

SKILLS DEVELOPMENT



E-Login Business Institute offers a series of skills programmes, fully aligned to a bundle of related Unit Standards for a particular learnership. Delegates attending these courses will be able to complete a Portfolio of Evidence (PoE) for each Unit Standard of the Skills Programme which, when assessed and found competent, will earn credits that can accumulate towards a PSETA qualification.

E-Login Business Institute is a Level 1 B-BBEE: Generic Company status and 51% Black Women Owned status. By partnering with us, you can claim up to 135% towards your procurement recognition which is enhanced to 162% as a new supplier.



PUBLIC

COURSES SCHEDULE

JANUARY 2020

Service Delivery	3 DAYS	13 Jan – 15 Jan 2020
Time Management	1 DAY	17 Jan 2020
Team Development	4 DAYS	21 Jan – 24 Jan 2020
Strategic Leadership	5 DAYS	27 Jan – 31 Jan 2020
Policy Development & Management	4 DAYS	28 Jan – 31 Jan 2020
Problem Solving and Decision Making	2 DAYS	29 Jan – 30 Jan 2020

FEBRUARY 2020

Time Management	1 DAY	3 Feb 2020
Team Development	4 DAYS	4 Feb – 7 Feb 2020
Project Management Theories	3 DAYS	5 Feb – 7 Feb 2020
Service Delivery	3 DAYS	11 Feb – 13 Feb 2020
Strategic Management	3 DAYS	12 Feb – 14 Feb 2020
Change Management	3 DAYS	18 Feb – 20 Feb 2020
Report Preparations	4 DAYS	24 Feb – 27 Feb 2020
Conflict Management	2 DAYS	27 Feb – 28 Feb 2020

MARCH 2020

Diversity Management	3 DAYS	2 Mar – 4 Mar 2020
Risk Management	2 DAYS	5 Mar – 6 Mar 2020
Project Supervision and Management	3 DAYS	10 Mar – 12 Mar 2020
Time Management	1 DAY	13 Mar 2020
Information and Knowledge Management	5 DAYS	16 Mar – 20 Mar 2020
Change Management	2 DAYS	19 Mar – 20 Mar 2020
Strategic Leadership	5 DAYS	23 Mar – 27 Mar 2020
Policy Development and Management	4 DAYS	24 Mar – 27 Mar 2020
Problem Solving and Decision Making	2 DAYS	30 Mar – 31 Mar 2020

APRIL 2020

Report Preparations	4 DAYS	6 April – 9 April 2020
Strategic Management	3 DAYS	14 April – 16 April 2020
Project Management Theories	3 DAYS	21 April – 23 April 2020
Risk Management	2 DAYS	29 April – 30 April 2020

PUBLIC

COURSES SCHEDULE C O N T ...

MAY 2020		
Project Supervision and Management	3 DAYS	4 May – 6 May 2020
Conflict Management	2 DAYS	7 May – 8 May 2020
Risk Management	2 DAYS	7 May – 8 May 2020
Strategic Leadership	5 DAYS	11 May – 15 May 2020
Information and Knowledge Management	5 DAYS	18 May – 22 May 2020
Service Delivery	3 DAYS	20 May – 22 May 2020
Team Development	4 DAYS	25 May – 28 May 2020
Diversity Management	3 DAYS	27 May – 29 May 2020

JUNE 2020		
Report Preparations	4 DAYS	2 June – 5 June 2020
Problem Solving and Decision Making	2 DAYS	8 June – 9 June 2020
Change Management	3 DAYS	10 June – 12 June 2020
Project Management Theories	3 DAYS	17 June – 19 June 2020
Strategic Management	3 DAYS	17 June – 19 June 2020
Policy Development and Management	4 DAYS	22 June – 25 June 2020

JULY 2020		
Diversity Management	3 DAYS	1 Jul – 3 Jul 2020
Risk Management	2 DAYS	6 Jul – 7 Jul 2020
Project Supervision and Management	3 DAYS	8 Jul – 10 Jul 2020
Service Delivery	3 DAYS	13 Jul – 15 Jul 2020
Time Management	1 DAY	17 July 2020
Information and Knowledge Management	5 DAYS	20 Jul – 24 Jul 2020
Team Development	4 DAYS	28 Jul – 31 Jul 2020
Conflict Management	2 DAYS	30 Jul – 31 Jul 2020

AUGUST 2020		
Strategic Leadership	5 DAYS	3 Aug – 7 Aug 2020
Report Preparations	4 DAYS	11 Aug – 14 Aug 2020
Strategic Management	3 DAYS	12 Aug – 14 Aug 2020
Project Management Theories	3 DAYS	18 Aug – 20 Aug 2020
Change Management	3 DAYS	19 Aug – 21 Aug 2020
Policy Development and Management	4 DAYS	25 Aug – 28 Aug 2020

PUBLIC

COURSES SCHEDULE C O N T ...

SEPTEMBER 2020		
Team Development	4 DAYS	1 Sep – 4 Sep 2020
Service Delivery	3 DAYS	7 Sep – 9 Sep 2020
Risk Management	2 DAYS	10 Sep – 11 Sep 2020
Policy Development and Management	5 DAYS	14 Sep – 17 Sep 2020
Time Management	1 DAY	18 Sep 2020
Conflict Management	2 DAYS	21 Sep – 22 Sep 2020
Problem Solving and Decision Making	2 DAYS	28 Sep – 29 Sep 2020

OCTOBER 2020		
Conflict Management	2 DAYS	1 Oct – 2 Oct 2020
Problem Solving and Decision Making	3 DAYS	5 Oct – 7 Oct 2020
Diversity Management	3 DAYS	7 Oct – 9 Oct 2020
Strategic Leadership	5 DAYS	12 Oct – 16 Oct 2020
Strategic Management	3 DAYS	19 Oct – 21 Oct 2020
Report Preparations	4 DAYS	26 Oct – 29 Oct 2020
Change Management	3 DAYS	28 Oct – 30 Oct 2020

NOVEMBER 2020		
Information Management	5 DAYS	2 Nov – 6 Nov 2020
Project Management Theories	3 DAYS	9 Nov – 11 Nov 2020
Time Management	1 DAY	13 Nov 2020
Service Delivery	3 DAYS	16 Nov – 18 Nov 2020
Risk Management	2 DAYS	19 Nov – 20 Nov 2020
Change Management	3 DAYS	25 Nov – 27 Nov 2020

DECEMBER 2020		
Report Preparations	4 DAYS	1 Dec – 4 Dec 2020
Team Development	4 DAYS	7 Dec – 10 Dec 2020
Time Management	1 DAY	14 Dec 2020

Training Services



Course fees include:

- Skilled facilitators who are subject matter experts
- Conducive training Venue
- Meals
 - Arrival tea
 - Mid-morning tea
 - Lunch
 - Afternoon Snack
- Study Material, Notebooks & Pens
- Attendance certificate for all delegates
- Fully accredited courses, with assessment of POE's, and using of Seta certificates

Should the above dates not fit into your diary, please let us know, we can arrange more suitable dates for you.

Discounts are available for group bookings for both public courses and in-house training. We are happy to advise that we can customise our course content to suit your specific skill development requirement

Prices may be subject to an adjustment during the course of 2020



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FULL QUALIFICATIONS



REGISTRATION FOR THE FOLLOWING PROGRAMMES ARE OPEN TO THE PUBLIC

- NATIONAL DIPLOMA – Public Administration Level 7
- NATIONAL CERTIFICATE – Public Administration Level 6
- NATIONAL CERTIFICATE – Public Financial Oversight Level 6
- NATIONAL CERTIFICATE – Public Administration Level 5
- FETC – Public Administration Level 4
- FETC – Early childhood development Level 4

Refer to our Prospectus for course contents of the above.
Enrolments for both first and second semester are applicable

CORPORATE TRAINING



E-Login Business Institute provides onsite training at reduces costs, we are flexible enough to take the training offsite to limit delegates being distracted by the environment familiar to them.

We offer a wide-variety of Skills Programmes to corporates, which can be customised to suit your specific corporate needs.

The sections which follows outlines our learning ladder as well as a more comprehensive list of workshops we can facilitate for corporate teams.

Please send your specific training requirements to us: enquiries@ellogin.co.za or call us on: 012 035 0238

LEARNING LADDER

SENIOR MANAGERS/
SMALL BUSINESS
MANAGERS

LEVEL 7 – FORMAL PROGRAMME

National Diploma Public Administration

GENERAL
MANAGERS

LEVEL 6 – NATIONAL DIPLOMA

Project Management Programme

FUNCTIONAL MANAGERS

LEVEL 6 – NATIONAL CERTIFICATES

Public Financial Oversight
Public Administration
Management Development Programme
Project Management Programme
Marketing Management Programme
Local Government Management Programme
Operations Management Programme
Logistics Management Programme
Supply Chain Management Programme
Human Resource Management Programme
Labour Relations Practice

MIDDLE MANAGERS

LEVEL 5 – NATIONAL CERTIFICATES

Public Administration
Banking
Labour Relation Practice
Fundamental Business Management Programme
Supervisory Development Programme
Supply Chain Management Programme

FIRST LINE
MANAGERS

LEVEL 4 – NATIONAL CERTIFICATES

Public Administration

MANAGEMENT DEVELOPMENT

Time Management
 Disaster Management
 Mentorship and Protégé Management
 Business Strategy Management
 Leadership
 Team Building
 Communication Skills
 Assertiveness & Interpersonal Relations
 Managing Diversity
 Conflict Management
 Management Update Programme

Performance Management
 Career Management & Potential
 Supervisory Development
 Problem Solving & Continuous Improvement
 Programme
 Change Management
 Incident Management
 Managing Complexity
 Policy Development & Management Workshop
 (Public Sector)
 Interpersonal Relations

FINANCE

What is Financial Management?
 Understanding Costing Methodologies
 Formulating & Managing a Budget
 Personal Financial Management

Analysing Financial Statements
 Finance for Non-Financial Managers
 Public Finance Management Workshop

SALES AND MARKETING

Performance Management
 Career Development
 Personnel Administration

Diversity Management
 Skills Development Facilitators (Developing &
 Completing a WSP)

HR DEVELOPMENT

Customer Service
 Innovation & Creativity
 CRM
 Sales & Service Management

Intro to Marketing Management
 Forecasting Demand for Marketers
 Sales Management
 Public Relations & Communication

OPERATIONS / LOGISTICS / PROJECT MANAGEMENT

Inbound Logistics
 Outbound Logistics
 HACCP & Food Safety Workshop
 Understanding the OSH and SHE acts
 Project Management

Fundamentals of Procurement
 MS Project (Basic & Intermediate Level)
 TQM, CIP and TPM
 Supply Chain Management

TRAINING AND DEVELOPMENT

Training Instructor Programme
 Training Officer Programme

SDF Capacity Building Workshop

LABOUR & DEVELOPMENT

Understanding Labour Law

Women in Leadership

GENERAL

Meeting Procedures
 Report Writing Skills
 Stress Management
 Presentation Skills

Personal & Executive Assistant
 General Administration
 Entrepreneurship/Entrepreneurship




THANK YOU



**ELOGIN
BUSINESS
INSTITUTE**

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