

PSETA ACCREDITED PROVIDER : P21/0711/GP411
EXTRIBYTE TRAINING INTERVENTIONS

Practical Employee Relations

- Employee Relations Principles : 2 Days
- Employee Relations Management : 5 Days
- Chairing and Presenting Disciplinary Cases
(Accredited) : 4 Days
- Preparing Witnesses and Leading Evidence : 2 Days
- Investigating misconduct : 1 Day
- Handling Disciplinary Appeals : 2 Days
- Handling Grievances : 1 Day
- Workplace Negotiations and Collective Bargaining : 2 Days
- Incapacity Management : 2 Days
- Managing Day to Day Discipline : 1 Day
- Presenting cases at Conciliation and Arbitration : 2 Days
- Dealing with Condonation and Rescission Applications : 1 Day

Management and Supervisory

- HR for non-HR Managers/Line Managers : 3 Days
- Strategic Planning : 2 Days (Accredited)
- Problem Solving : 2 Days (Accredited)
- Business Writing Skills : 4 Days (Accredited)
- Motivate and Build a Team 2 Days(Accredited)
- Professional Presentation Skills : 2 Days
- Conducting Effective Meetings : 2 Days (Accredited)
- Finance for Non-Financial Managers : 2 days
- Managing Change : 3 days (Accredited)
- Diversity Management : 3 days (Accredited)
- Managing Individual and Team Performance : 3 days (Accredited)
- Supervise a Work Unit : 3 days(Accredited)
- Customer Service and Improvement : 2 days (Accredited)
- Decision Making : 2 days (Accredited)
- Introduction to Leadership : 2 days (Accredited)

Practical HR Training

- Integrated Approach to Strategic HRM : 2 Days
- Visionary thinking and HR Strategy Building : 2 Days
- Attracting and Employing Quality People : 2 Days
- People Development in the SA context : 2 Days
- Managing Individual and Organisational Dynamics : 2 Days
- Employment Equity and Skills Development : 2 Days
- Managing Absenteeism : 1 Day
- Performance Management: (Accredited) 3 Days
- Effective Selection and Interviewing Skills : 2 Days
- Coaching and Mentoring 2 Days

Personal Advancement

- Interpersonal Relations and Communication : 2 Days
- Emotional Intelligence : 2 Days (Accredited)
- Personal Financial Risks and Challenges : 1 Day
- Stress Management : 1 Day
- Self Management : 2 days
- Business Negotiation Skills : 2 days
- Sales Training Workshop : 2 days
- Manage Conflict in the Workplace : 2 days (Accredited)



Contact us:
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We are waiting for your call!

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Project Management

- Fundamentals of Project Management : 3 Days
(Accredited)
- Advanced Project Management : 3 Days
(Accredited)
- PMP Preparation : 5 days

Qualifications:

Public Administration NQF 4 and 5

Computer Training (All Accredited)

- Ms Word Basic : 2 days (Accredited)
- Ms Word Intermediate : 1 day (Accredited)
- Ms Excel Basic : 2 days (Accredited)
- Ms Excel Intermediate : 1 day (Accredited)
- Ms Project ; 3 days (Accredited)
- Ms Power Point : 2 days (Accredited)
- Ms Access : 2 days (Accredited)

We can customise a workshop or training course to address your exact needs. Our approach to training and development is based on creating a balance between theory and practical application, supported by experiential learning activities.