

M-Cot Corporate Training

27 years experience delivering quality training solutions

SERVICES BROCHURE MARCH 2018 through FEBRUARY 2019

Our mission is: "To support initiatives which serve to increase the skills levels of adult South Africans, through the provision of effective training solutions, utilizing SMME facilitators and developers who are qualified and experienced specialists."

Our core competencies are: IT training, business skills training and development of training materials

We train all MS Office programmes, from basic to advanced, on any version from 2003 to 2016, in all nine provinces. We will customize the most cost-effective training solution for your business:

- ✓ In-house or off-site
- ✓ All trainers have minimum five years' experience
- ✓ Fully accredited with MICT Seta
- ✓ All training manuals NQF-aligned
- ✓ Laptops can be supplied



PC Training from ONLY

R750

ex VAT per delegate per day*

Free pre-assessments on all MS office programmes

See inside for our most popular course outlines, including objectives and unit standard alignment, or, for full list of IT training programmes, visit:

www.m-cot.com/it-training.html

**based on in-house training of any MS Office programme (except MS Access and MS Project) for a minimum group of six and includes an NQF-aligned reference manual per delegate. This rate excludes supply of laptops if required. Summative assessments can be provided at additional cost. Groups of less than six are subject to surcharge. Off-site training will be considerably higher, depending on the venue location. No charge for facilitator's travel costs if venue is less than 30kms from major centres, beyond which, a charge of R4 per km applies.*

M-Cot Corporate Training is fully accredited with MICT Seta: accreditation number 2007/00/829; we are a Pty Ltd company, 51% black female-owned, B-BBEE level 2 and hold a current tax clearance certificate.



WARRANTY: *unusual in the training industry, all of our services are guaranteed:- if the aggregate of your delegates' evaluations of the training is equal to average or below, we will repeat the session at no charge or credit your account with the full cost.*



mictseta

Interested? Contact Thandi Masombuka on 011 803 4216 or at thandi@m-cot.com or Sue Olive on 011 803 4216 or at sueo@m-cot.com

TOP 6 IT TRAINING COURSES



COST: R750 PER DELEGATE (Excl. VAT)

MINIMUM GROUP: 6

NQF: US 116937, L2, 4 CREDITS

OBJECTIVES:

- Spreadsheet principles
- Starting with spreadsheets
- Working with file commands
- Formatting spreadsheets
- Producing spreadsheets with formulas
- Editing spreadsheets
- More features
- Printing a worksheet



COST: R750 PER DELEGATE (Excl. VAT)

MINIMUM GROUP: 6

NQF: US 116938, L1, 4 CREDITS

OBJECTIVES:

- Word Processing Principles
- Starting with Word
- Working with File commands
- Editing Tools
- View settings
- Formatting text
- Page Layout and Printing



COST: R750 PER DELEGATE (Excl. VAT)

MINIMUM GROUP: 6

NQF: US116930, 117923, L3, 10 CREDITS

OBJECTIVES:

- Presentation Principles
- Starting with PowerPoint
- Working with File commands
- Working with Text
- Formatting Text
- Formatting Slides
- Working with Tables
- Working with Charts



COST: R750 PER DELEGATE (Excl. VAT)

MINIMUM GROUP: 6

NQF: US 116945, 116935, L2, 4 CREDITS

OBJECTIVES:

- Concepts and terms of E-mail
- Create and send an e-mail message
- Receive and respond to e-mails
- Organising messages
- Working with Outlook Contact



COST: R850 PER DELEGATE (Excl. VAT)

MINIMUM GROUP: 6

NQF: US 116936, L3, 3 CREDITS

OBJECTIVES:

- Database Concepts
- Starting with Databases
- Working in a database table
- Creating and designing database tbls
- Database Relationships
- Preview and Print
- Preparation and Presenting



COST: R850 PER DELEGATE (Excl. VAT)

MINIMUM GROUP: 6

NQF: US120372, L4, 5 CREDITS

OBJECTIVES:

- Introduction
- Building the plan
- Working with Tasks
- Working with Resources
- Reviewing the Project Plan
- Adjusting the Project plan
- Tracking Progress
- Communicating the Plan

For a listing of all IT Training Courses go to: www.m-cot.com/it-training

TOP 8 BUSINESS SKILLS COURSES

BUSINESS WRITING WORKSHOP 1 DAY

**COST: R1500 PER DELEGATE (Excl. VAT) FOR ON-SITE TRAINING, MINIMUM GROUP OF 6.
NQF: US 12153, LEVEL 4, 5 CREDITS**

OUTCOMES:

- Use textual features and conventions specific to texts
- Identify the intended audience for the communication
- Identify the purpose of a text
- Select the appropriate text type, format and layout for the purpose
- Organise and structure a technical text appropriately
- Use appropriate grammar conventions
- Draft and edit a technical text
- Recognise errors and checking for accuracy

PROJECT MANAGEMENT 3 DAYS

**COST: R4500 PER DELEGATE (Excl. VAT) FOR ON-SITE TRAINING, MINIMUM GROUP OF 6.
NQF: US 120372,120375 LEVEL 4, 11 CREDITS**

OUTCOMES:

- Set practical goals for your projects- goals you can meet, regardless of "hitches"
- Set realistic schedules that are right on target
- Develop a project plan-and get that plan implemented
- Stay on top of schedules, workloads and "people problems"
- Break down a project into smaller, less intimidating tasks
- Save time and energy by "building in flexibility" rather than "putting out fires"

COMMUNICATION SKILLS 2 DAYS

**COST: R3000 PER DELEGATE (Excl. VAT) FOR ON-SITE TRAINING, MINIMUM GROUP OF 6.
NQF: US 120394, LEVEL 4, 6 CREDITS**

OUTCOMES:

- Explain communication processes and the role of the leader in this process.
- Identify and utilize communication tools and strategies.
- Utilise information technology to enhance communications.
- Develop strategies to overcome barriers to communication.
- Apply the theories, principles and models of communication to a leadership role within a specific context.
- Apply the principles of effective communications in media relations accuracy

HR AND LABOUR LAW 2 DAYS

**COST: R3000 PER DELEGATE (Excl. VAT) FOR ON-SITE TRAINING, MINIMUM GROUP OF 6.
NQF: US 116367, LEVEL 6, 8 CREDITS**

OUTCOMES:

- HR planning to support the business strategy
- Develop the structure
- Determine the performance deliverables
- The recruitment process
- Interviewing and selection
- The employment relationship defined
- The legislative framework
- The disciplinary process
- Investigations
- Procedural and substantive fairness
- Outcomes and appeals.

For a listing of all Business Skills Courses go to: www.m-cot.com/business-skills

TOP 8 BUSINESS SKILLS COURSES

FINANCE FOR NON-FINANCIAL MANAGERS 3 DAYS

COST: R4500 PER DELEGATE (Excl. VAT) FOR ON-SITE TRAINING, MINIMUM GROUP OF 6.

NQF: US 117156,13941, LEVEL 4, 9 CREDITS

OUTCOMES:

- Analysing the basic elements of an income and expenditure statement.
- Analysing the basic elements of a balance sheet.
- Compiling a personal assets and liabilities statement.
- Using the evidence in financial statements to make a financial decision.
- Explaining the concept of budgeting in a business unit.
- Analysing the budget needs of a business unit.
- Presenting and justifying a proposed budget for a business unit

EXECUTIVE PA 2 DAYS

COST: R3000 PER DELEGATE (Excl. VAT) FOR ON-SITE TRAINING, MINIMUM GROUP OF 6.

NQF: US252027, 252032 LEVEL 4, 14 CREDITS

OUTCOMES:

- Fine-tune your responsibilities and enhance your management skills set
- Upwards management of your executive
- Be an effective communicator and negotiator
- Building your strength in relationship management
- Building your professional identity and image
- Meetings, agendas and minutes
- Managing your continuous professional development
- Reducing and managing stress – achieving work/life balancing

CHANGE MANAGEMENT 2 DAYS

COST: R3000 PER DELEGATE (Excl. VAT) FOR ON-SITE TRAINING, MINIMUM GROUP OF 6.

NQF: US 12153, LEVEL 5, 5 CREDITS

OUTCOMES:

- Importance of change management to achieve trading results
- Planned change vs reactive change
- A model for effective change management and its management
- Reasons for resistance to change and ways to overcome them.
- Identifying the risks inherent in any change management programme
- Competencies of an effective change agent

EMOTIONAL INTELLIGENCE 3 DAYS

COST: R4500 PER DELEGATE (Excl. VAT) FOR ON-SITE TRAINING, MINIMUM GROUP OF 6.

NQF: US 120394, LEVEL 4, 3 CREDITS

OUTCOMES:

- Emotional literacy
- Emotional fitness
- Emotional depth
- Emotional alchemy
- Unique potential and purpose (personal effectiveness)
- Heart currency (interpersonal effectiveness)
- Innovation
- Towards coherence and well-being.

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