

THE RENAISSANCE NETWORK AND LAYLA CASSIM ERS CONSULTANTS CC

present their training calendar for February-November 2016
ALL WORKSHOPS CAN BE CONDUCTED IN-HOUSE AND NATIONALLY

CODE	COURSE/LEARNING PROGRAMME	DELEGATE FEE, ex vat	DATE(S)
S 1	5th National Disability Imbizo	R 4 000	13-14 Nov
S 2	10th Women's Leadership Seminar	R 4 000	18-19 July
S 3	Autumn School for Postgraduate Students (East London) <i>Our Autumn/ Winter/ Spring/ Summer Schools for Postgraduate Students cover the entire research process, from how to write a research proposal, to research design and methodology, applying for funding, how to write a thesis, how to publish a paper and mentorship in the research context. Each delegate also receives a free copy of the Postgraduate Toolkit on DVD (2nd edition), developed by Dr Layla Cassim.</i>	R 5000	19-22 April
S 4	Winter School for Postgraduate Students (Joburg)	R 5000	28 June – 1 July
S 5	Spring School for Postgraduate Students (Joburg)	R 5000	19-22 Sept
S 6	Summer School for Postgraduate Students (Joburg)	R 5000	25-28 Oct
S 7	5th National Postgraduate Development Imbizo (Joburg) <i>Our National Postgraduate Development Imbizos bring together key stakeholders in the higher education sector in South Africa to discuss the challenges involved in increasing South Africa's research output. Each delegate will receive a free copy of the Postgraduate Toolkit on DVD (2nd edition).</i>	R 1000	13 Sept
S 8	Career Management Seminar	R 4 000	7-8 April
S 9	Secretaries and Administrative Professionals Seminar	R 4 000	11-12 Apr
S 10	Skills Development Summit	R 4 000	14-15 Apr
S 11	Labour Relations Round Table Seminar	R 4 000	18-19 Apr
S 12	Workplace Transformation Lekgotla	R 4 000	21-22 Apr
S 13	Gender Equity Symposium	R 4 000	25-26 Apr
S 14	Diversity Management Dialogue	R 4 000	2-3 May
S 15	Employee Wellness Exchange	R 4 000	5-6 May
W 1	Emotional Intelligence-for personal effectiveness-a key transformational competency	R 5 130	29 Feb – 1 March 19-20 May 22-23 Sept
W 2	How to produce an in-house Newsletter	R 5 130	18-19 Feb 18-19 Aug 20-21 Oct
W 3	Addressing Sexual Harassment in the workplace-Perspectives from Labour Law and HR best practice s	R 2 850	4 March 6 May 26 Aug
W 4	Promoting the understanding and application of the Labour Relations Act in the transforming SA landscape	R 5 130	14-15 April 27-28 Oct
W 5	The Effective Management of Stress	R 2 850	25 Feb 22 July 7 Oct
W 6	Leading Change in the Workplace	R 5 130	10-11 March 26-27 May 15-16 Sept
W 7	A Basic Course: Effective Disciplinary Handling Skills for Line Management	R 5 130	16-17 Feb 26-27 May 14-15 Sept 3-4 Nov
W 8	An Advanced Course: Disciplinary Handling Skills for Line	R 5 130	9-10 March

	Management		14-15 June 5-6 Oct
W 9	Addressing Substance Abuse in the workplace	R 2 850	12 Feb 25 July 12 Oct
W 10	Effective Governance and Ethics in the Workplace	R 5 130	25-26 April 27-28 July 13-14 Oct
W 11	Promoting the Understanding and Application of the Municipal Structures and Systems Acts-for local government	R 5 130	9-10 May 4-5 July 1-2 Sept
W 12	An Orientation to Workplace Participative Structures and Processes	R 5 130	7-8 March 13-14 June 3-4 Oct
W 13	The Learner's Orientation to Workplace Mentorship	R 5 130	17-18 March 9-10 May 8-9 Sept
W 14	Workshop on Human Resources Information Systems	R 5 130	11-12 May 5-6 Sept
W 15	How to design and develop a Sexual Harassment Policy	R 2 850	13 May 22 Sept
W 16	Designing, Developing and Implementing a Workplace Induction Programme	R 2 850	13 May 13 Sept
W 17	Effective Event Management	R 5 130	28-29 July 12-13 Oct
W 18	Optimising Employee Wellness in the workplace	R 5 130	2-3 June 19-20 Oct
W 19	A Workshop on Participative Management	R 5 130	23-24 June 24-25 Oct
W 20	The Facilitator's Orientation to Workplace Mentorship	R 5 130	16-17 May 27-28 Oct
W 21	Succession Planning and Management for Leadership continuity	R 5 130	10-11 March 6-7 July 3-4 Nov
W 22	A Workshop for Mentors-growing learning partnerships in the workplace	R 5 130	1-2 June 18-19 Aug 10-11 Oct
W 23	Performance Management in the Workplace	R 5 130	16-17 Feb 23-24 June 10-11 Nov
W 24	Transformational Coaching for Optimum performance in the workplace	R 5 130	13-14 June 25-26 Aug 14-15 Nov
W 25	Capacity-building of Workplace Skills Development Forums	R 2 850	12 Feb 31 Aug
W 26	How to conduct a comprehensive Workforce Skills Audit	R 2 850	22 June 18 Nov
W 27	Promoting the understanding and application of the Skills Development Act in the transforming SA landscape	R 2 850	23 June 21 Nov
W 28	Workplace Skills Planning	R 2 850	24 June 15 Aug
W 29	How to design and develop a Skills Development Policy	R 2 850	30 June 17 Nov
W 30	Capacity-building of Workplace Employment Equity Forums	R 5 130	17-18 Feb 20-21 July 24-25 Nov
W 31	How to design and develop an Employment Equity Policy & Plan	R 2 850	9 March 29 July
W 32	Mastering Diversity Management in the transforming workplace	R 6 840	17-18 March 6-7 July 21-22 Nov
W 33	Promoting the understanding and application of the Employment Equity Act, 55 of 1998 in the transforming SA landscape	R 2 850	5 Feb 15 April 12 Aug

W 34	Effectively Managing Disability in the workplace	R 5 130	18-19 April 15-16 Aug
W 35	Enhancing the teaching of Mathematics for ABET learners	R 2 850	18 April 5 Aug
W 36	Towards a more integrated approach to ABET Assessment and Facilitation in the workplace	R 5 130	7-8 April 4-5 Aug
W 37	Beyond ABET: General Education and Training (GET)- the doorway to the NQF and life-long learning	R 2 850	8 April 30 Sept
W 38	How to design and develop an ABET Policy	R 2 850	13 April 23 Sept
W 39	Developing and implementing an integrated project plan for your ABET function	R 2 850	14 April 4 July
W 40	Dynamic ABET Facilitation for sustainable results and optimal effectiveness	R 2 850	29 April 30 May
W 41	An Integrated Approach to Project Management in Research	R 2 000	2 Sept 4 Nov
W 42	A Practical Guide to Effective Post-Graduate Supervision	R 2 000	5 Sept 7 Nov
W 43	Effective Job Description writing	R 2 850	10 June 10 Oct
W 44	An Integrated Approach to Talent Management and Retention	R 5 130	10-11 March 19-20 May 27-28 Oct
W 45	A Practical Guide to Conducting an Organisational Culture and/or Climate Survey	R 2 850	4 Feb 24 March 31 Oct
W 46	Project Management	R 5 130-00	7-8 April 4-5 Aug

KINDLY NOTE THAT PUBLIC WORKSHOPS WILL BE CONDUCTED AS PER THE TRAINING CALENDAR ONLY IF A MINIMUM NUMBER OF DELEGATES HAVE REGISTERED. IN THE EVENT OF CANCELLATIONS OR POSTPONEMENTS, A TIMEOUS NOTIFICATION WILL BE SENT TO ALL REGISTERED DELEGATES.

The closing date for registrations for all workshops is at least 10 working days before the scheduled event.

PAYMENT DETAILS

- ◆ **PAYMENT** is required prior to the event. Cheques are payable to **THE RENAISSANCE NETWORK**.
- ◆ **Our bank details are: Account holder: Kudsiya Cassim and Associates trading as The Renaissance Network,**
- ◆ **Account number- 404 955 1957, Oakdene – Jhb branch, branch code-632 005.**
- ◆ Order notes are acceptable.
- ◆ Government Order Forms are acceptable. Order forms must be faxed to us at least ten working days before the event.
- ◆ The organisers reserve the right to refuse admission to the workshop and/or conference if payment of the fee is not made in full or if formal authorisation of the delegate's attendance is not received from the employer concerned. This should be faxed to The Renaissance Network on **011- 868 2662** at least ten working days prior to the event.
- ◆ Full refunds will be payable for **cancellations** received in writing at least ten working days prior to the course/seminar. Thereafter, no refunds can be made. You are always welcome, however, to send a replacement delegate.
- ◆ **Discounts:** 3 or more people from the same organisation who register together for the same event will each receive a 10% discount.

A map to the venue and a proforma invoice will be provided upon receipt of your documented registration.

Enquiries: Contact Kudsiya Cassim on 083 786 8605 or e-mail: renaissance@telkomsa.net
TO REGISTER, kindly fax booking form to **Kudsiya Cassim** on:
011 868 2662 or email to renaissance@telkomsa.net

REGISTRATION FORM - Name of Workshop/Seminar

Date:..... Ref Code: W/S..... Order Number:.....

Delegate One

Delegate Two

Title:	Mr/Ms/Mrs/Dr/Prof/Adv			Title:	Mr/Ms/Mrs/Dr/Prof/Adv		
Full Name:				Full Name:			
Designation:				Designation:			
Tel no:	Code:	Fax no:	Code:	Phone no:	Code:	Fax no:	Code:
Cell phone:				Cell phone:			
E-mail:				E-mail:			
Employer:				Employer:			
VAT no of employer				VAT no of employer			
Dept/ Section:				Dept/ Section:			
Business Postal Address:				Business Postal Address:			
Full Name of Authorising Manager:				Full Name of Authorising Manager:			
Tel no:			Tel no:		
Fax no:			Fax no:		
Name of Accounts Payment Manager:	Name:.....	Tel. No:.....	Fax no:	Name of Accounts Payment Manager:	Name:.....	Tel. No:.....	Fax no:.....
Any Special Dietary requirements				Any Special Dietary requirements			