

## WHO WE ARE



We are the finest global professional training company.

We develop and deliver throughout the world a broad range of high-quality training programs and services in business skills and information technology.

Our mission is to provide technical professionals and managers with the skills and knowledge that significantly enhance their on-the-job productivity, and thereby improve the performance and increase the competitive advantage of their employers. We judge our success through our ability to provide the highest-quality service, as perceived by our customers, while achieving a steady growth in revenue and profit, and providing our personnel with the opportunity for individual development and achievement.



When Dreams become as real as  
Education.



## @ A GLANCE

**REGISTERED NAME:**  
**MSPD CONSULTING PTY LTD**

**REG NO.** 2009/009942/07  
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“Because What we do in life, Echoes in Eternity”

## YOUR LEARNING OPTIONS

### LIFE SKILLS

- Health and Hygiene
- HIV in a work place Peer Educator Course
- Manage oneself in positive self-esteem and resiliency in the work place
- First aid level 1 & 2
- Employee wellness programme
- Health and Safety in the workplace
- Hira Training (Hazardous Identification Risk Assessment)
- Fire Marshal Training
- Contractor Development Training

### OFFICE ADMINISTRATION

- Meeting and minutes taking
- Report writing and Customer Care
- Contact center
- Corporate governance
- Time Management
- Telephone etiquette
- Administrative Support
- Assertiveness And Self-Confidence
- Contact center
- Meeting and Minute taking
- Conflict Resolution and Customer Service
- Emotional Intelligence
- Professional PA and Report writing
- Business communication

### FINANCIAL MANAGEMENT

- Public Finance Management Act
- Financial management for non-financial Managers
- Government Budgeting (SCOA)
- Government Accounting
- Management Accounting
- Basic financial Aspects
- Financial Reporting
- Financial Management
- Budgets and Financial Reports
- Investigate and monitor finance in business
- Basic Bookkeeping

## MANAGEMENT COURSES

- Project Management
- Talent Management
- Monitoring and evaluation
- Knowledge Management
- Supervisory Skills
- Labour Relations
- Life orientation
- Conflict and diversity management
- Change Management
- Public Administration
- Control and manage assets and liability
- Virtual Team Building and management
- Work place harassment
- Work place violence
- Problem solving Skills
- Business plan for small Business Development
- Customer Service
- Presentation Skills
- Facilitator training
- Train the trainer
- Coaching and mentoring
- Supervisor skills
- Human Resource Management
- Disciplinary Action
- Negotiating for Success
- Assertiveness in a workplace

### PUBLIC SECTOR COURSES

- Fraud and detection of contracts in a public sector
- Strategic Management
- Labour relations
- Supply Chain Management
- Acquisition Management
- Demand Management
- Logistic Management
- Assets and Disposal Management
- Batho Pele Principles
- Disaster Management
- Effective Risk Management
- Advanced Project Management
- Cost Management
- Policy development and management

## YOUR ADVANCED OPTIONS

### NATIONAL CERTIFICATE IN IT END USER AND TECHNICAL SUPPORT

- MS word (beginners, intermediate and advanced)
- MS Excel (beginners, intermediate and advanced)
- MS Access (beginners, intermediate and advanced)
- Powerpoint (beginners, intermediate and advanced)
- Internet and Email
- MS Project (beginners, intermediate and advanced)

### MUNICIPAL COURSES

- National Certificate: Ward Committee Governance
- **National Diploma in Public Finance Management and Administration**

## MORE FROM US

### OUR SERVICES

- Corporate Training
- Management of Learnerships
- Material Development
- Assessments & Moderation
- Facilitation
- Assistance with SETA Accreditations
- Recruitment



## QUICK CONTACT

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