

We are passionate about what we do, let us get your staff passionate about it too!

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WHY PROJECT MANAGEMENT TRAINING IS A NECESSITY.

Although Project Management originated in the construction industry it has become a necessity in organisations as it has several benefits. Project Management in essence is the art and science of management.

This greatly assists organisations in achieving their goals as planning, executing and closing projects are some of the topics covered in this training. Ultimately, the day to day work of each staff member involves Project Management.

All employees have duties and responsibilities irrespective of the department or position that they are employed in. Numerous topics are covered such as planning, organising, time management and communication and much more. It allows staff to work with clear plans and objectives.

Communication, time management, planning and organising has numerous workplace benefits once the consequence of its importance is understood.

Career Skills presents a 2-day Introduction to Project Management Training Programme which has been greatly appraised by the delegates as well as the companies who have sent their staff.

This programme has been so successful that two large corporates have decided to send most of their staff on this invaluable training.

Contact us for an appointment to discuss the benefits of this training and advice on additional training in our offering.

A note from the editor:

We have had a phenomenal first quarter!

So many changes are taking place in the workplace and it has been more than delightful to receive positive feedback from our clients who are benefiting from staff development training.

Time constraints and loss of production seem to be the greatest challenge for companies who wish to train their staff. We have a solution for this too!

Contact us now to hear all about this.

Zola



Visit our blog at www.careerskillset.co.za for some interesting short reads.

SERVICES SETA QUALIFICATION: 57712 - GENERIC MANAGEMENT - NQF LEVEL 4, CREDITS 133

This is an excellent programme for supervisors, junior managers and any person wishing to upskill.

Management mainly covers four fields, leadership, self-management, people management and management practices. This qualification addresses each of these with generic competencies.

The focus of this qualification has been designed to enable learners to be competent in a range of knowledge, skills, attitudes and values including:

- Leadership
- Management
- Planning,
- Supervisory
- Team Development
- Problem Solving
- Time Management
- Oral Communication
- Written Communication
- Conflict Management
- Learning Recourses
- Written Reports
- Written Communication
- Presentation Skills
- Budgeting
- Customer Care
- Labour Relations
- Meetings
- Stats Data Gathering
- Practical Calculations
- Financial Instruments
- Organisational Structure

All Portfolios of Evidence will be completed during class time to ensure the learners receive their full qualification.

For more information or to reserve your space call 011 822 2112.



Accreditation No. 0417



Find us on Facebook @careerskillset & like our page



EFFECTIVE QUOTES

“Tell me and I forget, teach me and I may remember, involve me and I learn.”

— Benjamin Franklin

2. “The more that you read, the more things you will know. The more that you learn, the more places you’ll go.”

— Dr. Seuss

3. “Live as if you were to die tomorrow. Learn as if you were to live forever.”

— Mahatma Gandhi

4. “In learning you will teach, and in teaching you will learn.”

— Phil Collins

5. “Learning never exhausts the mind.”

— Leonardo da Vinci

6. “For the things we have to learn before we can do them, we learn by doing them.”

— Aristotle,

7. “Leadership and learning are indispensable to each other.”

— John F. Kennedy

8. “Wisdom.... comes not from age, but from education and learning.”

— Anton Chekhov

WRITTEN & SPOKEN COMMUNICATION

Written & spoken communication is not speaking with a wheelbarrow of a vocabulary or writing a novel instead of a simple email! Does this sound familiar? Don't feel alone, you are not.

For some obscure reason we are lead to believe that long sentences filled with complex words are a professional way to communicate.

Career Skills offers an excellent 2-day programme which is packed with practical, easy to learn and remember materials.



PUBLIC WORKSHOPS JUNE 2018

5 & 6 June
Excel Part 1

12 & 13 June
Supervisory Leadership

19 & 20 June
Warehouse & Stock Control

EXCEPTIONAL CUSTOMER CARE

Customer Care and some more customer care! We see and hear this everywhere when it comes to training!

At Career Skills we launched our 'Exceptional Customer Care' 1-day workshop which is being presented across South Africa from June to August 2018.

Get your company on board now!

Call us now for more information on 011 822 2112

CAREER SKILLS WELCOMES RINA HARMSE

Rina has joined us in a Sales and Marketing role.

Rina has extensive corporate experience and we are sure she will add value to our clients and our team alike.

Welcome Rina!

