



TRAINING

UNLEASHING YOUR POTENTIAL



Schedule of Online Courses July – September 2020

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 BBBEE company. All Imsimbi Courses in this schedule where unit standards are identified are accredited with the Services Seta, W & R Seta, ETDP Seta, Cathsseta or the Transport Seta.

Group discounts available on request

We need a minimum of 4 delegates for a public course to proceed

For your online bookings, visit our website www.imsimbi.co.za



Contact us:

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Course	Unit Standards	July	Aug	Sept	Price ex vat
Advanced Monitoring & Evaluation	252024 L5 credits 4 252034 L5 credits 8 252032 L5 credits 8		17-21	28-2	R5,635
Advanced Project Management Incl. MS Projects	252024 L5 credits 4 252022 L5 credits 8		17-21		R5,635
Advanced Report Writing	110023 L4 credits 5		24-27		R4,772
Anger Management	252031 L5 credits 4			10-11	R3,100
Assertiveness	252027 L5 credits 6	23-24		28-29	R3,100
Assessor Training	115753 L5 credits 15		24-27		R4,772
Best Practice in Quality Management	252024 L5 credits 4				R3,100
Business Administration Services FETC 12 Month Programme Modules 1-6 Learnership	61595 (L.P. 35928) L4 credits 140		Module 1 24-27		R25,000
Business Etiquette & Professional Conduct in the Workplace	7790 L3 credits 3 110021 L4 credits 6		11-13		R3,961
Call Centre & Customer Service	7790 L3 credits 3	17		15	R1,840
Change Management	252021 L5 credits 8				R3,100
Conflict Management	114226 L5 credits 8		3-4		R3,100
Conflict Management and Negotiation Skills	114226 L5 credits 8		3-5		R3,961
Corporate Governance	252042 L5 credits 5				R1,840
Customer Service Excellence for Managers ISO aligned	10052 L5 credits 6				R3,100
Data & Records Management	110009 L4 credits 4	23-24	6-7		R3,100
Diversity Management	252043 L5 credits 6	23-24		21-22	R3,100
Effective Business Writing Skills	12153 L4 credits 5 12155 L4 credits 5		17-19	9-11	R3,961
Effective Disciplinary Hearings	11286 L5 credits 8 10985 L6 credits 5	20-22		28-30	R3,961
Effective Disciplinary Hearings for Chairpersons	10985 L6 credits 5				R3,100
Effective Disciplinary Hearings for Initiators	11286 L5 credits 8				R3,100
Effective Disciplinary Hearings for Shop Stewards	11286 L5 credits 8				R3,100

All prices exclude VAT

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Course	Unit Standards	July	Aug	Sept	Price ex vat
Effective Sales	10047 L5 credits 5		13-14		R3,100
Emotional Intelligence & Personal Mastery	252031 L5 credits 4	15-17	12-14	16-18	R3,961
Emotional Intelligence for Leaders	252031 L5 credits 4		6-7	3-4	R3,100
Emotional Intelligence & Team Building	252031 L5 credits 4				R3,961
Employment Equity Committee Training				22-23	R3,100
Facilitation Skills	117871 L5 Credits10	13-15			R3,961
Finance For Non-Financial Managers	242810 L4 credits 6 114738 L4 credits 6	8-10	24-26		R3,961
Frontline Customer Service	242829 L4 credits 5		28		R1,840
HIV AIDS Awareness (One Day)					R1,840
HIV AIDS Peer Educator & Workplace Management	8555 L4 credits 4		17-20		R4,772
HIV/AIDS Peer Educator	8555 L4 credits 4				R3961
HIV/AIDS Workplace Management	252033 L5 credits 8				R3,961
Human Resources Management and Labour Relations	12140 L5 credits 9 252034 L5 credits 8 114274 L5 credits 8 10985 L6 credits 5		17-21		R5,635
Implementing Internships, Learnerships and employee tax incentives					R1,840
Interpersonal Skills	252027 L5 credits 6	16			R1,840
Innovation & Creative Thinking	252020 L5 credits 6		17-18		R3,100
Labour Relations & Effective Discipline	10985 L6 credits 5 114274 L5 credits 8		19-21		R3,961
Management and Leadership	120300 L5 credits 8 15224 L5 credits 4	20-22	17-19	21-23	R3,961
Managing Poor Performance and Medical Incapacity	252034 L5 credits 8				R3,100
Meeting & Minute Management	242816 L4 credits 5	27-28			R3,100
Mentoring and Coaching	252035 L5 credits 8	27-28	24-25		R3,100

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Course	Unit Standards	July	Aug	Sept	Price ex vat
Microsoft Office Excel 2016 Basic		8		28	R1,840
Microsoft Office Excel 2016 Intermediate		9		29	R1,840
Microsoft Office Excel 2016 Advanced		10		30	R1,840
Microsoft Office Excel 2016 A-Z		8-10		28-30	R3,961
Microsoft Office PowerPoint 2016 Basic		27		14	R1,840
Microsoft Office PowerPoint 2016 Advanced		28		15	R1,840
Microsoft Office PowerPoint A-Z		27-28		14-15	R3,100
Microsoft Office Outlook Basics 2016			11	7	R1,840
Microsoft Office Outlook Advanced 2016			12	8	R1,840
Microsoft Office Outlook A-Z			11-12	7-8	R3,961
Microsoft Office Word 2016 Basic			17		R1,840
Microsoft Office Word 2016 Intermediate			18		R1,840
Microsoft Office Word 2016 Advanced			19		R1,840
Microsoft Office Word A-Z			17-19		R3,961
Moderator Training	115759 L6 Credits 10		3-6		R4,772
Monitoring and Evaluation	252034 L5 credits 8 252032 L5 credits 8	20-22		14-16	R3,961
National Certificate in General Management NQF Level 4 Modules 1-6 Learnership	SAQA I.D. 57712 NQF L4 150 credits (23 Days)	Module 1 27-31			R26,000
National Certificate in General Management NQF Level 5 Modules 1-6 Learnership	NQF L5 Qual. No. 59201 Programme no. 60269 164 credits (26 Days)	Module 1 27-31			R33,000
Negotiation Skills	117853 L5 credits 8	9-10	20-21		R3,100
Negotiation Skills for Wage Negotiators	117853 L5 credits 8				R3,100
Office Management	110009 L4 credits 4	9-10	6-7		R3,100

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	July	Aug	Sept	Price ex vat
Operations Management	252032 L5 credits 8			7-8	R3,100
Performance Management	252034 L5 credits 8		6-7		R3,100
Personal Assistant	13929 L3 credits 3 12153 L4 credits 5		5-7		R3,961
Personal Finance					R1,840
Personal Mastery	252031 L5 credits 4				R1,840
Presentation and Communication Skills	8647 L5 credits 10		27-28		R3,100
Problem Solving & Decision Making	242817 L4 credits 8	16-17	11-12		R3,100
Project Management	120372 L4 credits 5 120379 L4 credits 8	13-15	3-5	7-9	R3,961
National Certificate in Project Management L5 Learnership	NQF L5 Qual. No. 58395 120 credits (25 Days)				R28,500
Public Finance Management	242810 L4 credits 6 114738 L4 credits 6	8-10			R3,961
Quality & Customer Service	10052 L5 credits 6		13-14		R3,100
Reception & Telephone Etiquette	13928 L3 credits 4	9-10		14-15	R3,100
Recruitment and Selection	12140 L5 credits 9	9-10		28-29	R3,100
Report Writing	110023 L4 credits 6 12153 L4 credits 5	29-31	17-19	16-18	R3,961
Research Methodology & Report Writing	110023 L4 credits 6 12153 L4 credits 5			30-2	R3,961
Risk Management	252025 L5 credits 8	16-17			R3,100
Sexual Harassment in the workplace					R1,840
Skills Development Committee Training					R3,100
Skills Development & Training Management	252029 L5 credits 8	30-31		14-15	R3,100
Stock Management	13945 L4 credits 2	17		14	R1,840
Strategic Planning and Change Management	15219 L5 credits 4 252021 L5 credits 8		17-19		R3,961
Stress Management	15096 L5 credits 5	6			R1,840

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Group discounts available on request

Course	Unit Standards	July	Aug	Sept	Price ex vat
Supervisory Management	14667 L4 credits 10	27-29	5-7	21-23	R3,961
Supply Chain Management	336712 L6 credits 6 336713 NQF L5 credits 10		24-28		R5,635
National Certificate in Supply Chain Management: L5 Learnership	SAQA ID 74149 NQF L5 Credits 150 (25 Days)				R28,500
Team Building	252037 L5 credits 6	24			R1,840
Team Leader	242811 L4 credits 5		11-13		R3,961
Technical Report Writing	12153 L4 credits 5 110023 L4 credits 6	6-8			R3,961
Telephone Etiquette	7790 L3 credits 3	10	21		R1,840
Time Management	15234 L5 credits 4	23-24		10-11	R3,100
National Certificate: Wholesale and Retail Operations Supervision L4 Learnership	SAQA ID 49397 NQF L4 Credits 120 (22 Days)		Module 1 17-20		R25,000
Women in Management	15224 L5 credits 4				R3,961

All prices exclude VAT

Group discounts available on request

Course fees include:

- 4 Hour Course facilitation by subject matter experts per day via zoom
- Fully accredited courses, with assessment of POE's, and issuing of Seta certificates
 - Attendance certificates for all delegates
 - Pens/attendance register/evaluation forms
 - 8 gig USB with templates and course resources
 - Contact the coach for assistance with POE's
 - Pre and post assessments on request
- If any of the above dates don't fit your diary, please let us know so that we can give you future dates.
 - Discounted in-house prices and course profiles will be forwarded on request.
 - In-house training can be arranged

- Nationwide for 6 learners and more.
- We are happy to advise that we can customise our course content to suit your requirements for any suitable number of days.
- Discounts will be given for group bookings for in-house and public courses.
 - Prices may be subject to an adjustment during the course of 2020.

National Certificate in General Management NQF Level 5

This course is accredited by the Services Seta and material covers SAQA ID 59201/60269 – NQF - L5 164 Credits

This FETC programme can be offered as a 12-month learnership programme with

26 days of in-class attendance: Cost: R33,000 ex vat

Employers placing their employees on the learnership programme are eligible to receive a R22,400.00 tax rebate from SARS.

Module	Johannesburg	Cape Town
Module 1: Professional Team Development	25-29 May 2020 (Group 1) 27-31 July 2020 (Group 2) 12-16 October 2020 (Group 3)	25-29 May 2020 (Group 1) 27-31 July 2020 (Group 2) 12-16 October 2020 (Group 3)
Module 2: Professional Management & Leadership	13-17 July 2020 (Group 1) 14-18 September 2020 (Group 2) 31 October - 4 December 2020 (Group 3)	13-17 July 2020 (Group 1) 14-18 September 2020 (Group 2) 31 October -4 December 2020 (Group 3)
Module 3: Professional Conflict & Change Management	7-11 September 2020 (Group 1) 16-20 November 2020 (Group 2) 17-21 February 2021 (Group 3)	7-11 September 2020 (Group 1) 16-20 November 2020 (Group 2) 17-21 February 2021 (Group 3)
Module 4: Professional Human Resource Management	2-4 November 2020 (Group 1) 20-22 January 2021 (Group 2) 14-16 April 2021 (Group 3)	2-4 November 2020 (Group 1) 20-22 January 2021 (Group 2) 14-16 April 2021 (Group 3)
Module 5: Financial Management for Professionals	25-29 January 2021 (Group 1) 08-12 March 2021 (Group 2) 21-25 June 2021 (Group 3)	25-29 January 2021 (Group 1) 08-12 March 2021 (Group 2) 21-25 June 2021 (Group 3)
Module 6: Professional Results-based Management – Planning, Monitoring and Evaluation	09-12 March 2021 (Group 1) 11-14 May 2021 (Group 2) 17-20 August 2021 (Group 3)	09-12 March 2021 (Group 1) 11-14 May 2021 (Group 2) 17-20 August 2021 (Group 3)

National Certificate in General Management NQF Level 4

This course is accredited by the Services Seta and material covers SAQA ID 57712 at NQF Level 4 worth 150 credits

**This FETC programme can be offered as a 12-month learnership programme with 20 days of in-class attendance for learners with at least matric. Learners without matric will additionally do Module 5. Cost: R26, 000 ex vat
Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.**

Module	Johannesburg		Cape Town	
Module 1: Team Management	27-31 July 2020	(Group 1)	27-31 July 2020	(Group 1)
	26-30 October 2020	(Group 2)	26-30 October 2020	(Group 2)
Module 2: Communication	37-11 September 2020	(Group 1)	37-11 September 2020	(Group 1)
	25-29 January 2021	(Group 2)	25-29 January 2021	(Group 2)
Module 3: Maths Literacy	07-11 December 2020	(Group 1)	07-11 December 2020	(Group 1)
	12-16 April 2021	(Group 2)	12-16 April 2021	(Group 2)
Module 4: Managing Time & Performance	15-19 March 2021	(Group 1)	15-19 March 2021	(Group 1)
	12-16 July 2021	(Group 2)	12-16 July 2021	(Group 2)
Module 5: Second Language Communication (Compulsory at an extra fee for learners without matric)				

Business Administration Services NQF Level 4

Further Education and Training Certificate (FETC) - Learnership

SAQA ID 61595 (L.P. 35928) NQF L4 worth 140 Credits.

This FETC programme can be offered as a 12-month learnership programme with 20 days of in-class attendance. Cost: R25,000 ex vat

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg		Cape Town	
Module 1: Work & Career Orientation	18-21 May 2020	(Group 1)	11-14 May 2020	(Group 1)
	24-27 August 2020	(Group 2)	25-28 August 2020	(Group 2)
	23-26 November 2020	(Group 3)	23-26 November 2020	(Group 3)
Module 2: Bus Comm & Bus Writing	6-9 July 2020	(Group 1)	6-9 July 2020	(Group 1)
	05-08 October 2020	(Group 2)	05-08 October 2020	(Group 2)

	18-21 January 2021 (Group 3)	18-21 January 2021 (Group 3)
Module 3: Maths Literacy	31 August - 2 September 2020 (Group 1)	21-23 September 2020 (Group 1)
	31 November 2 December 2020 (Group 2)	31 November 2 December 2020 (Group 2)
	10-12 March 2021 (Group 3)	10-12 March 2020 (Group 3)
Module 4: Administration	16-18 November 2020 (Group 1)	23-25 November 2019 (Group 1)
	17-19 February 2021 (Group 2)	17-19 February 2021 (Group 2)
	5-7 May 2021 (Group 3)	5-7 May 2021 (Group 3)
Module 5: Finance for Office Administrators	20-22 January 2021 (Group 1)	18-20 January 2021 (Group 1)
	14-16 April 2021 (Group 2)	14-16 April 2021 (Group 2)
	14-16 July 2021 (Group 3)	14-16 July 2021 (Group 3)
Module 6: Customer Care	10-12 March 2021 (Group 1)	10-12 March 2021 (Group 1)
	23-25 June 2021 (Group 2)	23-25 June 2021 (Group 2)
	15-17 September 2021 (Group 3)	15-17 September 2021 (Group 3)

All prices exclude VAT

National Certificate: Project Management NQF Level 5

This course is accredited by the Services Seta and material covers SAQA ID: 58395 – 120 credits - 25 DAYS

Can be offered as a 12-month learnership programme with 25 days of in-class attendance. Cost: R28, 500 ex vat

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg	Cape Town
Module 1: Manage Project Communications	24-28 August 2020 (Group 1)	24-28 August 2020 (Group 1)
	16-20 November 2020 (Group 2)	16-20 November 2020 (Group 2)
Module 2: Manage Project Scope and Time	05-09 October 2020 (Group 1)	05-09 October 2020 (Group 1)
	08-12 February 2021 (Group 2)	08-12 February 2021 (Group 2)
Module 3: Manage Project Finances	31 November - 4 December 2020 (Group 1)	31 November – 4 December 2020 (Group 1)
	19-23 April 2021 (Group 2)	19-23 April 2021 (Group 2)
Module 4: Manage Application of project Integrative Processes	15-19 February 2021 (Group 1)	15-19 February 2021 (Group 1)
	21-25 June 2021 (Group 2)	21-25 June 2021 (Group 2)
Module 5: Monitor, Control execution and project closure	05-09 April 2021 (Group 1)	05-09 April 2021 (Group 1)

management	23-27 August 2021 (Group 2)	23-27 August 2021 (Group 2)
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National Certificate: Wholesale and Retail Operations Supervision NQF L4

This course is accredited by the Wholesale and Retail Seta and material covers SAQA ID 49397 at NQF Level 4 worth 120 credits

Can be offered as a 12-month learnership programme with 20 days of in-class attendance. Cost: R25, 000 ex vat

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg	Cape Town
Module 1: Team Building	17-20 August 2020 (Group 1)	11-14 August 2020 (Group 1)
	10-13 November 2020 (Group 2)	10-13 November 2020 (Group 2)
Module 2: Business Communication	26-29 October 2020 (Group 1)	26-29 October 2020 (Group 1)
	26-29 January 2021 (Group 2)	26-29 January 2021 (Group 2)
Module 3: Mathematics in Business	09-11 December 2020 (Group 1)	07-09 December 2020 (Group 1)
	10-12 March 2021 (Group 2)	10-12 March 2021 (Group 2)
Module 4: Customer & Sales Management	17-19 February 2021 (Group 1)	17-19 February 2021 (Group 1)
	05-07 May 2021 (Group 2)	05-07 May 2021 (Group 2)
Module 5: Operational Management	14-16 April 2021 (Group 1)	14-16 April 2021 (Group 1)
	14-16 July 2021 (Group 2)	14-16 July 2021 (Group 2)

National Certificate: Supply Chain Management NQF L5

25 in-class days: Cost: R28, 500 ex vat

This course is accredited by the Transport Seta and material covers SAQA ID 74149 at NQF LEVEL 5 worth 150 Credits

Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg	Cape Town
Module 1: Professional Values & Ethics	01-05 June 2020 (Group 1)	01-05 June 2020 (Group 1)

	02-06 November 2020 (Group 2)	02-06 November 2020 (Group 2)
Module 2: Understanding Supply Chain Management	06-10 July 2020 (Group 1) 17-19 February 2021 (Group 2)	06-10 July 2020 (Group 1) 15-19 February 2021 (Group 2)
Module 3: Information & Risk Management	31 August - 4 September 2020 (Group 1) 05-09 April 2021 (Group 2)	31 August - 4 September 2020 (Group 1) 05-09 April 2021 (Group 2)
Module 4: Supply Chain Operations	23-27 November 2020 (Group 1) 14-18 June 2021 (Group 2)	23-27 November 2020 (Group 1) 14-18 June 2021 (Group 2)
Module 5: Materials/Logistics Management	15-19 February 2021 (Group 1) 16-20 August 2021 (Group 2)	15-19 February 2021 (Group 1) 16-20 August 2021 (Group 2)

National Certificate in Fast Food Services NQF L3

26 in-class days: Cost: R25, 000 ex vat

**This course is to be accredited by the Cathsseta and material covers SAQA ID 14115 at NQF Level 3 worth 133 credits
Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.**

Module	Johannesburg	Cape Town
Module 1: Fundamentals of the Hospitality Industry (4 Days)	dates to be confirmed	dates to be confirmed
Module 2: Management of Stock (2 Days)		
Module 3: Food Production (5 Days)		
Module 4: Food Service (2 Days)		
Module 5: Financial Administration (2 Days)		
Module 6: Service Excellence (2 Days)		
Module 7: Communication & Personal Development (3 Days)		

Module 8: Basic Computer Skills (2 Days)		
Module 9: First Aid (2 Days)		
Final Practical Summative Assessments (2 Days)		

National Certificate in Food & Beverage Services NQF L4

24 in-class days: Cost: R25, 000 ex vat

**This course is to be accredited by the Cathsseta and material covers SAQA ID 14113 at NQF Level 4 worth 138 credits
Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.**

Module	Johannesburg	Cape Town
Module 1: Fundamentals of the Hospitality Industry (3 Days)	dates to be confirmed	dates to be confirmed
Module 2: Communication and Customer Service (3 Days)		
Module 3: Safety in Food & Beverage Service (3 Days)		
Module 4: Food & Beverage Service (5 Days)		
Module 5: Process Payments & Stock Management (3 Days)		
Module 6: Personal Development (3 Days)		
Module 7: Basic First Aid (2 Days)		
Final Practical Summative Assessment (2 Days)		

Terms & Conditions:

1. Fees:

- All fees are current at the time of going to print; however, we reserve the right to change them.

2. Additional Delegate Rates:

- Additional delegate rates apply when bookings are made at the same time on the same course, see special rates, group rates and early bird specials for more information.

3. Confirmation Instructions:

- On our receipt of this returned and completed booking form we will issue a confirmation letter detailing your participation in the training event. This includes a location map with directions and venue details and starting times.
- Thereafter once an invoice and confirmation letter has been sent to you, the booking has been confirmed and the payment is due.

4. Attendance:

- Please note that no learner will be permitted to attend any training course without proof of payment or an order no.

5. Delegate Substitution:

- Substitutes can be made at any time without incurring a penalty. Please inform us in writing so we can make the necessary arrangements for the new learner.

6. Payment:

- Payment can be made by cheque or by electronic transfer, and must be received 7 working days from the date of the invoice.
- Please quote the reference number from your invoice so that payments can be tracked.

7. Cancellation:

- **All cancellations must be done in writing and emailed directly to Imsimbi Training**
- Inform us immediately if you have to re-schedule or cancel the booking so that we can inform the caterers and conference venue. Else this will be for your account.
- The following charges apply if you cancel:
 - 11 - 28+ working days before a course = 15% of the course fee
 - 6 – 10 working days before a course = 20% of the course fee
 - 4 – 6 working days before a course= 30% of the course fee
 - 1-3 working days before a course = 50% of the course fee
 - No show on the day of the course = 100% of the course fee

8. Special Meals: Please note that we do provide halaal friendly meals on request..

9. Public Course Running

All Imsimbi public courses will **ONLY** go ahead if we have **at least 5 (five) delegates confirmed**. Imsimbi reserves the right to postpone courses below five delegates to a future date. Venues given are only tentative hence they depend on availability. As a result, Imsimbi reserves the right to change venues. Please confirm with our consultant before booking your flights and accommodation.

10. Transfers & Postponements:

- The transfer option only applies to delegates who are transferring to a different date for the same course.
 - Transfers can only be made up to 4 working days prior to the course, after which point the registration is considered to be a cancellation or alternatively a replacement/s should be sent.
11. Once you have booked with us legal obligations arise and your right to refund of monies charged to you or paid in any other way agreed by us, are limited by our terms & conditions. You must not make any booking unless you understand and agree to all our terms and conditions. Once a booking is made, it is deemed that you have read and understood the terms and conditions for such a booking. If you have any queries, please contact us before making any booking for any course. Once a booking is made for the course, it is deemed that you have read and understood the terms and conditions for such a booking.
12. Refunds should be requested in writing to our sales consultant. All refunds should be accompanied by a signed and stamped bank letter or cancelled cheque from the account the payment was made from. Refunds will only be made back into the same account the payment was made from and any other arrangements should be accompanied by an authorisation letter from the Finance Manager or higher authority on a signed and stamped letterhead. All qualifying refunds will be processed 14 working days from the date the payment reflects in our account.