



MACCAUVLEI
LEARNING
ACADEMY

COURSE SCHEDULE – 2010

We provide purposeful development journeys through a unique mix of people, products and passion so that individuals, teams and organisations are empowered to make a difference



Programme	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assertive Communication Skills <i>Course code & number</i>		15-17 AST 0110	15-17 AST 0210	7-9 AST 0310	3-5 AST 0410	2-4 AST 0510	19-21 AST 0610	16-18 AST 0710	20-22 AST 0810	11-13 AST 0910	1-3 AST 1010	
Business Presentation Skills <i>Course code & number</i>		22-24 BPS 0110			3-5 BPS 0210			11-13 BPS 0310		18-20 BPS 0410		
Competency Based Interviewing Skills <i>Course code & number</i>					6-7 CBI 0110					14-15 CBI 0210		
Conflict Management <i>Course code & number</i>			1-2 CON 0110		24-25 CON 0210		26-27 CON 0310		6-7 CON 0410	18-19 CON 0510	15-16 CON 0610	
Customer Service Excellence <i>Course code & number</i>		18-19 CUS 0110			6-7 CUS 0210			2-3 CUS 0310	20-21 CUS 0410		8-9 CUS 0510	
Emotional Intelligence <i>Course code & number</i>		22-25 EQW 0110		6-9 EQW 0210		1-4 EQW 0310	26-29 EQW 0410		20-23 EQW 0510		8-11 EQW 0610	
Employment Relations for Supervisors (Introduction) <i>Course code & number</i>				7-9 ERS 0110				4-6 ERS 0210			15-17 ERS 0310	
Employment Relations for Managers (Advanced) <i>Course code & number</i>					17-21 AER 0110					11-15 AER 0210		
Budget Management <i>Course code & number</i>			29-31 FIN 0610			2-4 FIN 0710		11-13 FIN 0810	20-22 FIN 0910			6-8 FIN 1010
Finance for Non-Financial Managers <i>Course code & number</i>		1-5 FIN 0110			17-21 FIN 0210		19-23 FIN 0310	16-20 FIN 0410			15-19 FIN 0510	
Negotiation Skills <i>Course code & number</i>			3-5 NEG 0110		26-28 NEG 0210		28-30 NEG 0310		8-10 NEG 0410	20-22 NEG 0510	17-19 NEG 0610	
Problem Solving Skills for Managers <i>Course code & number</i>		8-10 PSS 0110			26-28 PSS 0210						10-12 PSS 0310	
Professional Excellence for Secretaries <i>Course code & number</i>				8-9 PES 0110	24-25 PES 0210				22-23 PES 0310		4-5 PES 0410	
Project Management <i>Course code & number</i>		1-5 PMG 0110	8-12 PMG 0210			7-11 PMG 0310		16-20 PMG 0410	6-10 PMG 0510	25-29 PMG 0610	22-26 PMG 0710	
Time Management Workshop <i>Course code & number</i>				7 TMG 0110		1 TMG 0210		10 TMG 0310			10 TMG 0410	
Writing for Business Results <i>Course code & number</i>			1-3 WBR 0110	7-9 WBR 0210				11-13 WBR 0310			8-10 WBR 0410	

All training on the schedule is also available on an In-House basis.

Conducted In-House only

- Change Management
- Coaching Skills for Supervisors
- Communications Workshop
- Stress Management
- Diversity Workshop
- Study and Examination Techniques
- Employment Equity
- Team Effectiveness and Performance
- Facilitation Skills for Line Management
- Mentoring



Programme	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Skills Programmes												
Introduction to Supervisory Effectiveness (Management Fundamentals) <i>Course code & number</i>	18-22 ISE 0110	1-5 ISE 0210	8-12 ISE 0310		10-14 31 ISE 0410	4 ISE 0510	19-23 ISE 0610	30 ISE 0710	3 / 27 ISE 0810	1 25-29 ISE 0910	22-26 ISE 1010	
Advanced Supervisory Effectiveness (Operational Planning) <i>Course code & number</i>		8-12 ASE 0110	8-12 ASE 0210		24-28 ASE 0310			2-6 ASE 0410	6-10 ASE 0510	25-29 ASE 0610		6-10 ASE 0710
Advanced Team Management <i>Course code & number</i>					31 ATM 0110	4 ATM 0110			13-17 ATM 0210			6-10 ATM 0310
Financial Controls & Safety <i>Course code & number</i>							26-30 FCS 0110				8-12 FCS 0210	
Project Managing Strategy and Best Practice <i>Course code & number</i>		15-19 PMB 0110			17-21 PMB 0210			16-20 PMB 0310				
Leadership and Influence (Leadership for Middle Managers) <i>Course code & number</i>		22-26 LDS 0110			3-7 LDS 0210			2-6 LDS 0310		18-22 LDS 0410		
Talent and Performance Management <i>Course code & number</i>							26-30 TPM 0110			4-8 TPM 0210		
Finance and Risk Management <i>Course code & number</i>									13-17 FNF 0110		29 FNF 0210	3
Certificate in Management Development - NQF 4 (Target population - Supervisors)												
4 Study Schools:												
Intake 1: CMD 0110		1-5 ¹		12-16 ²		31	4 ³ 26-30 ⁴					
Intake 2: CMD 0210					10-14 ¹		19-23 ²		13-17 ³		8-12 ⁴	
Intake 3: CMD 0310								30	3 ¹	4-8 ²		6-10 ³
Intake 4: CMD 0410									27	1 ¹	1-5 ²	
Higher Certificate in Management Development - NQF 5 (Target population - Middle Managers)												
HMD 0209 (from 2009)			1-5 ⁴									
HMD 0309 (from 2009)	25-29 ³		15-19 ⁴									
4 Study Schools:												
Intake 1: HMD 0110		15-19 ¹			3-7 ²		26-30 ³		13-17 ⁴			
Intake 2: HMD 0210					17-21 ¹			2-6 ²		4-8 ³	29	3 ⁴
Intake 3: HMD 0310								16-20 ¹		18-22 ²		

PUBLIC SERVICE: PRACTITIONER AND SUPERVISOR QUALIFICATIONS

National Certificate: Public Administration - NQF 3												
NPA 0110		22-26 ¹			3-7 ²			2-6 ³	6-10 ⁴		1-5 ⁵	
NPA 0210					10-14 ¹			16-20 ²		4-8 ³	22-26 ⁴	
Further Education and Training Certificate: Public Administration - NQF 4												
FPA 0110			1-5 ¹		24-28 ²			16-20 ³			25-29 ⁴	
FPA 0210								16-20 ¹		18-22 ²		

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Training Co-ordinator Programme (NQF 3) <i>Course code & number</i>		8-10 TCC 0110		28-30 TCC 0210			12-14 TCC 0310		20-22 TCC 0410		22-24 TCC 0510	
Coach the Learner (NQF 3) <i>Course code & number</i>	25-29 CTL 0110		1-5 CTL 0210		17-21 CTL 0310		26-30 CTL 0410	30 CTL 0510	3 / 27 CTL 0610	1/25-29 CTL 0710	29 CTL 0810	3
Certificate in Occupational Directed ETD Practice - NQF Level 4 (Including Coach the Learner)												
COD 0809 (<i>From 2009</i>)	18-22 ³											
COD 0909 (<i>from 2009</i>)	18-22 ²		16-20 ³									
3 Study Schools:												
Intake 1: COD 0110	25-29 ¹			12-16 ²		7-11 ³						
Intake 2: COD 0210			1-5 ¹		3-7 ²		12-16 ³					
Intake 3: COD 0310					17-21 ¹		19-23 ²		27	1 ³		
Intake 4: COD 0410							26-30 ¹			4-8 ²		6-10 ³
Intake 5: COD 0510								30	3 ¹		1-5 ²	
Intake 6: COD 0610									27	1 ¹	29	3 ²
Intake 7: COD 0710										25-29 ¹		
Intake 8: COD 0810											29	3 ¹
Higher Certificate in Occupational Directed ETD Practice - NQF Level 5												
HCO 0309 (<i>from 2009</i>)					18-19 ^P							
HCO 0409 (<i>from 2009</i>)		1-5 ⁴			20-21 ^P							
HCO 0509 (<i>from 2009</i>)		8-12 ³		12-16 ⁴			1-2 ^P					
HCO 0609 (<i>from 2009</i>)		15-19 ³		19-23 ⁴			8-9 ^P					
HCO 0709 (<i>from 2009</i>)	18-22 ²		15-19 ³		31	4 ⁴			22-23 ^P			
4 Study Schools:												
Intake 1: HCO 0110	18-22 ¹			12-16 ²			12-16 ³		27	1 ⁴		
Intake 2: HCO 0210			15-19 ¹	19-23 ²			19-23 ³			4-8 ⁴		
Intake 3: HCO 0310					10-14 ¹		26-30 ²			4-8 ³		6-10 ⁴
Intake 4: HCO 0410								2-6 ¹		18-22 ²		
Intake 5: HCO 0510									13-17 ¹		22-26 ²	
Intake 6: HCO 0610										11-15 ¹		
Intake 7: HCO 0710											22-26 ¹	
Diploma in Occupational Directed ETD Practice - NQF Level 5												
4 Study Schools:												
Intake 1: DOD 0110		22-26 ¹		12-16 ²	24-27 ³		19-23 ⁴					
Intake 2: DOD 0210					24-28 ¹		19-23 ²		6-10 ³		1-4 ⁴	
Intake 3: DOD 0310							26-30 ¹		13-17 ²		1-5 ³	6-9 ⁴
B.Tech Human Resource Development - NQF Level 7												
BOD 0209 (<i>from 2009</i>)		1-5 ⁵										
5 Study Schools:												
Intake 1: BOD 0110		15-19 ¹		12-16 ²	17-21 ³		19-23 ⁴	23-27 ⁵				
Intake 2: BOD 0210					24-28 ¹			2-6 ²	13-17 ³	25-29 ⁴	29	3 ⁵
Good to Great for Facilitators												
Advanced Toolkit for Facilitators <i>Course code & number</i>					24-25 KIT 0110							
Presenting with Pictures <i>Course code & number</i>						11 AVP 0110						
Advanced left/right Brain Techniques <i>Course code & number</i>							14 ABT 0110					
Innovation and Creativity for Trainers <i>Course code & number</i>								2 ICT 0110				

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Programme	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assessor Training - 2 Unit Standards 115755 - Design Outcomes-based Assessment, and 115753 - Conduct Outcomes-based Assessment	25-29 ASS 0110		8-12 ASS 0210		10-14 ASS 0410	7-11 ASS 0510		23-27 ASS 0710	27 1	ASS 0910	15-19 ASS 1110	
Assessor Training - 1 Unit Standard 115753 - Conduct Outcomes-based Assessment & Portfolio Building				19-23 ASS 0310			12-16 ASS 0610		13-17 ASS 0810	18-22 ASS 1010		
Moderator Training - 4-day 115759 - Conduct Moderation of Outcomes-based Assessment & PoE		8-11 MOD 0110		12-15 MOD 0210		7-10 MOD 0310		23-26 MOD 0410		18-21 MOD 0510	22-25 MOD 0610	
Skills Development Facilitator <i>Course code & number</i>	18-22 SDF 0110	15-19 SDF 0210	15-19 SDF 0310	19-23 SDF 0410	10-14 SDF 0510	7-11 SDF 0610	19-23 SDF 0710	30 SDF 0810	3 / 27 SDF 0910	1/25-29 SDF 1010	15-19 SDF 1110	6-10 SDF 1210
Learning Material Design & Develop <i>Course code & number</i>			15-19 LMDD 0110						13-17 LMDD 0210			
OBE Facilitation <i>Course code & number</i>					17-21 OBE 0110					11-15 OBE 0210		
Design, Develop & Implement QA <i>Course code & number</i>					24-26 QMS 0110					25-27 QMS 0210		
Managing Learnership <i>Course code & number</i>		8-9 MLS 0110					12-13 MLS 0210					
Learnership Mentoring <i>Course code & number</i>			25-26 LSM 0110				12-13 LSM 0210					

Conducted In-House only

- Training Management for Line Managers
- OD ETDP Facilitation Skills
- Building Trainer Accountability

HUMAN RESOURCE MANAGEMENT PROGRAMMES

National Certificate: HR Management and Practices Support - NQF Level 4												
CHR 0209 (from 2009)		1-5 ⁴										
CHR 0309 (from 2009)		8-12 ²			3-7 ³			16-20 ⁴				
4 Study Schools:												
Intake 1: CHR 0110		8-12 ¹		12-16 ²		7-11 ³		2-6 ⁴				
Intake 2: CHR 0210				24-28 ¹		12-16 ²		30 3 ³		11-15 ⁴		
Intake 3: CHR 0310								23-27 ¹		4-8 ²		
National Diploma: HR Management and Practices - NQF Level 5												
DHR 0109 (from 2009)	11-15 ⁴			12-16 ⁵								
DHR 0209 (from 2009)	11-15 ³			19-23 ⁴			12-16 ⁵					
DHR 0309 (from 2009)	25-29 ²				3-7 ³			2-6 ⁴			8-12 ⁵	
6 Study Schools:												
Intake 1: DHR 0110		8-12 ¹			10-14 ²			23-27 ³				
Intake 2: DHR 0210						7-11 ¹			6-10 ²			6-10 ³
Intake 3: DHR 0310										4-8 ¹		
B.Tech (HRM) (conducted by the Vaal University of Technology) - NQF Level 7												
5 Study Schools:												
BHR 0209 (from 2009)	25-29 ⁴		15-19 ⁵									
Intake 1: BHR 0110					10-14 ¹		26-30 ²		6-10 ³	11-15 ⁴	22-26 ⁵	

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Graduation Ceremony: The annual graduation ceremony for public schedule Trainer Development, Supervisory, HR Management and Management and Leadership programmes will be held on 26 November 2010. Programmes with more than one study school are indicated by the small number to the date. Thus 3-7¹ is Study School One, 12-16² is Study School Two etc.



INDIVIDUAL EFFECTIVENESS AND PERSONAL MASTERY

Maccauvlei focuses on enhancing performance by optimising the contributions made by individuals through:

Assessment - of competencies and potential to underpin recruitment, development and career pathing.

Talent Management - to assist organisations with all aspects of talent management.

Performance Management - auditing of systems and a full range of the requisite training programmes.

Coaching - we provide executive and management coaching.

Skills Audit - to identify critical competencies, assess these and create personal development plans.

Contact: (016) 420-2000 or e-mail: assessment@maccauvlei.co.za

STRATEGY AND CONSULTING

Maccauvlei assists organisations with culture and climate audits as well as strategy formulation, implementation and evaluation. We also offer a range of presentations including:

Re-energising Leadership - the very latest in leadership thinking from top experts and executives around the world.

People, Passion and Performance - a 90-minute presentation, ideal for strategy sessions and conferences.

Creativity and Innovation - how to re-organise your thinking and systems around idea-generating strategies.

Management Refresher - a workshop giving an overview of key management principles and the latest thinking.

For more information contact Paula Teigao on (016) 420-2245 or **e-mail:** erudman@maccauvlei.co.za.

MACCAUVLEI CONFERENCE CENTRE

The venue offers a full range of accommodation, catering, conference and training facilities in a unique, tranquil ambience that promotes focused development with no distractions. A variety of flexible venues provide scope for all types of business or personal functions. The venue has a custom-built outdoor activities area for team effectiveness training and recreational facilities including the legendary Maccauvlei Golf Course.

For more information please contact Reception (016) 420-2000, fax: (016) 420-2148 or e-mail: info@maccauvlei.co.za.

IN-HOUSE – CUSTOMISATION

In addition to the training listed in this schedule, we are able to customise any of the programmes to meet specific needs and we also have the capacity to develop specific training courses to suit your requirements.

TERMS AND CONDITIONS OF REGISTRATION

Please note: in order to guarantee the delivery of the service, payment must be made prior to commencement of the service by bank transfer, with proof detailing the remittance advice and account number faxed through to our offices.

Delegates attending public programmes may alternatively pay on arrival per cheque, credit card or cash.

Maccauvlei reserves the right to recall or refuse the service in the event of non payment

Cancellations: If written cancellation is not received at least five (5) working days prior to the start of any service you will be charged the full amount. Delegates on public programmes, who have booked into the hotel will be charged one (1) night's accommodation. Substitute delegates are welcome at any time provided full details are sent to the course co-ordinator and that they meet the entry requirements.

Registration: For public programmes registration closes at 12h00 on the Friday one working week prior to week that the programme commences.

Discounts: A discount of 10% per delegate is applicable for three (3) or more delegates from the same organisation attending the same programme.

Programme changes: All prices and dates are subject to change without notice. Availability of places is on a first come, first served basis and Maccauvlei is not responsible for delegates who arrive without advance booking.

FOR MORE INFORMATION

If you would like more information about the products and services provided by Maccauvlei please contact our Sales Department:

Telephone: (016) 420-2306, (016) 420-2142 or (016) 420-2000, **Fax:** (016) 420-2307 or (016) 420-2276

Email: info@maccauvlei.co.za or log onto our website at: www.maccauvlei.co.za

While all precautions are taken to ensure that the information contained in this schedule is correct at the time of printing, it is subject to change as new training courses may be added or extra courses included, while others may have to be re-scheduled or cancelled. We therefore suggest that you contact the Bookings Department on (016) 420-2020, or email bookings@maccauvlei.co.za, before making reservations.

We can not be held liable if bookings are not confirmed.



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PO Box 649 Vereeniging 1930
Tel: (016) 420-2000
Fax: (016) 420-2276
Email: info@maccauvlei.co.za
Website: www.maccauvlei.co.za

