p>	<p>Port Elizabeth - Eastern Cape / Paxton Hotel 22 – 24 February 2017</p> <p>Nelspruit / La Villa Vita Hotel 15-17 March 2017</p> <p>Pretoria / Illyria House 11– 13 May 2017</p> <p>Bloemfontein / Anta Boga Hotel 26 – 28 July 2017</p> <p>Durban / Premier Hotel Pinetown 16 – 18 August 2017</p> <p>Cape Town / Protea Hotel Breakwater Lodge 01– 03 November 2017</p>
AAC03	Advanced Monitoring and Evaluation workshop	<p>The current recession is forcing many organizations both the public and private sectors to critically review at how we spend finances and use other resources. What value they get back from different</p>	<p>Port Elizabeth - Eastern Cape / Paxton Hotel 20 – 24 February 2017</p>

	<p>Three Days Interactive Session</p>	<p>processes and projects they finance. Good governance demands that these organizations account for organizational performance through results based management processes and procedures.</p> <p>This program expatiates on strategies which promote careful tracking and evaluation of the outcomes and impacts of projects and programmes and processes is essential for strategic evidence based policy formulation and remediation.</p> <p>South African businesses are now imbibing a broad shift towards toward evidence-based decision making. There is a wealth of information associated with measuring and tracking the progress of developmental processes across the globe using world systems and different departments gathering and analyzing statistics.</p>	<p>Cape Town / Adderley Hotel 19 – 21 April 2017</p> <p>Pretoria / SBH Hotel-Pretoria 07 – 09 June 2017</p> <p>Durban / Premier Hotel Pinetown 06 – 08 September 2017</p> <p>Kimberly – Bishops Lodge 22 – 24 November 2017</p>
<p>AAC04</p>	<p>Best Practice Reports and Proposals Writing Workshop</p> <p>Two Days Interactive Session</p>	<p>One of the essential knowledge components of being an effective manager or entrepreneur is understanding how to write reports and proposals. Even though there are several ranges of formats for writing reports and proposals which often depends on the purpose for which it is written. Whether for product analysis, inventory, feasibility studies, or something else, report writing is a skill you will use again and again. Having a method to prepare these documents will help you be as efficient as possible with the task.</p> <p>This course will build on a solid base of writing skills to present information in formal, informal, and proposal styles. Delegates attending this workshop will also learn that, no matter who you are or what you do, whether at work or in the community, you are likely involved in meetings. Meetings are costly, whether they are held in a company boardroom or at the local coffee shop. To ensure that meetings are productive and worth the expense involved, three ingredients are necessary: an assurance of closure, a strong chair or leader, and accurate minutes. It has been said that if accurate minutes have not been recorded, then the meeting may just as well not have taken place.</p> <p>Delegates will be drilled on how to identify information source and organizational procedures for obtaining and distributing information relevant to selected business functions, Prepare reports and proposals that inform, persuade, and provide information. Review your work so that it is clear, concise, complete, and correct.</p>	<p>Cape Town / Protea Hotel Breakwater Lodge 09- 10 March 2017</p> <p>Pretoria / Illyria House 05 – 06 May 2017</p> <p>East London / Premier Hotel Regent 13 – 14 July 2017</p> <p>Nelspruit / Mercure Hotel 05 –06 October 2017</p> <p>Rustenburg / Stay Easy Rustenburg 30 Nov – 01 December 2017</p>
<p>AAC05</p>	<p>Best Practice in Maintaining Aging Assets Infrastructure; Acquisition to Disposal of Assets Infrastructure, Asset Register, Asset Accounting and Reporting of Government Leases Workshop</p> <p>Three Days Interactive Session</p>	<p>As assets held by governments and the private sector are exceptionally valuable, (particularly capital assets). Therefore assuming their custody and stewardship is of great importance. Equally important is the need to provide for their maintenance and timely replacement.</p> <p>Today the collaboration between public and private sectors in the form of joint acquisition, management and maintenance of these assets means that great attention ought to be paid to issues of management of these assets to be able to serve the needs and interests of these different stakeholders.</p> <p>Information about the stock, assets transferred under property law and other arrangements, the cost of use, the need for replacement is therefore vital for decision making and to protect public assets from misuse and encroachment. It is seen that assets are the very mainstay of a public and private</p>	<p>Johannesburg / Emperors Palace Convention Centre 06 – 07 April 2017</p> <p>Nelspruit / La Villa Vita Hotel 07 – 09 June 2017</p> <p>East London / Garden Court East London 13 – 15 September 2017</p> <p>Durban / Premier Hotel Pinetown 15 – 17 November 2017</p>

		<p>enterprise's existence and its financial and operational wellbeing. As such the entire accounting and internal control framework revolves around the management of assets.</p> <p>This three days workshop is aimed at addressing issues relating to Public Assets Ageing Maintenance, Disposal of Assets, Asset Registering, Asset Accounting/Reporting, and Government Leases.</p>	
AAC06	<p>Corporate Governance: The King IV perspectives Workshop</p> <p>Two Days Interactive Session</p>	<p>For supervisors in today's business world, every person in a managerial position should be skilled in the essential knowledge of putting together a budget proposals and how to how to manage such budgets and to run an office.</p> <p>This workshop provides the basic training and background in budget and office management. Understanding budgets and how to manage an office will help delegates figure out where organizational resources fit into the operations.</p> <p>At the end of this workshop delegates will be able to investigate various aspects of financial transactions including cost, price, revenue, cost price, selling price, loss and profit, recording income and expenditure accurately.</p> <p>Delegates should have been skilled on representing budgets for monitoring and control and would have thorough knowledge of the budgeting process</p>	<p>Johannesburg / Courtyard Hotel Sandton 20 – 21 April 2017</p> <p>East London / Garden Court East London 06 – 07 July 2017</p> <p>Durban / Hilton Durban 21 – 22 September 2017</p> <p>Cape Town / Urban Chic Boutique Hotel 23 – 24 November 2017</p> <p>Nelspruit / Mercure Hotel 07 – 08 December 2017</p>
ACC07	<p>Incorporating Public Sector Governance, Corporate Governance King III & IV Perspectives, Effective Risk Management Oversight, Government Risk & Compliance (GRC) Framework and the Conduct of Effective Meetings Workshop.</p> <p>Three Days</p>	<p>While public sector governance is essential for the effective management of structures at all three tiers of government, corporate governance is critical for the effective functioning of organizations in both the public and private sectors including municipal and local governments. The course aims to explore the best practices and principles required in these organizations to ensure the development of leaders in a bid to add real value to their respective entities by enforcing good corporate governance in the workplace.</p> <p>The course offers practical advice on Corporate Governance and Ethics in the management and control of these organizations. The course pays importance to the conduct of the different meetings (operations and oversight meetings) at the respective levels in the governance framework of the organization. It thus provides in-depth coverage of the King III and the salient changes that are being put forward by the King IV codes which postulates principle-based and outcome-based rather than rule-based approach in the management and governance of organizations.</p> <p>One of the points of focus of the King IV codes being the concept of stakeholder inclusivity and the role of boards to ensure the need for organizations to pay critical attention to the environmental impacts of their operations and the need for stakeholder involvement.</p>	<p>Johannesburg / Emperors Palace Convention Centre 25 – 27 January 2017</p> <p>Cape Town / Protea Hotel Breakwater Lodge 22 – 24 February 2017</p> <p>East London / Garden Court East London 22 – 24 March 2016</p> <p>Bloemfontein / Southern Sun 17 – 19 May 2017</p> <p>Pretoria / Illyria House 24 – 26 May 2017</p> <p>Rustenburg / Sun City 28 – 30 June 2017</p> <p>Durban / Suncoast Towers 12 – 13 October 2017</p> <p>Kimberly / Bishops Lodge 23 – 24 November 2017</p> <p>Nelspruit / La Villa Vita Hotel 07 – 08 December 2017</p>
AAC08	<p>Change Management: Strategic Perspectives (planning, implementation and reviews)</p>	<p>Change is one aspect of life that is certain and constant in the world of business world. All around us, technologies, processes, people, ideas, and methods often change, affecting the way we perform daily tasks and live our lives. Whether as individuals or business we accept and embrace or reject change would be another thing. Successful players of businesses in both public and private sectors do agree that to be able to understand and manage change appropriately is what sets the business</p>	<p>Bloemfontein / Southern Sun 23 – 24 February 2017</p> <p>Kimberly / Bishops Lodge 20 – 21 April 2017</p>

	<p>Two Days Workshop</p>	<p>apart from its competitors.</p> <p>Change Management is important in today's professional world as organizational change is more the norm rather than the exception. More than ever, work roles and organizations are in a state of flux with changes in structure, re-deployment, and return to work, redundancy and personal crisis. Hence it is important to understand the change management process and learn some important change management tools.</p> <p>This Change Management Training Program is geared toward enlightening delegates on the change management process as well as some change management tools and principles that can support managers, consultants and other change facilitators to fulfil their mission: to initiate and sustain change processes.</p> <p>This Change Management workshop will give any leader tools to implement changes more smoothly and to have those changes better accepted. This workshop will also give all participants an understanding of how change is implemented and some tools for managing their reactions to change.</p>	<p>Johannesburg / Emperors Palace Convention Centre 01 – 02 June 2017</p> <p>Nelspruit / La Villa Vita Hotel 17 – 18 August 2017</p> <p>Cape Town / Protea Hotel Breakwater Lodge 19 – 20 October 2017</p> <p>Durban / Blue Waters Hotel 07 – 08 December 2017</p>
AAC09	<p>Contract Law for Non-Lawyers</p> <p>Two Days Workshop</p>	<p>This workshop is designed to up-skill non-lawyers whose roles revolve around the negotiation, drafting and administration of contracts for business enterprises. The course is intended to capture the basic concepts and principles of contract law and how they impact on the drafting and interpretation of contracts.</p> <p>The course will highlight the general principles of the law of contract and enable delegates to develop competencies, conceptual and practical skills in the drafting and interpretation of contracts.</p> <p>The workshop pays more attention to various legal documentations in the tender process of projects and how they all culminate in the negotiation process to the contract and the effect of each.</p>	<p>Nelspruit / La Villa Vita Hotel 09 – 10 March 2017</p> <p>Johannesburg / Courtyard Hotel Sandton 04 – 05 May 2017</p> <p>Cape Town / Protea Hotel Breakwater Lodge 03 – 04 August 2017</p> <p>Rustenburg / Safari Lodge 16 – 17 November 2017</p>
AAC10	<p>Contract Management Workshop for Supply Chain Personnel</p> <p>“Legal Aspects of purchasing, Logistics and Supply Chain Management Workshop”</p> <p>Two Days Workshop</p>	<p>All purchasing and transactions through entire supply chain systems take place within the context of legal regulation, a context that has been taking on increasing importance in recent years. This workshop provides a clear and concise understanding to delegates of the underlying legal principles, which affect the purchasing and supply chain function including those affecting international trade.</p> <p>Much involvement in the cross border trade has resulted in a steady flow of Regulations and Directives imposing additional rules and procedures relating to such issues as tenders, anti-competitive practices, and transfer of undertakings, electronic trading and intellectual property rights. It is therefore important for purchasing and supply chain practitioners to have a basic understanding of the major legal issues and principles that impact on their work.</p> <p>The workshop will explore case studies, which provide useful examples of how the courts have been interpreting the law in relation to a wide range of procurement activities in the recent past. Some rules and regulations that will be taken into account around which delegates will be drilled include the South</p>	<p>Upington / Protea Hotel 02 – 03 March 2017</p> <p>Pretoria / SBH Hotel-Pretoria 25 – 26 May 2017</p> <p>East London / Premier Hotel Regent 13 – 14 July 2017</p> <p>Cape Town / Urban Chic Boutique Hotel 31 Aug – 01 September 2017</p> <p>Rustenburg / Rustenburg Boutique Hotel 07 – 08 December 2017</p>

		African public procurement rules, contract formation, assessment of claimable damages, limitations of liability, the Transfer of goods in transit Regulations, the Information Act, documentary credit as payment methods used in international trade (The UCP 500 and UCP 600	
AAC11	<p>Corporate Data Governance & Protection</p> <p>Three Days Interactive Workshop</p>	<p>Information is often the most valuable enterprise asset in today's knowledge economy. Data is rationalized to create information, which in turn becomes knowledge – and knowledge is the basis for the fuel for analytics, which is critical in decision-making.</p> <p>Data governance is the operating discipline for managing data and information as a key enterprise asset. This discipline includes organization, processes and tools for establishing and exercising decisions rights regarding valuation and management of data.</p> <p>In this course, delegates will learn about the key aspects of data governance, such as decision-making authority, compliance, monitoring, policies, standards, data inventories, full life cycle management, content management, records management, preservation, data quality, data classification, data security and access.</p> <p>At the end of this course delegates will gain relevant skills on how to operate within the legislative guidelines to set direction and objectives of data governance throughout the organization based on its data management principles and organizational objectives.</p>	<p>Bloemfontein / Southern Sun 29 – 31 March 2017</p> <p>Pretoria / Illyria House 25 – 26 May 2017</p> <p>East London / Premier Hotel Regent 12 – 14 July 2017</p> <p>Rustenburg / Safari Lodge 27 – 29 September 2017</p> <p>Cape Town / Protea Hotel Breakwater Lodge 22 – 24 November 2017</p>
AAC12	<p>Financial Management in the Public Sector</p> <p>Complying with the framework of the (PFMA)</p> <p>Two Days Workshop</p>	<p>This three-day workshop is an intensive programme designed to foster the understanding of the financial management processes and procedures as stated in the Public Finance Management Act (Act No 1 of 1999) (PFMA) and its directives. The PFMA is a legislation that is intended to promote financial management within departments and sectors that are funded using tax payers resources. Upon completion of this programme delegates and participants should understand the basic concepts and principles underlying sound financial management system in compliance with the requirements of the Public Financial Management Act. Delegates should be able to identify and comply with financial management framework applicable to public officials and Treasury Regulations; ensure effective reporting systems and procedures when managing their offices and projects.</p>	<p>Cape Town / Protea Hotel Breakwater Lodge 23 – 24 February 2017</p> <p>Johannesburg / Emperors Palace Convention Centre 11 – 12 May 2017</p> <p>East London / Garden Court East London 17 – 18 August 2017</p> <p>Durban / Suncoast Towers 12 – 13 October 2017</p> <p>Kimberly / Bishops Lodge 23 – 24 November 2017</p> <p>Nelspruit / La Villa Vita Hotel 07 – 08 December 2017</p>
AAC13	<p>Foundations of Public Finance Management</p> <p>Three Days Workshop</p>	<p>This workshop provides an excellent foundation in public finance management (PFM) principally for non PFM professionals in sector agencies, government ministries and departments with management responsibilities in programmes, projects and policy making work. It has been designed specifically paying attention to the perspectives in developing countries with the objective to prepare the participants of the functions that impact upon their sector. The dimension of this workshop is to cover the macroeconomic context, the political context and the financial administrative technicalities upon which the PFM systems operate. The instructive approach is on an analytical framework which provides the participant with strategies to develop systems to assess and understand a given country's</p>	<p>Johannesburg / PeerMont D'Oreale Grande At Emperors Palace 17 – 19 May 2017</p> <p>East London / Premier Hotel Regent 20– 21 July 2017</p> <p>Durban / Suncoast Towers 23 – 25 August 2017</p>

		<p>PFM system and what can be done to make it better. This workshop course takes into account both the system dimensions of formal PFM institutional practice as well as the political economy elements that can complicate and obscure PFM practice in a given country.</p> <p>It specifically covers strategic planning, budget formulation – introducing Medium Term Expenditure Frameworks (MTEF), budget classification, the budget process, budget releases and cash management, predictability and control in budget execution, budget and expenditure control, payroll management, procurement, and internal audit.</p> <p>The workshop covers revenue management, debt management, simple accounting and financial reporting and ends up with a thorough analysis of parliamentary oversight and audit with a survey of development partner aid modalities</p>	<p>Cape Town / Protea Hotel Breakwater Lodge 04 – 06 October 2017</p> <p>Rustenburg / Safari Lodge 22 – 24 November 2017</p>
AAC14	<p>Good Governance in the Public Sector Improving Governance through Monitoring and Evaluation Three Days Workshop</p>	<p>Governance describes the way countries, communities and institutions manage their affairs politically and the way they exercise power and authority. Governance remains an essential area that attracts support globally. In recent years institutional donors have paid attention on governance dynamics in response to a realization that “good” governance is central to sustainable, long-term socio-economic development.</p> <p>This workshop provides participants with a solid understanding of governance covering the modern and most relevant international thinking and key lessons learnt from the experience of both national and local governments in several developing countries across the world. It uses a broad range of in-depth case studies to explore and examine “good” governance in practice to demonstrate how governments around the world have found effective ways to improve the delivery of services to their citizens. These case studies examine fundamental and transferable aspects of governance to demonstrate how public sector institutions can successfully meet key obligations to all its stakeholders – customers, employees, suppliers, and its community.</p> <p>The workshop takes a practical approach providing participants with a profound understanding of the key actors in the governance arena (politicians, citizens, civil society, media, international agencies, private sector, unions, etc.) and explores the different opportunities through which effective service-delivery focused “good” governance can be supported to realize sustainable, socio-economic development.</p> <p>At the end of this workshop participants leave with the necessary tools to effect significant improvements in the field of governance, in their environments – be they from the public or private sector.</p>	<p>Upington / Desert Palace Hotel 05 – 07 April 2017</p> <p>Nelspruit / La Villa Vita Hotel 10 – 12 May 2017</p> <p>Cape Town / Protea Hotel Breakwater Lodge 05 – 07 July 2017</p> <p>Durban / Suncoast Towers 20 – 22 September 2017</p> <p>Johannesburg / Southern Sun Silverstar 15 – 17 November 2017</p> <p>Bloemfontein / Anta Boga Hotel 06 – 08 December 2017</p>
AAC15	<p>Knowledge Management in Organizations Building Organizational Capacity - The mentoring and Coaching Approach</p>	<p>It is trite that strategic growth in any organization demands a long term plan on building capacity both in plant, equipment, technology as well as people and human capital. Businesses in every industry and sector thrive on knowledge, as such Possessing knowledge gives advantages in making the right decision or strategy from planning through to the implementation phase. Human capital is imbedded with knowledge and skills which ought to be harnessed and dispensed as needed.</p>	<p>Johannesburg / Courtyard Hotel Sandton 16 – 17 March 2017</p> <p>Pretoria / Hotel 224 18 – 19 May 2017</p> <p>East London / Premier Hotel Regent</p>

	<p>Two Days Workshop</p>	<p>This workshop will empower the delegates on how to initiate a knowledge management program in their organizations and businesses. The most used theme of this workshop is the development of organizational knowledge base by relying on organizational leadership techniques involving mentoring and coaching.</p> <p>This workshop explores the principles, history, and application of knowledge management techniques and other systems in the workplace. This will be the base on which we will build upon thought pattern through the entire workshop.</p>	<p>27 – 28 July 2017</p> <p>Durban / The Royal Hotel 31 Aug – 01 September 2017</p> <p>Cape Town / Urban Chic Boutique Hotel 02 – 03 November 2017</p>
AAC16	<p>Managing Employment And Labour Relationships: Ethical And Legal Considerations Workshop</p> <p>Two Days Workshop</p>	<p>Today's businesses operate in an increasingly global and complex environment as employees are becoming more recognized as constituting the social capital of organizations. As such organizations and companies are conducting more and more business with persons of diverse backgrounds in culture and learning.</p> <p>The consequence is often the challenge of managing a culturally diverse workforce. Research suggests that effective management of the employer-employee relationship can directly influence important organizational outcomes such as turnover, commitment, and performance. The broader national culture that the employment relationship is embedded can shape employees and workplace attitudes.</p> <p>This workshop empower participants with the skills required to create and maintain long term organizational labour relations and how to retain skills in organizations while paying attention to long term plans and other organizational dynamics.</p>	<p>Johannesburg Emperors Palace Convention Centre 16 – 17 March 2017</p> <p>Cape Town / Protea Hotel Breakwater Lodge 22 – 23 June 2017</p> <p>Durban / The Royal Hotel 03 – 04 August 2017</p> <p>Nelspruit / La Villa Vital Hotel 05– 06 October 2017</p> <p>Pretoria / SBH Hotel-Pretoria 30 Nov – 01 December 2017</p> <p>Port Elizabeth / Raddison Blu Hotel 07 – 08 December 2017</p>
AAC17	<p>Municipal Solid Waste Management: “Sustainability Aspects”</p> <p>Three Days Workshop</p>	<p>South Africa is facing enormous challenges in developing waste management strategies. The amount of waste is increasing as more people are leaving poverty, and the sustainability of disposing waste at land fields is both economically and environmentally questioned. This has resulted in a search for alternative treatment of solid waste.</p> <p>The aim of this workshop is to provide delegates with up-to-date knowledge regarding technological, organizational, legislative policy developments and practices to handling municipal wastes in South Africa and other parts of the developed world.</p> <p>Lessons are drawn from other developing countries and from the best practices promulgated at international conventions of which South Africa is a signatory.</p>	<p>Upington / Desert Palace Hotel 28 – 31 March 2017</p> <p>East London / Garden Court East London 21 – 23 June 2017</p> <p>Nelspruit / Mercure Hotel 27 – 29 September 2017</p> <p>Cape Town / The Westin Cape Town 08 – 10 November 2017</p> <p>Johannesburg / Hyatt Regency Rosebank - Johannesburg 12 – 14 December 2017</p>
AAC18	<p>Office Management the 21st Century Approach Best practices to enhance Productivity</p> <p>Three Days Workshop</p>	<p>This three-day workshop is intended to improve the perspectives of delegates on the skills needed to efficiently manage offices and departments in a bid to improve business processes, procedures and techniques, and ensure that their organizations' resources are utilized at maximum capability.</p> <p>In a nutshell the workshop would explore leadership styles and qualities and would improve the skills required to lead teams, and motivate people in their reporting lines. Some essential skills that the delegates will be able to understand and develop include: developing communication, time</p>	<p>Johannesburg / Courtyard Hotel Sandton 08 – 10 March 2017</p> <p>Pretoria / Hotel 224 03 – 05 May 2017</p> <p>Rustenburg / Safari Lodge 19 – 21 July 2017</p> <p>Kimberly / Bishops Lodge</p>

		management, planning and organizational skills which are essential for managing offices in the 21 st century.	<p>13 – 15 September 2017</p> <p>Cape Town / Protea Hotel Breakwater Lodge</p> <p>25 – 27 October 2017</p> <p>East London / Premier Hotel Regent</p> <p>30 Nov – 01 December 2017</p>
AAC19	<p>Operations Management</p> <p>2 Days Workshop</p>	<p>This learning programme is intended for all persons who need to develop, implement and evaluate an operational plan. It is designed for people who work in the field of operations management.</p> <p>The course approaches operations by methods through which priorities are identified by considering a broad range of factors in solving problems and making decisions on operational strategies. The need for and the benefits of change are explained and recommendations are made to achieve intended results.</p>	<p>Bloemfontein / Southern Sun</p> <p>02 – 03 March 2017</p> <p>Upington / Protea Hotel</p> <p>11 – 12 May 2017</p> <p>Cape Town / The Westin Cape Town</p> <p>06 – 07 July 2017</p> <p>Pretoria / SBH Hotel-Pretoria</p> <p>28 – 29 September 2017</p> <p>East London / Garden Court East London</p> <p>02 – 03 November 2017</p> <p>Johannesburg / Emperors Palace Convention Centre</p> <p>07 – 08 December 2017</p>
AAC20	<p>Performance Management – the Balanced Scorecard Approach</p> <p>Two Days Workshop</p>	<p>The HR roles within the organization include job analysis and design; recruitment and selection; training and development; performance management; compliance with legislation and management of employee relations. This workshop has been designed from research and demand from several managers who have expressed their concerns with strategic issue of managing employees.</p> <p>There has been arguments with a school of thought which holds that there is actually no such thing as 'a qualified but yet poor performer'. This argument postulates that where people fail to perform in any respect it is generally because of poor management or a flawed organisation. Therefore, scholars in this school of thought advise that the focus of the entire organization should be on business goals, alignment being created to these goals at all levels of the organization, and that there should be a direct linkage for every employees' role to those goals. This is the premise of the balanced score card system</p> <p>While this workshop focuses on the management of employees using the balanced score card system, the delegates will gain basic understanding of how important this strategic tool and value driven method of managing performance of employees combines local relevance and benefits with strategic goals and organizational operational alignment.</p> <p>At the end of this workshop delegates would gain more knowledge on how to establish and implement a performance management and talent retention systems.</p>	<p>Rustenburg / Rustenburg Boutique Hotel</p> <p>02 – 03 March 2017</p> <p>Durban / The Royal Hotel</p> <p>11 – 12 May 2017</p> <p>Cape Town / The Westin Cape Town</p> <p>06 – 07 July 2017</p> <p>Pretoria / SBH Hotel-Pretoria</p> <p>28 – 29 September 2017</p> <p>East London / Garden Court East London</p> <p>02 – 03 November 2017</p> <p>Johannesburg / Emperors Palace Convention Centre</p> <p>07 – 08 December 2017</p>
AAC21	<p>Project Management Workshop: “Broader Review”</p>	<p>This course presents methods and techniques that project managers can use to effectively initiate, plan, control and report on their projects. It helps project manager's deal effectively with the different expectations of business and technical partners, management and staff.</p>	<p>East London / Premier Hotel Regent</p> <p>31 March – 01 April 2017</p> <p>Cape Town / Protea Hotel Breakwater Lodge</p> <p>08 – 09 June 2017</p> <p>Rustenburg / Safari Lodge</p>

	<p>Two Days Workshop</p>	<p>This workshop provides tools, tips and real-life case scenarios as examples to handle all aspects of the project life cycle, regardless of the size and nature of the project.</p> <p>This course emphasizes a structured approach to project management to ensure a well-planned project whose scope is managed, risks are assessed and stakeholders delighted with the product produced.</p>	<p>10 – 11 August 2017 Durban / Southern Sun Elangeni & Maharani 12 – 13 October 2017 Pretoria / Hotel 224 09 – 10 November 2017 Johannesburg / Hyatt Regency Rosebank - Johannesburg 30 Nov – 01 December 2017</p>
AAC22	<p>Public Sector Management and Intergovernmental Relations In South Africa</p> <p>Three Days Interactive Session</p>	<p>The main objective of this programme is to impart into the delegates the global trends in governance and models of government and how good practice concepts get imbedded into the governance structures within the Republic of South Africa. The roles of national, provincial and local spheres of government. The workshop assess the effectiveness of various intergovernmental policies and administrative directives, identify the knowledge, skills and capacity instruments of a local, provincial or national offices to engage in intergovernmental relations.</p> <p>The delegates will have proper understanding of the roles and functions of political, administrative and judiciary institutions and the division and decentralization of powers between these arms of government.</p> <p>By the end of this course the delegates should be able to appreciate the importance of corporate governance and how good governance practices are intertwined in governmental relations. The objective is to evaluate best practices and provide recommendations to improve/establish the prospects of intergovernmental relations in South Africa as planning is made for better policy making and implementation.</p>	<p>Port Elizabeth - Eastern Cape / Paxton Hotel 19 – 21 April 2017</p> <p>Cape Town / Adderley Hotel 07 – 09 June 2017</p> <p>Durban / Premier Hotel Pinetown 06 – 08 September 2017</p> <p>Pretoria / SBH Hotel-Pretoria 22 – 24 November 2017</p>
AAC23	<p>Risk Management</p> <p>“Deeper Perspective And Analysis”</p> <p>Three Days Workshop</p>	<p>Organizations are increasingly becoming concerned and focused on managing risk both internal and external that relates to their business. The challenge for management in every organization is to determine how much uncertainty to accept as it strives towards achieving its objectives and delivering value to its stakeholders.</p> <p>The solution to this challenge is the establishment of an organization risk management system and processes that effectively identify access and manage risk within acceptable levels.</p> <p>Participants of this workshop will obtain the relevant skills required to design and implement a risk management framework for their individual businesses. This framework represents the pre-eminent source of reference and guidance on risk management practices in organizations.</p> <p>The framework aims to support the objectives of institutions through provision of information and guidance to enable the implementation and maintenance of effective systems in identifying and mitigating the risks that threatens the attainment of service delivery and other objectives, thus optimizing opportunities that enhance institutional performance.</p>	<p>Cape Town / The Westin Cape Town 03 – 05 May 2017</p> <p>Nelspruit / Mercure Hotel 12 – 14 July 2017</p> <p>Durban / Southern Sun Elangeni & Maharani 13 – 15 September 2017</p> <p>Pretoria / Villa Via Luxury Suite Hotel - Pretoria 25 - 27 October 2017</p> <p>East London / Premier Hotel Regent 06 – 08 December 2017</p>
AAC24	<p>Speed Reading Workshop</p>	<p>Speed Reading is the most effective and time-saving approach to information management. You can free up extra hours in a normal working day, by applying a new approach to reading and</p>	<p>Durban / Southern Sun Elangeni & Maharani 28 April 2017</p>

	<p>“One day practice driven session”</p> <p>One Day Workshop</p>	<p>information management. This course provides you with skills that improve reading comprehension, reading concentration and retention.</p> <p>This course will enable delegates to cope with large amounts of new information that most business environments generate internally and from other companies doing businesses with your company. Thus this brings competitive advantage in handling data.</p>	<p>East London / Garden Court East London 09 June 2017</p> <p>Johannesburg / Hyatt Regency Rosebank - Johannesburg 04 August 2017</p> <p>Cape Town / The Westin Cape Town 20 October 2017</p>
AAC25	<p>Supply Chain Management - A Strategic Perspective</p> <p>Proficient supply chain system is what matters</p> <p>Two Days Workshop</p>	<p>This Supply Chain Management workshop is intended to introduce participants to the importance of Supply Chain Management and afford the necessary technical knowledge and skills to commendably and proficiently manage an organizational supply chain.</p> <p>In most businesses whether in the agricultural or manufacturing sectors the effectiveness of the supply chain is key to decision-making. This begins with proficient stock control which involves careful planning to ensure that the business has sufficient stock of the right quality available at the right time and how to effectively control and monitor the movement of stock through the stores environment and the entire business.</p> <p>Facilitators have been seasoned instructors in the industry and would bring to the participants different supply chain management models applicable in the different sectors and would be able to articulate and engage the delegates of the essentials of each of these models. The essence is to enable the conceptual and holistic understanding of the role played by supply chain optimization in the planning, sourcing, and delivery of services in the logistics industry.</p>	<p>Durban / Southern Sun Elangeni & Maharani 18 – 19 May 2017</p> <p>Johannesburg / Peermont D'Oreale Grande At Emperors Palace 27 – 28 July 2017</p> <p>East London / Premier Hotel Regent 19 – 20 October 2017</p> <p>Cape Town / Protea Hotel Breakwater Lodge 23 – 24 November 2017</p> <p>Bleomfontein / Anta Boga Hotel 30 Nov – 01 December 2017</p>
AAC26	<p>The Nuts and Bolts of Donor Funded Projects</p> <p>Designing, Developing and Managing Donor Funded Projects</p> <p>Four Days Workshop</p>	<p>This workshop is intended to expose delegates to the skills of writing winning proposals that surpass the minimum criteria of the required guidelines of major donors/development partners. Emphasis is paid to preparations and the steps made during the call for proposal with emphasis on the analytical framework of all the different phases of project cycles which will provide a detailed guide of the methodology for preparing, implementing and evaluating projects and programmes.</p> <p>The workshop further examines the role of the “project” relative to other aid systems such as sector support and budget support used by the Donors/Development partners in pursuit of development cooperation objectives with national and local governments and in some cases private sector partnerships.</p> <p>At the end of the workshop delegates will have thorough understanding of the areas of Project Identification, Project Formulation and Appraisal, Project Cycle Management, Logical framework Approach, Monitoring and Evaluation, and Project Implementation.</p>	<p>Cape Town / The Westin Cape Town 23 – 26 May 2017</p> <p>Durban / Southern Sun North Beach 01 – 04 August 2017</p> <p>Johannesburg / Southern Sun Silverstar Johannesburg 14 – 17 November 2017</p>

This Calendar and its content is the property of **Acorser Corporate and Business Consulting trading as Acorser** and its training division trading as **Acorser - Academy**.

Ground Floor Left Unit 1 | 271 Kent Ave | Randburg - Johannesburg 2194 | Gauteng Province - South Africa

Tel: (+27) 011 039 1377 | (+27)011 0500 735 | Fax : (+27) 86 568 4730 |

e-mail: info@acorser.co.za | training@acorser.co.za | www.acorser.co.za

Company Reg. No. 2010/077907/23 | Income Tax No. 9279072186

For more information, visit

www.acorser.co.za | www.acorser-academy.co.za