Imsimbi Training proudly presents

Skills Development & Training Management
– 2 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 2 Contributor BBBEE company.

This course is accredited by the Services Seta and material covers unit standards 252029 at NQF level 5 worth 8 credits.

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The broad aim of this course is to introduce participants to key knowledge, attitudes and skills pertaining to skills development in South Africa. The course focuses on skills development in the business environment. Most organizations are involved in skills development and training programmes for their staff. This course enables organizations and individuals to develop a professional approach to skills development and career development in organizations. It also ensures a comprehensive approach is followed when dealing with talent management and the career progression of employees. This course will be useful for Skills Development professionals and Skills Development Facilitators.

Upon completion of this course you will be able to define the key concepts associated with skills development and you will be able to:

- Understand the basic processes behind skills development
- Have the ability to introduce skills development and talent management into the organization
- Understand the benefits of skills development and talent management in the Organization
- Identify opportunities for skills development and talent management
- Understand the nature of the relationships that must be managed in any skills development and talent management program
- Use the knowledge for the overall benefit of the organization
• Skills Development Legislation including:
• The Skills Development Act
• The Skills Development Levies Act
• The SAQA Act
• Drawing up a training needs analysis for a unit or organisation
• Compile a skills development plan for your unit or organisation
• Implement the skills development plan for your unit or organisation
• Talent management
• Succession planning
• Developing Career paths
• Developing personal development plans

Module 1:

Analysing Education, Training and Development Needs of Members

Human Resource Development Principles and Role

Other HRD Roles

Techniques for Conducting Training Needs Analysis

1.1 Determine the Skills Gaps and Training Needs of Staff

Identifying Individual and Team Training Needs

Training Needs Assessment Techniques

1.2 Integrate the Results from Performance Appraisals
1.3 Use the Organisational Talent Management Strategy
1.4 Obtain Stakeholder Input to Reach Agreement

Class Activity 1: Analyse Education, Training and Development Needs of Members

Module 2:
**Recording the Results of the Training Needs Analysis**

2.1 Record the Development Needs of Staff

2.2 Relate the Development needs to the Career Development Paths

2.3 Link the Development Needs to the Talent Management Strategy

2.4 Communicate the Report on the Training Needs Analysis

Class Activity 2: Record the Results of the Training Needs Analysis

Module 3:
**Compiling a Skills Development Plan for a Unit**

3.1 Motivate the Types of Learning Programmes Described in the Plan

Main Features of Different Types of Learning Programmes

Main Features of Different Delivery Modes of Learning Programmes

3.2 Link the Objectives and Outcomes of the Planned Learning Programmes

3.3 Stipulate the Responsibilities for the Implementation of the Plan

3.4 Motivate the Role of the Unit Manager into Talent Management and People Development

3.5 Align the Plan to the Legal Framework and Internal Requirements
- Legal Framework Governing Skills Development and Employment Equity
- Laws and strategies linked with skills development
- South African Qualifications Authority Act (No 58 of 1995)
- Skills Development Act (No. 97 of 1998)
- Employment Equity Act
- Broad-based Black Economic Empowerment Act (BBBEE Act)
- Skills Development Levies Act (No. 9 of 1999)
- Skills Development Structures
- SAQA
- SETA
- Department of Higher Education
- Skills Development Mechanisms
- National Skills Development Strategy
- National Qualifications Framework (NQF)
- WSP
- ATR
- Claiming skills levy rebates
- Assessment
- Recognition of Prior Learning
- Unit Standards
- Qualifications
- Learnerships
- Skills Programmes
- National Learners’ Records Database (NLRD)
- Sector and workplace skills plans
- Outcomes-Based Education (OBE)

3.6 Reflect Commitment to Promoting Lifelong Learning
- Principles and Features of a Learning Organisation
- Principles and Features of a Learning Culture
- Principles and Features of Lifelong Learning
- Class Activity 3: Compile a People Development Plan for a Unit

**Module 4:**

**Managing the Implementation of the Personal Development Plan of a Unit**

4.1 Monitor the Implementation of the PDP
4.2 Analyse Implementation Reports
4.3 Integrate the Evaluation of Learners and Other Parties into Final Evaluation Report

Class Activity 4: Manage the Implementation of the PDP of a Unit
- Reflection
- Facilitator Observation Checklist