

BENEFITS OF TRAINING PACKAGES:

PHASE ONE	PHASE TWO	PHASE THREE	PHASE FOUR
COMPUTER OFFICE PACKAGE :(BOTH THEORY & PRACTICAL)	BUSINESS MANAGEMENT&ADMIN PACKAGE:	CALL CENTRE & MARKETING PACKAGE:	RETAIL MARKETING & ADMINISTRATION PACKAGE :
1. Intro to PC's	1. Entrepreneurship1/2	1. Call Centre &Management	1.Office Administration1/2/3
2. Ms-word	2. BusinessManagement1/2/3	2. Communications	2. Customer Care
3. Ms- Excel	3. OfficeAdministration1/2/3	3. Business Communications	3. Marketing
4. Ms-Powerpoint	4. Communications	4. Marketing	4. Marketing Research
4. Ms-Access	5. Business Communications	5. Marketing Research	5. Advertising
6. Internet	6. Business Law	6. Advertising	6. Franchising
7. Email	7. Franchising	7. Franchising	7. Entrepreneurship 1/2
	8. ms-Office (5 days)	8. Customer Care	8. Retail Marketing

1. Training manuals included
2. Certificate on completion
3. no exam fees
4. option to train: fulltime / parttime /correspondence now evening classes available twice a week.
5. choice of lecture times
6. Prior consultation to registering
7. reference letters for completed students /motivation letters.

PHASE FIVE	PHASE SIX	PHASE SEVEN
PROJECT MANAGEMENT PACKAGE:	HUMAN RESOURCES & GLOBAL MANAGEMENT	HUMAN RESOURCES & PROJECT MANAGEMENT
1. Business Management1/2/3	1.Strategic Management	1.Strategic Management
2. Business Law	2. Employee Recruitment	2. Employee Recruitment
3. Project Management 1	3. Employee Selection-HR	3. Employee Selection-HR
4. Project Management Roles & Responsibilities	4. Performance Appraisals & Performance Management	4. Performance Appraisals & Performance Management
5. Project Management Life Cycle	5. Employee Training , Management Development & Career Management	5. Employee Training , Management Development & Career Management
6. Project Planning	6. Quality Management	6. Quality Management
7. Project Implementation	7. Production Management	7. Production Management
8. Project Evaluation & Control	8.Impact of Global Management	8. Project Management 1
9. Impact of Global Management.	9. Political Legal & Technical of Globalisation	9. Project Management Roles & Responsibilities
10. Political Legal & Technical Of Globalisation	10. Management in Developing a	10. Project Management Life Cycle
11.Management in Developing a GlobalMindset.	Global Mindset	11. Project Planning
12. OfficeAdministration1/2/3	12.Business Law	12. Project Implementation
13. Entrepreneurship 1/2	13. OfficeAdministration1/2/3	13. Project Evaluation & Control

BANKING DETAILS:

COMPANY NAME :

UMAFRIKA PROJECT SPECIALIST

BANK: NEDBANK

ACCOUNT NO: 1313068357

BRANCH CODE : 131326

REF: STUDENTS NAME & SURNAME.

Tel: Ann 031- 3681153/1318

Cell: 0721701369



DURBAN CHAMBER OF COMMERCE AND INDUSTRY

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