

 Learnership Solutions

 Bursary Solutions

 Skills Programme Solutions

 Apprenticeships and Operator Training

 Short Course Solutions

 Technological Learning Solutions



PROFESSIONAL SKILLS

Effective Business Communication Skills
 Business Writing Skills
 Business Etiquette
 Assertiveness Skills
 Leadership
 Time Management
 Project Management
 Conduct Effective Meetings
 Presentation Skills
 Negotiate Like a Pro
 Secrets To Management Success
 Dynamic Decision Making
 Problem Solving
 Leading Through Change
 Mentoring
 Supervisory Skills
 Motivating Employees
 Induct a New Employee
 Emotional Intelligence
 Interpersonal Skills
 Stress Management
 Front-line Customer Service
 Supervisory Skills
 Diversity in the Workplace
 Organisational Management And Leadership
 Building High Performing Teams
 Personal Mastery
 Cultural Diversity
 Workplace Disciplinary Skills
 Stress Management
 Work-life Balance
 Financial Focus and Wellbeing
 Business Management
 Sales Giant
 Marketing
 Directed Coaching
 Conflict / Anger Management



WAREHOUSING, DISTRIBUTION AND SUPPLY CHAIN

Stock Counting
 Production Stock Control
 Warehouse Controlling Skills
 Receiving and Dispatching Stock in a Retail Industry



HEALTH AND SAFETY

Applied Safety Health and Environmental
 Principles in Practice (safety)
 Housekeeping Practices (safety)
 Incident Investigation (safety)
 Apply Health and Safety in a Work Environment
 Health and Safety Representative (safety)
 Basic Fire Fighting



SKILLS DEVELOPMENT

Train the Trainer
 Assessor and Moderator
 Facilitator Skills
 Skills Development Facilitator (sdf)
 Employment Equity Committee
 Overview of Employment Equity Compliance



IT

Microsoft Office Courses (all Levels)

Digital Literacy Skills Assessment
 Microsoft Office Skills Assessment
 Introduction to Personal Computers
 Microsoft Word
 Microsoft Excel
 Microsoft Powerpoint
 Microsoft Outlook

User Productivity

Business Intelligence
 Computing Fundamentals
 Operating Systems
 Tablet and Mobile Computing
 Web Browsers

IT (cont)

Networking & Security

It and Networking Fundamentals
 Cloud Computing
 It Security
 Os Administration
 Data Storage
 Databases and Sql

Design & Media

Adobe CC / CS6
 Corel X4 / Version 12
 QuarkXpress 8

Web Dev & Mobile

Web Design
 Web Development
 Java
 .Net
 Mobile App Development

Business & Tech Specializations

Project Management
 It Management
 Business Skills



Our Core Values



VALUE
CENTRICITY



HUMILITY



HUMAN
TOUCH



QHUBEKA
ADVANCEMENT



SOLUTIONS
DRIVEN

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