

# CUSTOMISED SOLUTIONS FOR ONSITE TRAINING



- Offering more than 175 courses in 19 different subject areas for you to choose from
  - Tailor-made for teams of 8 or more
  - Available in all cities across the African continent

## Get your FREE Training Needs Analysis Today!

Please fill in your details below and send back to us

A SAMPLING OF OUR MOST POPULAR COURSES, PLEASE INDICATE YOUR AREAS OF INTEREST:

### Accounting & Financial Management

- Advanced Excel Skills for Financial Managers
- Creating Excel Charts, Reports, Dashboards & PivotTables
- Essential & Best Practices for Managing Accounts Payable
- Finance for Non-Financial Managers

### Business Writing & Presentation Skills

- Better Business Writing & Email Intelligence
- Business English - Proven Communication Skills when English is your Second Language
- Technical Report Writing
- The Dynamic Presenter

### Communication & Interpersonal Skills

- Assertive Communication Skills for Women
- Emotional Intelligence
- Management & Leadership Development for Women
- Straight Talk
- The Expert Negotiator

### Construction Management

- Construction Contract Law
- Construction Estimating
- Effective Construction Contract Management & Administration
- FIDIC Red Book
- FIDIC Silver Book
- FIDIC Yellow Book
- GCC 2015
- JBCC Suite of Contracts - Edition 6.1

### Engineering & Maintenance

- JBCC N/S Subcontract Agreement
- New Engineering Contract 3/4
- Finance for Engineers, Project & Technical Managers
- Maintenance Audits & Strategy Development
- Maintenance Planning & Scheduling
- Preventive Maintenance Programmes
- Root Cause Failure Analysis
- Supervisory Skills for Technical Professionals

### Government & Public Sector

- Bid Committee Processes in the Public Sector
- Budgeting Essentials for Public Sector Managers
- Making Sense of Strategy for the Public Sector
- Managing Ethics, Risk and Governance in the Public Sector
- Monitoring & Evaluation
- Prevention & Detection of Procurement & Contract Fraud

### HR & Skills Development

- Develop, Write and Implement Policies & Procedures
- Disciplinary Hearings
- HR for New HR Professionals
- HR Records Management
- Job Profiling & Competency Modelling
- Reduce & Manage Absenteeism

### Leadership and Supervisory Development

- Effective Supervisor
- How to Deal with Unacceptable Employee Behaviour
- Leading with Emotional Intelligence
- Life Skills for Millennials
- Manage & Coach Day-to-Day Employee Performance
- Multi-Generational Workplace Relationships
- People Management Skills
- Time Management & Workplace Prioritisation Techniques

### Procurement & Supply Chain Management

- Commercial Contract Drafting for Non-Legal Professionals
- Effective Purchasing & Supplier Management Techniques
- Tendering & Winning Public Sector Contracts

### Project Management

- Business-Focussed Project Management
- Effective Project Administration
- Project Management, Scheduling & Control for Engineering & Construction Managers
- Project Management Fundamentals

### Other Topics – Please Indicate Your Training Needs

YES! Please send me more detail on the courses I have ticked

Simply attach your business card to this sheet below or fill in your details

Name:  Job Title:

Company:  Number of Course Participants:

Tel:  E-mail:

# Welcome to Alusani Skills & Training Network®

We have a proven track record in researching skills gaps and creating short courses with real-world application. Since 2006, more than 30 000 public and private sector professionals have benefited from our practical courses, delivered by renowned industry experts who are all leaders in their fields.

Covering a wide variety of specialised subjects from finance to construction law, leadership to industrial maintenance, Alusani Skills & Training Network® can deliver on any training need you have through public course participation or onsite training solutions.

## WHAT WE DO

We assist thousands of people every year to meet their training needs with our training solutions. With a diverse Course Portfolio of over 175 courses in 19 different topic areas, all of our practical and hands on training courses zero in on the most critical information and skills that you need to get ahead and stay there!

We have over the years built a reputation for high-quality business focused training courses that cover every industry and sector. We have achieved this success because we conduct market research with training decision makers and develop each and every training course so that they are designed to meet the actual learning needs and skills gaps of your employees and your organisation.

All of our Course Leaders are subject matter experts in their areas of expertise. We continually evaluate our Course Leaders' effectiveness based on their ability to create a positive learning environment and the ability to transfer meaningful job-related skills to the Course Participants. As a result, Alusani Skills & Training Network's® training is 100% guaranteed!

### ACCREDITATION & CPD ACTIVITIES

Alusani Skills & Training Network® has Full Accreditation #2536 as a Provider of Education & Training with the Services SETA.

All of our engineering, maintenance and construction related courses are accredited through SAICE. As SAICE is a recognised Voluntary Association (VA) of ECSA, this means that you can be assured that any of our training courses approved for CPD by SAICE will automatically be accepted by ECSA.

In addition, some of our training courses are also accredited with the SACPCMP, ASAQS and SACAP as well as with SAIOSH.

## HOW WE DO IT

At Alusani Skills & Training Network® we believe that the end result of any training or learning intervention should show a significant return on investment, whether it is increased performance, profitability or efficiencies. But no matter what option you choose, you will receive excellent customer service but more importantly you will receive the most in-depth training available anywhere in South Africa.

### ABOUT OUR PUBLIC TRAINING COURSES

Our public training courses provide a quick and easy way for an individual or a small team to get up to speed on specific issues. We have a detailed and regularly updated Course Calendar on our website and our public courses are scheduled throughout the year and they are all held in professional training facilities across Southern Africa. These courses are open to all and this offers you a fantastic opportunity to meet and learn together with like-minded individuals.

### ABOUT OUR ONSITE TRAINING OPTIONS

This option provides a more economic and convenient training solution. For 8 or more of your colleagues, Alusani Skills & Training Network® will bring any of our training courses from our diverse portfolio to your organisation.

Any of our training courses can be supplied off-the-shelf or they can be customised to meet the unique needs of your team. Our proven training solutions are used by private and public entities of all sizes and we know how to make this training option work for you.

All of our Corporate Account Executives are uniquely qualified to help you and they take all of the guesswork and worrying out of the equation. Contact us or send through the Training Needs Analysis form on the back page.

## WHAT MAKES US DIFFERENT

### POST-COURSE SUPPORT- UNIQUE TO ALUSANI®

Probably the most important phase in the development of your staff is how their new knowledge and skills are implemented once they are back in the workplace. Unfortunately, there are very few training providers that consider this aspect of the entire training spectrum and they prefer instead to limit post-course dialogue to further sales opportunities!

From our experience in the training provision and skills development arena, we have come to believe that the learning experience should extend beyond the time in the actual classroom - including both pre-course learning preparation and post-course learning reinforcement processes.

We realise that all of our training courses cover vast subject areas, and inevitably questions will arise after the training course. The typical post-course experience involves Course Participants returning to the workplace stressed by the missed work time and faced with emails overflowing in their inbox. The course manual often gets put on the shelf and rarely gets opened again. In order to really help with the transition and implementation of the course learnings, Alusani Skills & Training Network® offers Post-Course Support.

In the standard format, it takes the form of monthly emails for 12 months after the course which include reminders about specific course content, bonus material or email access to the Course Leader to clarify specific course content.

### VALUABLE POST-COURSE SUPPORT WEBINARS

All Course Participants receive invitations throughout the year to participate in Webinars by a variety of Alusani® Course Leaders - ABSOLUTELY FREE!

