

Available Training

- Basic Business Principles 1
- Basic Business Principles 2
- Basic Fire fighting
- Business Economics
- Basic Control Systems

- Customer Care

- Different Forms of business
- Driver Customer Care

- Effectiveness in the Workplace
- Effective Communication Skills (incorporating Ethnicity)
- Employment Equity Training

- First Aid Level 1
- First Aid Level 2
- Fire Fighting (team)

- HIV/AIDS Awareness
- HIV/AIDS for Young People
- HIV/AIDS in the Workplace
- How to put a Business Plan together
- Hospitality Management
- Hygiene

- Life Skills

- Occupational Health and Safety

- Personal Codes of Conduct and Disciplinary Procedures
- Practical Project Management

- Quality Control Systems
- Quality and Workplace Ethics

- Reception and Front Line Skills

- Small Business Book-keeping
- Stocks, Stores and Ware-housing
- Supply and demand and Conception of Production
- SMME- Start your own Business
- Supervisory Principles, Safe Work Procedures and Assessments
- Self Management Skills
- Sexuality and Sexually Transmitted Infection and HIV

This training can be used to build BEE Score cards and required Workplace Skills Training Plans.