



Business solutions. Academic credibility



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Agriculture and Food Security

With an expanding world population that is expected to reach 9.7 billion by 2050, the demand for food products will subsequently increase sevenfold.¹ This also means that the global food market will require significant improvements in order to deliver nutritious and sustainable products for future generations. So to develop a long-term strategy and innovative methods to not only work across the public, private and social sectors, but also to build a platform to improve food security, environmental sustainability and economic opportunity over the next few decades, we need to adopt a new vision for the future of agriculture.

With topics that range from entrepreneurial development and food sciences to sustainable farming and production, our range of products and services in **Agriculture and Food Security** will equip you with the knowledge to gain a deeper understanding of the challenges that lie ahead, but also the skills needed to make a meaningful contribution to the provision of nutritious food for the growing demand. All in an effort to effectively alleviate the strain that food production, transportation, processing and waste place on our environmental resources.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Agricultural Leadership Development Programme

ALDP

**COURSE CODE**

P000872

**MODE OF DELIVERY**

Contact sessions

**DURATION**

4 study blocks of 5 days each

**CERTIFICATE**

Successfully completed

The **Agricultural Leadership Development Programme (ALDP)** provides you with a exclusive training opportunity to develop your managerial, analytical and creative decision-making competencies in the agricultural sector by honing team-building, negotiation, presentation, communication and leadership skills at a strategic management level. The programme specifically focuses on strategic thinking and leadership development in a rapidly changing and competitive agri-business environment. During the programme, you will not only gain a better understanding of current agricultural issues and challenges farmers face, but also how they impact on establishing a stronger and more sustainable agricultural sector in South Africa and further beyond our borders.

See also: *General Management and Leadership*

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Programme in Agricultural and Rural Finance

**COURSE CODE**

P003368

**MODE OF DELIVERY**

Contact sessions

**DURATION**

2 study blocks of 5 days each

**CERTIFICATE**

Successfully completed

The **Programme in Agricultural and Rural Finance** is aimed at senior and middle managers from southern African agricultural finance institutions, banks and non-banking agricultural organisations to provide more effective and valuable financial services to smallholder farmers. The programme provides you with the context and understanding needed to reach out in a more a sustainable manner to smallholder families and low-income rural households by serving them with the right financial products and services at the right time. The programme will also benefit policymakers, local or provincial government officials, private sector performance monitors and other parties interested in agricultural development finances.

See also: *Financial Management and Taxation*

Programme in Project Development and Management for Extension Officers

**COURSE CODE**

P001338

**MODE OF DELIVERY**

Contact sessions

**DURATION**

2 study blocks of 3 days each

**CERTIFICATE**

Successfully completed

The **Programme in Project Development and Management for Extension Officers** provides you with hands-on, experiential and interactive training on all the important aspects that relate to agricultural project development and management, as well as its application in farming communities and the agricultural extension environment. The programme specifically focuses on all the relevant phases of agricultural projects or programmes, with a primary emphasis on the essential knowledge needed to understand agriculture project development (lifecycles) and management. The programme ultimately aims to equip you with the requisite skills to be able to successfully develop and manage a sustainable agricultural development project.

Secondary Agriculture and Value-Chain Financing

**COURSE CODE**

P003615

**MODE OF DELIVERY**

Contact sessions

**DURATION**


5 contact days


**CERTIFICATE**


Attendance


The short course in **Secondary Agriculture and Value-Chain Financing** is aimed at senior and middle managers in agricultural finance institutions, banks and non-banking agricultural organisations who are mainly tasked to oversee the provision of financial services to smallholder farmers. The course equips you with a comprehensive knowledge of the full range of value adding activities required to bring a product or service through the different phases of production, including procurement of raw materials and other inputs in order to effectively reach out in a sustainable manner – specifically to smallholder families and low-income rural households – and make decisions for the better.

Agricultural Entrepreneurial Management


COURSE CODE
P005988


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed


The **Agricultural Entrepreneurial Management** short course presents you with a unique learning experience as emerging agri-entrepreneur to equip you with requisite skills for personal entrepreneurial development. The course focuses on a clear differentiation between the entrepreneurial farmer and the small-scale farmer and also introduces you to the impact of agri-entrepreneurship on the southern African socioeconomic environment. The effective and efficient management of the agri-business is discussed, as well as functional areas of general management. After completing the course, you will be able to understand the complexities of the agricultural value chain to conduct business and establish an entrepreneurially orientated agri-business.

See also: *Business Management and Entrepreneurship*

Programme in Agriculture Extension Management


COURSE CODE
P003547


MODE OF DELIVERY
Contact sessions


DURATION
7 contact days


CERTIFICATE
Attendance

The **Programme in Agriculture Extension Management** provides you with the essential skills and knowledge in your pivotal role in the agricultural innovation system as extension manager. Aimed at enhancing modern approaches to extension advisory services by looking at the role of the extension manager on both technical and organisational/system levels, the programme helps you develop the skills to deal with agro-inputs, agri-business and financial services more readily. It also equips you with the right skills to collaborate with and create synergy between diverse extension advisory service providers, including non-governmental organisations, producer groups cooperatives and farmer associations, consultants and ICT-based services.

Starting My Agri-Business


COURSE CODE
P003594


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed


The **Starting My Agri-Business** short course provides you with a dynamic, high-impact and technology-driven skills training intervention aimed at small agri-business owners by helping you to add real value to the southern African entrepreneurial ecosystem and agricultural landscape. The synergetic training process that forms part of this course creates the perfect pipeline for agricultural enterprise development by focusing on how to identify and develop a good agri-business idea, perform viability studies for sustainability, draft a basic agri-business plan, as well as exhibiting and developing the skills and knowledge base needed to establishing a new business by setting your own agri-scene.


See also: *Business Management and Entrepreneurship*

Basic Course in Potato Pathology


COURSE CODE
P001742


MODE OF DELIVERY
Contact sessions



DURATION
2 contact days


CERTIFICATE
Successfully completed


The **Basic Course in Potato Pathology** provides you with the fundamental principles of plant pathology and the epidemiology of diseases as found in the production of potatoes as staple food source. The course covers various topics, including the most common types of pathogen, fungal, viral and bacterial diseases on potatoes, as well as an in-depth look at the disease triangle in South Africa. You will also be equipped with the requisite skills that will enable you to identify climatic conditions under which diseases develop and to make the appropriate recommendations for control or management measures for each disease and/or infestation.

Advanced Course in Food Product Testing and Mapping: Hands-on XLSTAT Training


COURSE CODE
P005240



MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Attendance


The **Advanced Course in Food Product Testing and Mapping: Hands-on XLSTAT Training** provides you with the vital knowledge and skills to enable you to expertly analyse your own consumer sensory data by employing XLSTAT (an easy to use MS Excel add-in) and clearly explain your statistical techniques. Together with examples of applications and comparative merits of different food testing and mapping methods currently available, the course further provides you with step-by-step practice exercises (with annotated solutions) that can be used to update your knowledge of recent developments in the fast-moving field of consumer testing methodologies and sensory data analysis.

Seed Science


COURSE CODE
P000980


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The short course in **Seed Science** will provide you with a good working knowledge of seed physiology and technology (including seed vigour, dormancy, storage and enhancement) and is specifically aimed at seed analysts, scientists and employees of seed production companies. The course also focuses on providing you with a good working knowledge of seed taxonomy, morphology and reproductive biology in the workplace that will enable you to look into pollen and ovule development, pollination and fertilisation, fruit and seed morphology, seed germination and seedlings, as well as the pathology and genetics of different types of seed, in more depth.

Online Course in Food Microbiology


COURSE CODE
P005127


MODE OF DELIVERY
Fully online (Self-paced)


DURATION
2 weeks online


CERTIFICATE
Successfully completed

The **Online Course in Food Microbiology** will not only provide you with an in-depth understanding of the general principles of microbiology – with a specific focus on micro-organisms and the intrinsic and extrinsic factors that affect their growth in food – but you will also be equipped with the practical skills and knowledge of its application in the food industry and the prevention of contaminants in food production and/or preservation. The course will also provide you with critical insights in the most recent developments and studies in food pathogens, toxins and microbial contaminants in order to produce and distribute safe food products.

Online Course in Phytomedicine


COURSE CODE
P005322



MODE OF DELIVERY
Fully online (Instructor-led)



DURATION
6 months online



CERTIFICATE
Successfully completed

The **Online Course in Phytomedicine** aims to provide you with the practical and specialised skills in the discovery of new and natural products from plants – as well as their derivative uses – especially in the health and agricultural sectors. The course will enable you to work on the interface between a specialised research environment and the practical problem-solving area of phytomedicine production in the pharmaceutical industry. Phytomedicine is a multidisciplinary and collaborative field that incorporates plant science, phytochemistry and pharmacology. The course also focuses on the safety and efficacy issues around commonly used phytomedicines, with a particular emphasis on pharmaceutical applications.

See also: *Health and Health Care*


COURSE CODE
P002209


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed

The **Introduction to Artificial Insemination in Cattle** short course will provide you with practical knowledge of artificial insemination (AI) by examining the basic anatomy and physiology of the female bovine reproductive system. The course also covers basic endocrinology and the reproductive cycles in bovines and is specifically aimed at equipping dairy managers, dairy and beef cattle farmers, herdsman, students of animal production, as well as agricultural technicians and extension officers with the requisite skills to successfully administer AI in cattle. **After successfully completing this course, you will be able to register as a certified inseminator with the Department of Agriculture.**


See also: *Veterinary Science*

Land Rehabilitation: Reclamation and Restoration


COURSE CODE
P002825


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Land Rehabilitation: Reclamation and Restoration** short course gives you an in-depth look at the principles of rehabilitating natural environments that have once been disturbed by developments such as surface mining, improper agricultural land management practices or any form of pollution. This course will equip you with the requisite skills to reinstate appropriate farming and soil-use practices by looking at the interrelationship between environmental factors and their importance in rehabilitating or reclaiming degraded or disturbed land. As such, rehabilitating damaged land is an important part of reinstating the habitats of wildlife and plants to improve ecosystems for future agricultural use.

See also: *Environmental Management and Geophysics*


COURSE CODE
P003183


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Primary Animal Health Care** short course provides you with a common methodology and structured approach to a primary animal health care training programme for farmers. The knowledge and skills gained through this course will guide you in developing a structured training programme that can be deployed in aid of farmers, farm managers and farm workers based on the basic principles of and approach in primary animal health care. Throughout the course, you will be familiarised with the latest concepts and methodologies available while gaining the necessary skills to also effectively develop and implement a training programme for your clients.

See also: *Veterinary Science*



Built Environment and Construction

As a result of more rapid technological advances and potentially unlimited opportunities for developing sustainable and profitable business models for the future, now is the time for construction and the built environment to look towards more innovative ways to serve its customers and deliver new production capabilities across all sectors. The acceleration of innovation and the speed at which things are changing can be quite daunting (even for the best-connected and most well-informed), but it also presents exciting prospects for commercial activities in a world where we need to sustain a growing economy serving an ever-growing population.¹

Emerging concepts of circular economy, cradle-to-cradle principles and the Internet of Things (the physical world is becoming more and more connected to the digital one) are quickly building new pillars for organisations to move to genuinely sustainable business models.¹ How well we manage this new revolutionary phase, however, will determine how well we can ensure the ongoing contribution to health and wellbeing in an increasingly populated built environment. Our products and services in **Built Environment and Construction** will equip you with the latest knowledge and practical skills to make a shift in embracing the impacts and challenges of the Fourth Industrial Revolution.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Advanced Course in Construction Contracts


COURSE CODE
P001896


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days



CERTIFICATE
Successfully completed

The **Advanced Course in Construction Contracts** is specifically designed to equip you with more progressive knowledge on contract law and the drawing up of contracts as applicable to the South African construction and built environment. The course particularly looks into the topics (contract types) of: Joint Building Contracts Committee (JBCC); General Conditions of Contract (GCC); New Engineering Contract (NEC); and International Federation of Consulting Engineers (FIDIC). The course will enable you to manage construction projects more effectively based on any one of these types of contract and concludes with the submission of an individual practical assignment towards successful completion.

Asset Management in the Built Environment


COURSE CODE
P001480


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The **Asset Management in the Built Environment** short course will not only provide you with an integrated understanding of the complementary disciplines applicable to the management of building and construction assets, but it will also equip you with the requisite knowledge of the principles and application of alternative building and construction strategies paired with corporate strategic value management. During the course you will have an opportunity to develop a strategic plan based on the fundamentals of corporate construction finance, the performance measurement of corporate building assets, performance benchmarking, sustainability and durability, as well as building performance evaluation and management.

Construction Contract Administration and Management


COURSE CODE
P003342


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The short course in **Construction Contract Administration and Management** is a practical course that has been designed to provide you with a sound understanding of the importance of construction contracts in the built environment. During the course, you will explore the project lifecycle to help you determine the inherent risks associated with and recognise the contractual tools at your disposal at each stage. Referencing standard form contracts used in the South African construction industry, detailed case studies and proforma administrative documents, you will gain comprehensive knowledge of the legal requirements presented by construction contracts and the potential ramifications of non-compliance.

Construction Procurement


COURSE CODE
P002827


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Construction Procurement** offers an overview of procurement in the South African public sector by placing special emphasis on procurement for construction and engineering projects. The course provides you with invaluable skills that will enable you to plan, implement and manage construction or engineering projects and tenders according to the requirements of the Construction Industry Development Board Act 38 of 2000 (CID). You will not only gain requisite knowledge of the legislation and policies that govern and influence construction procurement in South Africa, but also various procurement strategies and principles based on local and international perspectives.

Facilities Management


COURSE CODE
P001310


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Facilities Management** short course covers a comprehensive scope of management, finance, reporting, operating and environmental aspects of facilities management in order to equip you with the skills and integrated knowledge to implement a successful facilities management plan and manage its impact on people and the workplace. The course will provide you with a good understanding of the multidisciplinary activities applicable to facilities management, including efficient and effective delivery of support services in your organisation to ensure the successful integration of people, systems, places, processes and technology that are part and parcel of the responsibilities of the facilities manager. **Presented on an in-house basis only.**

See also: *Property, Real Estate and Facilities Management*

Advanced Course in Facilities Management


COURSE CODE
P003215


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Facilities Management** progresses your skills to a higher level to enable you to control expenditure and improve service delivery while leaving the management of non-core support and associated services to the relevant specialists. The course specifically focuses on more advanced management principles of facilities management, looking at aspects of cash flow, debtors and cost recovery, maintenance principles applicable to facilities, building plans and the measurement of floor areas for leasing. It also gives you an in-depth overview of the environmental aspects of facilities and building projects, as well as the delictual responsibilities of the facilities manager. **Presented on an in-house basis only.**

See also: *Property, Real Estate and Facilities Management*

Online CPD: Joint Building Contract Committee

JBCC®


COURSE CODE
P003389


MODE OF DELIVERY
Fully online (CPD activity)


DURATION
10 hours online


CERTIFICATE
Successfully completed

The **Online CPD: Joint Building Contract Committee (JBCC®)** activity provides you with an opportunity to become competent in compiling up-to-date JBCC® contract documentation based on the equitable distribution of contractual risk in the construction industry. Approved by the Construction Industry Development Board (CIDB), this contract standard is used in both the public and private sectors. This activity provides particular expertise with regard to the compilation of contract documentation and its application in the major centres of South Africa as based on relevant and specialised content contributed by building owners and developers, professional consultants, as well as general and specialist contractors.

Programme in Asset and Maintenance Management

PAMM


COURSE CODE
P000699


MODE OF DELIVERY
Contact sessions



DURATION
4 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Programme in Asset and Maintenance Management (PAMM)** provides you with an integrated and comprehensive training intervention in the complementary disciplines that direct the management and maintenance of physical assets. The programme provides you with a better awareness and tools to shape collaborative efforts that are required to effectively manage and maintain assets across a wide range of technical, engineering, finance, logistics, communications and other functions. You will gain the necessary skills to realise effective physical asset management by focusing on particular aspects of asset management principles and practices, principles of maintenance management, as well as maintenance approaches and strategies.


See also: *Engineering and Technology Management*

Programme in Construction Adjudication


COURSE CODE
P002828



MODE OF DELIVERY
Contact sessions



DURATION
8 study blocks with 2 contact days each


CERTIFICATE
Successfully completed


The **Programme in Construction Adjudication** provides you with a unique opportunity to examine the various initiatives being implemented in the promotion and application of construction adjudication. This has given rise to a greater need for construction and legal professionals to advise, assist and/or represent parties, and those who already practice or intend to practice as adjudicators to be trained further in the practice of construction adjudication. As it is progressively becoming more entrenched as a procedure for resolving construction disputes across the South African construction industry, this programme aims to assist you in implementing a relevant statutory framework for construction.

Programme in Engineering Management **PEM**


COURSE CODE
P000498


MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks of 5 days each


CERTIFICATE
Successfully completed

The **Programme in Engineering Management (PEM)** aims to provide you with practical training in managing technical functions, specifically those geared towards engineering management activities that include development, operations, maintenance, technology and project management. The programme focuses on the fundamentals of supervisory and managerial capacity and is ideal if you are involved in or associated with technical management functions, such as design, development, manufacturing, construction, operations, quality and maintenance. Skills, tools and techniques acquired in this programme are relevant to a wide variety of industry and business sectors, including government. The programme offers balanced training in both technical and general management.

See also: *Engineering and Technology Management*

Programme in Maintenance Management **PMM**


COURSE CODE
P000499


MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Programme in Maintenance Management (PMM)** provides professionals involved in the maintenance of technical assets with the knowledge and skills set to manage resources and processes more effectively. The programme focuses on topics of condition-based maintenance, managing maintenance workers, managing finances in maintenance, managing maintenance information, maintenance improvement and strategy and risk management. During the programme you will gain the skills to develop a maintenance plan for a technical system, a performance management system and calculate net present value for asset replacement. You will also be able to apply maintenance approaches to achieve ongoing improvement and problem-solving models in maintenance.


See also: *Engineering and Technology Management*

Comprehensive Project Management Programme for Built Environment Practitioners **CPMP**


COURSE CODE
P000010


MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks of 5 days each


CERTIFICATE
Successfully completed

The **Comprehensive Project Management Programme (CPMP) for Built Environment Practitioners** presents you with a unique training experience in applying the ten *Project Management Body of Knowledge (PMBOK®)* areas directly to the built environment by supplementing them with extensive coverage of the law of contracts, standard industry contracts for contractors, agreements for consultants, procurement processes, contract administration, programme management, as well as the principles of property management. The programme further focuses on the topics of project finance, cost estimating, and feasibility studies as well as human resource management to serve as the background to the origin and management of construction projects.

See also: *Project and Risk Management*


COURSE CODE
 P003379


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The short course in **Construction Contracts** introduces you to the law of contracts and, more specifically, the various types of construction contracts used in the current South African construction and built environments. Not only will you gain exposure to different building and contractor agreements, but you will also get access to an in-depth knowledge base of professional liability, professional service agreements (PROCSA) and contract standards such as the Joint Building Contracts Committee (JBCC), New Engineering Contract (NEC), *Fédération Internationale des Ingénieurs-Conseils* (FIDIC) and General Conditions of Contract (GCC). **This course earns you credit towards the Comprehensive Project Management Programme for Built Environment Practitioners (CPMP).**

Human Resources, Communication and Scope Management in Projects


COURSE CODE
 P003510


MODE OF DELIVERY
 Contact sessions


DURATION
 4 contact days


CERTIFICATE
 Successfully completed

The **Human Resource, Communication and Scope Management in Projects** short course presents you with a unique training experience in applying three of the ten *Project Management Body of Knowledge (PMBOK®)* areas – namely, Human Resource Management, Communication Management and Scope Management – directly to the construction and built environments. This is supplemented by providing you with extensive coverage of labour law, conflict management, negotiations, communication strategies, project management processes, lifecycle of a project, as well as the identification of work responsibilities and roles on projects. **This course earns you credit towards the Comprehensive Project Management Programme for Built Environment Practitioners (CPMP).**


COURSE CODE
 P003511


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The short course in **Project Estimating and Procurement** presents you with a unique training experience in applying two of the ten *Project Management Body of Knowledge (PMBOK®)* areas – namely, Cost Management and Procurement Management – directly to the construction and built environments. The course provides you with an extensive overview of aspects of estimating and pricing on projects, feasibility studies to ensure project success, project finance, cash flow and cost management, as well a sound knowledge of procurement processes and practices in the construction industry. **This course earns you credit towards the Comprehensive Project Management Programme for Built Environment Practitioners (CPMP).**

Project Quality, Risk and Time Management


COURSE CODE
 P003512


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Project Quality, Risk and Time Management** short course presents you with a unique training experience in applying a further three of the ten *Project Management Body of Knowledge (PMBOK®)* areas – namely, Quality Management, Risk Management and Time Management – directly to the construction and built environments. The course specifically aims to provide you with extensive knowledge of and the requisite skills in project control and time management, project reporting, project construction and proper close-out to ensure quality standards and minimised risks are met. **This course earns you credit towards the Comprehensive Project Management Programme for Built Environment Practitioners (CPMP).**

Advanced Programme in Project Management

APPM



COURSE CODE

P000536



MODE OF DELIVERY

Blended (Contact and online)



DURATION

10 contact days and online application



CERTIFICATE

Successfully completed

The **Advanced Programme in Project Management (APPM)** takes you beyond the basic project management principles focusing on mastering advanced concepts and the integration of modern technologies and approaches to project lifecycles. Strategic aspects are balanced with practical application through the extensive use of software techniques, while elevating your skills and applying advanced risk and critical chain tools or techniques to project plans, as well as applying negotiating skills and techniques to project contracts. **You should have successfully completed the Programme in Project Management (PPM) or Comprehensive Project Management Programme for Built Environment Practitioners (CPMP) to enrol in the advanced programme.**

See also: *Project and Risk Management*

Infrastructure Delivery Management Programme: Foundation Course

IDMP



COURSE CODE

P002860



MODE OF DELIVERY

Contact sessions



DURATION

4 study blocks of 5 days each



CERTIFICATE

Successfully completed

The **Infrastructure Delivery Management Programme (IDMP): Foundation Course** provides you with critical insights and enhances your skills in the effective use of the Infrastructure Delivery Management System (IDMS) and Infrastructure Delivery Management (IDM) Toolkit in order to achieve standardised work methods and improved workflow. The course gives specific attention to infrastructure planning and budget alignment with infrastructure delivery. During the course, you will also come to understand the purpose, processes and principles of the IDMS – as highlighted by best-practice methodologies – to familiarise yourself as operational public sector manager with the processes, procedures and guidelines available in the IDM Toolkit.

See also: *Public Administration and Management*

Infrastructure Delivery Management Programme: Executive Course



COURSE CODE

P006263



MODE OF DELIVERY

Contact sessions



DURATION

5 contact days



CERTIFICATE

Attendance

The **Infrastructure Delivery Management Programme: Executive Course** is aimed at senior managers in the public sector infrastructure environment in order to take advantage of the implementation of the Infrastructure Delivery Management System (IDMS) and subsequent use of the Infrastructure Delivery Management (IDM) Toolkit. The course is designed with the specific aim to familiarise yourself with the IDMS and its processes and procedures as applied to both inter- and intradepartmental decision-making processes on an executive level. During the course, you will become more aware of the advantages of the IDMS and how it specifically impacts on infrastructure delivery and management.

See also: *Public Administration and Management*

Infrastructure Delivery Management Programme: Planning and Budgeting



COURSE CODE

P006264



MODE OF DELIVERY

Contact sessions



DURATION

5 contact days



CERTIFICATE

Successfully completed

The short course in **Infrastructure Delivery Management Programme: Planning and Budgeting** provides you with an operational training intervention for managers in the public sector who are responsible for planning and budgeting activities within the different Infrastructure Delivery Management System (IDMS) process levels. This includes areas of portfolio, programme and project management, as well as operations and maintenance, with the aim to foster effective implementation of the IDMS and subsequent use of the Infrastructure Delivery Management (IDM) Toolkit. During the course, you will also be equipped with the standardised work methods and improved workflow that contribute to the implementation of the IDMS.

See also: *Public Administration and Management*

Infrastructure Delivery Management Programme: Supply Chain Management


COURSE CODE
P006265


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Infrastructure Delivery Management Programme: Supply Chain Management** is designed to provide you with operational level training intervention as manager in the public sector who is responsible for supply chain management activities within the different IDMS process levels, including portfolio, programme and project management, as well as operations and maintenance. The aim of the course is to further foster the effective implementation of the Infrastructure Delivery Management System (IDMS) and use of the Infrastructure Delivery Management (IDM) Toolkit – specifically based on supply chain management – towards the realisation of standardised work methods and improved workflow in infrastructure delivery.

See also: *Public Administration and Management*

Spatial Planning, Land Use Management and Urban Development Dynamics


COURSE CODE
P003500


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Spatial Planning, Land Use Management and Urban Development Dynamics** is specifically designed to enhance your skills and knowledge as real estate practitioner, property valuer, commercial property broker, estate agent, property developer or property financier in the wake of recent changes in development planning and infrastructure delivery by-laws. The course is ideal if you are involved in real estate or property development and often have to deal with complex processes or sometimes high-risk investment decisions on property deals. The course will provide you with much needed knowledge to counter the effects on your business operations and/or investments.

See also: *Property, Retail and Facilities Management*

Municipal Integrated Development Planning


COURSE CODE
P001138


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Municipal Integrated Development Planning** short course provides you with an essential overview of the municipal development planning landscape as impacted on recently with the promulgation of the Spatial Planning and Land Use Management Act (SPLUMA) of 2013. The course introduces you to the new SPLUMA by-laws and the new roles and responsibilities of both municipalities and provincial governments in development planning. This has resulted in an entirely new principle-led approach to spatial planning and land use management with a set of application procedures and protocols with their own definite challenges for municipal planners, consulting planners and decision makers.

See also: *Public Administration and Management*

Business Management and Entrepreneurship

As we are seeing more and more updated models of work (such as freelancing and remote work) become the norm, the 21st century is driving teams to be more flexible, adaptive and responsive to quick changes in the work environment.¹ This also means that companies and other organisations need to start looking beyond the “not my problem” mindset when it comes to skills acquisition, but take the upskilling (and even re-skilling) of their employees much more seriously. Not only will this provide in-depth insights into employment opportunities, but also help to encourage and foster further high-impact intrapreneurs all round.

Just as entrepreneurs are equipped with creative ideas, visions of the future and a willingness to challenge the status quo, empowered employees can also play a vital role in society and the global economy.² Through our range of **Business Management and Entrepreneurship** products and services, we can provide you with concrete solutions to drive change by giving you access to a one-stop-shop to make global business and policy practices more transparent, inclusive and sustainable. From business processes and models to business rescue and start-ups, we have you covered with the most updated practices for a proactive operational environment.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za



Change Management


COURSE CODE
 P002559


MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days



CERTIFICATE
 Successfully completed


The **Change Management** short course focuses on the competencies required to ensure successful change in an era where the challenges of change require managers to apply a holistic approach in change management. Research has highlighted various reasons for change failure, including failing change management competence, resistance to change, the inability of managers to deal with resistance, poor strategic alignment, a lack of leadership visibility and support, as well as poor transition leadership. During this course, you will learn to align yourself with best practices in managing successful change and how to lead through productive influence in times of imminent change.


See also: *Human Capital Management*

Ethics in Business and Professions


COURSE CODE
 P005418


MODE OF DELIVERY
 Contact sessions (Workshop)



DURATION
 1 contact day



CERTIFICATE
 Successfully completed


The **Ethics in Business and Professions** workshop will equip you with the knowledge and skills required to understand ethics in business and professions, as well as to create an awareness of formal ethics management or governance structures that can be implemented in organisations in order to build a sound ethical organisational culture. This workshop can be customised for different professionals, including accountants, auditors, lawyers, advocates, engineers, medical practitioners and individuals who are involved in governance and ethics in their organisations. The workshop will also benefit human resource practitioners, governance, ethics or integrity unit staff, as well as administrative staff.


See also: *Financial Management and Taxation*

Patent Law


COURSE CODE
 P002997


MODE OF DELIVERY
 Contact sessions



DURATION
 10 study blocks of 4 days each (4 hours per day)



CERTIFICATE
 Successfully completed


The short course in **Patent Law** focuses on the protection for new inventions whereby you will discover which inventions are eligible to be patented, when and how a patent originates, what a patent entails, how long a patent endures and who owns it. You will also gain know-how of circumstances where inventions may be used by others who do not own the patent and when infringement of a patent occurs. The course also looks at remedies available to deal with these infringements and you will gain invaluable knowledge of international treaties and how they influence patents in South Africa.


See also: *Law and Human Rights*

Strategic View on B-BBEE


COURSE CODE
 P003641


MODE OF DELIVERY
 Contact sessions (Workshop)


DURATION
 1 contact day


CERTIFICATE
 Attendance

The **Strategic View on B-BBEE** workshop focuses on broad-based black economic empowerment in a commercial context and facilitates strategic thinking and decision making in your organisation's approach to implementing it successfully. The workshop is designed to assist you with a practical understanding of the different relevant pieces of legislation, including the B-BBEE Amendment Act, the Code of Good Practice, the Preferential Procurement Policy Framework Act (PPPFA) and the Preferential Procurement Regulations. B-BBEE should be seen as a tool that can be used to contribute to long-term sustainability and job creation, and to address the country's growth and poverty challenges.

See also: *Human Capital Management*

Business Management


COURSE CODE
P001810


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Business Management** short course will introduce you to the fundamentals of business management, including the techniques, processes and procedures for sound business acumen. You will not only gain theoretical and practical knowledge of basic managerial competencies, but you will also develop the requisite skills for more effective workplace performance and enhanced organisational productivity. The course also gives you a closer look at developing relevant marketing material, interpreting organisational performance with financial ratios, drawing up income statements and balance sheets, identifying and optimising value-adding activities, as well as strategising on the basis of the results of micro- and macro-environmental analyses.

Contract Management


COURSE CODE
P000287


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Contract Management** is ideal if you seek to acquire the necessary practical skills in effectively managing and administering contracts for goods and services. Contract management refers to the process of systematically and efficiently managing contract creation, execution and analysis for the purpose of maximising financial and operational performance while minimising risk. Whether it is through great interpersonal and negotiation skills, or the ability to establish and maintain powerful business relationships, this course will equip you with an in-depth understanding of the industry and business in which you operate as contract or business manager.

See also: *Law and Human Rights* |
Supply Chain Management and Logistics

Customer Experience Management


COURSE CODE
P002145


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The **Customer Experience Management** short course specifically focuses on the development and execution of customer experience management (CEM) measurement, strategies and implementation, and will provide you with a deeper understanding of the essentials of CEM. Organisations are increasingly recognising that customer retention, growth and profitability rely heavily on the quality of customers' interaction with their business environments. This course is designed to address one of the fastest growing needs in modern organisations and aims to help you increase customer retention, growth, loyalty and profitability where you will soon be on your way to become a customer experience specialist or manager.

See also: *Marketing, Communication and Languages* |
Supply Chain Management and Logistics

Customer Experience Practice


COURSE CODE
P003092


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

With the short course in **Customer Experience Practice**, you will be able to bridge the gap between theory and practice in the customer experience and service delivery arena by focusing on the implementation of customer experience principles. This course will ultimately enable you to identify needs and then develop and implement customer experience programmes that are relevant to your respective industry and/or workplace. Customer experience management (CEM) has gained popularity in recent years as an effective mechanism for retaining and promoting client loyalty, but many businesses are still struggling with the implementation of CEM principles in their specific business environments.

See also: *Marketing, Communication and Languages* |
Supply Chain Management and Logistics

Customer Service Excellence


COURSE CODE
 P001638


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The short course in **Customer Service Excellence** will provide you with a comprehensive understanding of how the roles, attitudes and interactions of customer service consultants ultimately shape your clients' perception and value assessment of your organisation in presenting a unique product and/or service proposition. The course specifically focuses on identifying and modelling customer service delivery from a best-practice viewpoint while it also looks at how to motivate and maintain the morale of customer service staff and/or teams. The course further looks at methods of inspiring others to always deliver consistently and with high-quality service excellence always top of mind.

See also: *Marketing, Communication and Languages | Supply Chain Management and Logistics*

Effective Risk Management


COURSE CODE
 P002999


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Effective Risk Management** short course will equip you with the relevant knowledge of principles, tools and techniques that would engender overall improved performance in operational risk management. The course focuses on contextual application across a wide variety of industries and you will be exposed to improved organisational performance through better risk management processes that are in line with global best practices. The course also covers the basics of management, strategic management principles, corporate governance and ethics, roles, culture and control in the risk environment, organisational behaviour and risk frameworks, as well as tools and techniques of operational risk management.

See also: *Project and Risk Management*

Effective Stakeholder Management


COURSE CODE
 P001595


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The short course in **Effective Stakeholder Management** will equip you with the knowledge and capacity to correctly identify and analyse stakeholders, evaluate and prioritise vested interests, and manage relevant relationships in your organisation's business environment. Given the increasing awareness and value of different publics, the knowledge that you will acquire through this course will lend itself to the maximisation of results and minimisation of problems in creating a sustainable organisational endeavour. The course also covers topics of basic negotiation, evaluating and prioritising interests, as well as determining stakeholder power on the basis of their relative levels of importance and influence.

Fraud Risk Management


COURSE CODE
 P000851


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

CREDIT-BEARING*

The **Fraud Risk Management** short course provides you with a full awareness of fraud and corruption malpractice in support of developing fraud risk management strategies. As the extent of fraud and corruption is a major concern throughout the world, professionals at all levels of management in all organisations, industries as well as government departments must be vigilant. Internationally, steps have been taken to combat fraud and corruption on a broad front. This includes the establishment of international protocols and the necessary legal frameworks. This course will enable you make the link between these protocols and frameworks to implement organisation-specific strategies.

See also: *Financial Management and Taxation | *See index*



COURSE CODE
P003493



MODE OF DELIVERY
Fully online (Instructor-led)



DURATION
8 months online



CERTIFICATE
Successfully completed

The **Online Course in eBusiness and eCommerce** focuses on optimising customer relationship management in an online environment by examining eBusiness and marketplace models, eBusiness strategies, eMarketing and procurement in some detail. The initial investment for an eBusiness start-up is generally lower than starting a traditional business, and with technology becoming more advanced and easier to obtain, the barriers to opening a business have been significantly reduced or even removed. Because buyers and sellers can transact at any time and from anywhere, eBusiness and eCommerce not only provide cost-saving advantages, but also make goods and services accessible on a global scale.

See also: *Financial Management and Taxation | Information and Communication Technology*

Outcomes-Based Monitoring and Evaluation Implementation



COURSE CODE
P001651



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed

The **Outcomes-Based Monitoring and Evaluation Implementation** short course will provide you with a practical and theoretical framework for understanding and implementing the monitoring and evaluation (M&E) process in the operational business environment. While it may be biased towards developmental work, it nevertheless provides knowledge that is especially suited to the aim of M&E programmes, projects and performance in a bid to generate the desired results in an organisation. The course takes a closer look at concepts of M&E, problem analysis, results-based management, M&E readiness assessment, frameworks, selecting indicators, outcome statements, data-related considerations, techniques for monitoring and analytical categories of evaluation.



COURSE CODE
P001282



MODE OF DELIVERY
Contact sessions



DURATION
6 contact days



CERTIFICATE
Successfully completed

The short course in **Process Management for Business Operations** will provide you with an essential overview of the art and science of managing a business by exposing you to the basic concepts, tools and skills that are required (as well as the difficulties experienced) when introducing business process management into an organisation. Businesses experience constant pressure from competitors that forces them to continuously evolve, redesign, implement and manage innovative business processes. The course takes a detailed look at the concept of model-driven architectures, modelling tools, process analysis and design, as well as process optimisation, re-engineering, change management and organisational buy-in.

See also: *Information and Communication Technology | Supply Chain Management and Logistics*

Process Modelling for Business Operations



COURSE CODE
P003574



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed

The **Process Modelling for Business Operations** short course will introduce you to best-practice industry process modelling standards in order to equip you with a solid understanding of practical tools and techniques for business processes modelling in preparation of analysis and improvement of business process performance. Business process modelling is essential to business management success and documenting all the processes aids communication throughout an organisation. This has always been a key aspect of quality management programmes, business process re-engineering and ongoing improvement approaches. The course emphasises the importance of creating aligned viewpoints and context for process modelling in the business environment.

See also: *Information and Communication Technology | Supply Chain Management and Logistics*

Programme in Office Management and Secretarial Development


COURSE CODE
 P001794


MODE OF DELIVERY
 Contact sessions


DURATION
 18 contact days


CERTIFICATE
 Successfully completed

The **Programme in Office Management and Secretarial Development** will provide you with the requisite advanced skills in your secretarial role to perform your daily responsibilities more effectively. The programme will assist you in developing capabilities to work well under pressure, successfully multitask and effectively coordinate tasks in a fast-paced work environment. During this programme, you will not only gain the skills and knowledge required to become an efficient office assistant by learning office strategies, but you will also become expertly proficient in prioritising daily tasks, keeping a highly organised work environment and completing tasks in a shorter period of time.

See also: *Marketing, Communication and Languages*

Total Quality Management


COURSE CODE
 P002019


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The short course in **Total Quality Management** will introduce you to contemporary tools and techniques in quality control that will enable you to articulate and implement quality improvement processes in the workplace in line with the total quality management philosophy. In today's world, customer satisfaction and competitiveness are a function of quality levels, and individuals with the capacity to successfully implement total quality management are becoming indispensable assets to any organisation. Total quality management is based on the principle that every member of staff must be committed to maintaining high standards of work in every aspect of an organisation's operations.

See also: *Supply Chain Management and Logistics*

Business Rescue Decision Making


COURSE CODE
 P00160


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The **Business Rescue Decision Making** short course aims to expose participants to "rescue situations" and decision making to drive the turnaround process. Extensive coverage is given to operations, marketing, sales, human resources, strategy and management during a "rescue". The course focuses on decision making and reflecting on the results of the decisions made. Through simulation and group work, two to three facilitators support and enable experiential learning. The course focuses on teaching delegates the ability to deduce the causes of decline in the venture by applying models in practice for decision strategies, and to take key decisions for an appropriate rescue plan.

Certified Rescue Analyst Programme


COURSE CODE
 P003514


MODE OF DELIVERY
 Contact sessions


DURATION
 8 contact days


CERTIFICATE
 Successfully completed

The **Certified Rescue Analyst Programme** will introduce you to the newly established rescue regime following amendments to the Companies Act 71 of 2008 with the aim to ultimately gain levels competency and proficiency in preparation for the eventual qualification of certified business rescue practitioner. The programme therefore prepares you with the knowledge of all issues relevant to the business rescue practitioner through basic theory and practice examples. During the programme you will also gain the necessary skills to demonstrate your understanding of all the elements of and relevant to the tasks that are commonly executed by the business rescue practitioner.

See also: *Law and Human Rights*

Agricultural Entrepreneurial Management


COURSE CODE
P005988


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Agricultural Entrepreneurial Management** short course presents you with a unique learning experience as emerging agri-entrepreneur to equip you with requisite skills for personal entrepreneurial development. The course focuses on a clear differentiation between the entrepreneurial farmer and the small-scale farmer and also introduces you to the impact of agri-entrepreneurship on the southern African socioeconomic environment. The effective and efficient management of the agri-business is discussed, as well as functional areas of general management. After completing the course, you will be able to understand the complexities of the agricultural value chain to conduct business and establish an entrepreneurially orientated agri-business.

See also: *Agriculture and Food Security*

Bioentrepreneurship


COURSE CODE
P001679


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Bioentrepreneurship** short course focuses on the application of business principles aimed at entrepreneurs in the biotechnology sector and anyone who may have an interest in aspects related to bioentrepreneurship. Biotechnology is the application of science and technology to living organisms for the production of knowledge, goods and services. Biotechnology is considered a major new commercial activity in the innovation sphere following the possible decline of activity in the information and communication technology sector. Through their involvement in biotechnology, entrepreneurs have an unparalleled opportunity to develop and commercialise new products and services, and to develop and grow their own businesses.

Advanced Course in Bioentrepreneurship


COURSE CODE
P003006


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Bioentrepreneurship** takes you as aspirant bioentrepreneur to a more progressive level of practical knowledge and application in the biotechnology sector with a specific focus on the pharmaceutical and manufacturing industries. Although small, the South African science and technology sectors have recently received much support from government through the development of new entities and start-up companies aimed at providing financial and other support to would-be technology entrepreneurs as well as through intellectual property generated from publicly funded research. This is a move towards a knowledge economy and the development of stronger science and technology sectors as priority.

Communication and Sales Toolkit for Start-up Companies


COURSE CODE
P003516


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Communication and Sales Toolkit for Start-up Companies** short course in is aimed at coaching members of start-up companies in practical yet effective communication and sales tools (as instruments of engagement) that can be used to present products or services to prospective clients with considerable confidence and higher levels of engagement. The engagement with prospective clients is about more than mere promotional meetings, and during this course you will be introduced to the tools, techniques and skills that are important to affect an impactful encounter driven by appropriate presentation strategies and promotional tools that can be used to your advantage.

See also: *Marketing, Communication and Languages*

eSkills for Entrepreneurs



COURSE CODE
P003343

MODE OF DELIVERY
Contact sessions or Fully online (Self-paced)

DURATION
2 contact days or 16 hours online

CERTIFICATE
Successfully completed

The **eSkills for Entrepreneurs** short course provides you as entrepreneur the opportunity to better understand technology and see how it can assist you in growing your business. The course will help to optimise your communication skills through technology, not only with your employees, but also with your suppliers and customers. During the course, you will also start to understand the benefits of social media and how it can be used to help a business grow. This course is a great way for entrepreneurs and small business owners to start to explore the important role technology can play in their business.

See also: *Information and Communication Technology*

Finance in Small Businesses: Are You Charging the Right Price?

COURSE CODE
P006572

MODE OF DELIVERY
Contact sessions

DURATION
3 contact days

CERTIFICATE
Successfully completed

The short course in **Finance in Small Businesses: Are You Charging the Right Price?** is critical if you are a small business owner – or senior manager responsible for the financial decision-making process – and need informed and accurate information to price your goods and services appropriately. Neglected by many role-players in the small business and entrepreneurship ecosystem, business owners are often not clear on the right price to charge. This course will equip you with the skills and knowledge to make good pricing decisions by understanding your financial goals, classifying different costing models, ensuring a return-on-investment and supporting sustainable business practices.

See also: *Financial Management and Taxation*

Finance in Small Businesses: Are You Really Making a Profit?

COURSE CODE
P006575

MODE OF DELIVERY
Contact sessions

DURATION
3 contact days

CERTIFICATE
Successfully completed

The short course **Finance in Small Businesses: Are You Really Making a Profit?** is aimed at small business owners who are seeking to increase their profits, reach a genuine profitability scale and achieve long-term sustainability in any of their business endeavours. The course will equip you with essential knowledge of the real meaning of profitability, the difference between profit and cash, how to manage added value to products or services, growing your prospects with the aim of growing profits, as well as practical skills to prevent overtrading of goods and services in your chosen business industry and/or target market segment.

See also: *Financial Management and Taxation*

Funding for Small Businesses: How to Access Funding

COURSE CODE
P006573

MODE OF DELIVERY
Contact sessions

DURATION
3 contact days

CERTIFICATE
Successfully completed

The short course in **Funding for Small Businesses: How to Access Funding** will help you as small business owner or senior manager with the practical skills and knowledge to be able to write high-quality tenders and proposals for acquiring the necessary funds and support to get your new business and/or products/projects off the ground. The course specifically addresses the scope and methodologies of proposal writing by focusing on the common prerequisites for funding projects, private-sector versus public sector products, how to access these products, as well as the essential requirements usually demanded by funding companies' specific proposal and tender processes.

Small Business Sales: How to Close the Deal


COURSE CODE
P006574



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The short course in **Small Business Sales: How to Close the Deal** will aid you as small business owner (or senior manager responsible for closing sales) to achieve better sales results through the requisite sales process skills and awareness. During the course, you will gain invaluable skills in gathering market information, indentifying new prospects and opportunities, segmenting your particular target market and designing a unique value proposition that will close the deal time and again. You will also come to understand the sales process more comprehesively and follow it with precision in order to achieve the best results going forward.

Starting a Business: Cash Flow Management


COURSE CODE
P005361


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Successfully completed

The **Starting a Business: Cash Flow Management** workshop introduces you to the concepts and principles of entrepreneurship and small business management with the aim to equip you with the tools to start your own business. If you have never operationalised your business idea before, this workshop is ideal to introduce you to the pre-start-up and start-up processes and principles that are vital to the establishment of long-term success and sustainability in entrepreneurship. Critical skills, such as the content, strategies and processes of entrepreneurship, creativity, innovation and opportunity recognition, with specific reference to cash flow management, are included in this workshop.

See also: *Financial Management and Taxation*

Starting a Business: Financial Management


COURSE CODE
P005360


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Successfully completed

The **Starting a Business: Financial Management** workshop specifically focuses on introducing you to the concepts and principles of entrepreneurship and small business management, with an emphasis on financial management of small businesses. If you have never operationalised your business idea before, this workshop is ideal to introduce you to the pre-start-up and start-up processes and principles that are vital to the establishment of long-term success and sustainability in entrepreneurship. Critical skills, such as the content, strategies and processes of entrepreneurship, creativity, innovation and opportunity recognition, as well as an introduction to basic business skills, are included in this workshop.

See also: *Financial Management and Taxation*

Starting My Business


COURSE CODE
P003344


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Starting My Business** short course equips you with the necessary skills to start a business that is aligned with your passion and drive to get a successful start-up off the ground by introducing you to the concepts and principles of entrepreneurship and small business management. The course follows a very practical, opportunity-driven and flexible methodology in order to encourage you to participate and engage in the learning experience by exposing you to different case studies, examples and real-life applications. Presented by highly-skilled and international experts in the field of entrepreneurship, the course focuses on starting your business successfully.

Growing My Business


COURSE CODE
 P003346


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Growing My Business** short course focuses on the growth phase of a recent start-up or small business and encapsulates innovation as a core driver of growth. The course will assist you in establishing new, high-flying business endeavours that will make a significant difference in your immediate market environment with the eventual aim to get a bigger slice of the market share. The course is presented on a more advanced level of strategic thinking and application, but caters for small business owners and entrepreneurs in all branches of industry who need to look at reshaping their businesses for profitable growth.

Managing My Business


COURSE CODE
 P003345


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Managing My Business** short course is essentially designed to directly address the critical business management component of start-ups or small businesses. The course provides you with an extremely practical and outcomes-based training experience to develop and/or enhance your managerial skills further, by specifically focusing on optimising business management techniques, processes and procedures. The course also looks into the operational aspects of running a small business venture on a day-to-day basis by employing real-life case studies, business management objectives and strategic thinking methods for the successful and effective delivery of products and/or services to your business's market segment.

Starting My Agri-Business


COURSE CODE
 P003594


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Starting My Agri-Business** short course provides you with a dynamic, high-impact and technology-driven skills training intervention aimed at small agri-business owners by helping you to add real value to the southern African entrepreneurial ecosystem and agricultural landscape. The synergetic training process that forms part of this course creates the perfect pipeline for agricultural enterprise development by focusing on how to identify and develop a good agri-business idea, perform viability studies for sustainability, draft a basic agri-business plan, as well as exhibiting and developing the skills and knowledge base needed to establishing a new business by setting your own agri-scene.

See also: *Agriculture and Food Security*

Technology Entrepreneurship Development Course


COURSE CODE
 P003579


MODE OF DELIVERY
 Contact sessions


DURATION
 2 contact days


CERTIFICATE
 Successfully completed

The **Technology Entrepreneurship Development Course** is driven by the strategic intent of the small business development environment in support of ongoing efforts to encourage and develop entrepreneurship and small enterprise development in South Africa. The course is largely based on the notion that the small, micro and medium enterprise (SMME) sector is not only crucial on an economic growth level, but is also paramount in integrating and incorporating the successful performance of SMMEs in a technology-enabling environment. This course provides you with such an environment in order to plan, engage and grow your business with ease in a user-friendly system.

Education and Teacher Development

With new curriculum developments and more and more innovative projects that advocate high-quality, basic education for all – with an emphasis on gender equality and the elimination of all kinds of disparities – the capacity to build the future workforce leaves little space for complacency. Benefits from and expanding access to quality education has proven to have a positive spill-over effect and the world community has set the wheels in motion for the necessary support structures to be put in place for inclusive and equitable education for all by 2030.¹

A window of opportunity is currently rearing its head for the improvement of education in Africa – and South Africa more specifically – to actually equip and empower the next generation to go out and find solutions to the bigger problems we are facing in our education systems, communities and society at large.² There is no time to waste when it comes to reskilling and upskilling our educators in an effort to make this happen, and our range of products and services in **Education and Teacher Development** aims to do just that.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Childcare that Inspires: Basics of Early Childhood Development


COURSE CODE
P003555


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days



CERTIFICATE
Successfully completed


The **Childcare that Inspires: Basics of Early Childhood Development** short course is specifically designed to help early childhood development (ECD) facilitators and teachers to focus on the critical knowledge and skills that will enable them to make a real difference in the early years of children's development. Often overwhelmed by all the theoretical knowledge and practical tasks involved in their work – poverty and a lack of resources also often take their toll – many ECD facilitators and teachers merely revert to keeping the children safe from harm, with the minimum stimulation and development taking place. This course aims to change that.

See also: *Social and Religious Studies*

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Early Childhood Development


COURSE CODE
P002916


MODE OF DELIVERY
Contact sessions



DURATION
2 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Early Childhood Development** short course is aimed at caregivers of young children who have had little or no training in the past. Young children who receive the right preparation during early childhood are equipped with the expertise that is needed to develop literacy and reading skills, as well as numeracy and basic life skills. A child's readiness for school encompasses the whole range of physical, social, emotional, language and cognitive skills that children need to thrive. The course will make you aware of opportunities and risks, while providing guidelines to develop basic skills in the work that you do.


See also: *Social and Religious Studies*

School Readiness Assessment


COURSE CODE
P002593


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Successfully completed

The **School Readiness Assessment** workshop will help you develop a good understanding of a child's development stages and the criteria for school readiness in terms of early literacy, auditory, numeracy, mathematical language, perceptual, sensory, coordination and basic life skills (including emotional regulation). The workshop will provide you with the requisite skills to be able to assess the school readiness of five- or six-year-old children in terms of their development by administering a skills-based school readiness assessment instrument, scoring the school readiness assessment data derived from the instrument, interpreting the results and making recommendations for interventions and/or further assessment where necessary.

Classroom Leadership and Education Management


COURSE CODE
P001699


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Classroom Leadership and Education Management** short course provides you with practice-orientated activities, case studies, as well as the necessary theoretical foundation to develop your competence in delivering outstanding classroom management and discipline as an educational leader. The course focuses on the topics of self-development of teachers, school management and leadership actions, school climate and school culture as tools for successful management. It also particularly takes a closer look at the processes of planning, policy making, problem solving and decision making in the school management environment as a next step in leading and motivating people to achieve discipline and order.

Online Course in Neuroscience Coaching for Teachers




COURSE CODE
P005619


MODE OF DELIVERY
Fully online (Self-paced)


DURATION
16 hours online


CERTIFICATE
Successfully completed

The **Online Course in Neuroscience Coaching for Teachers** provides you with an opportunity to develop a winning mindset and unleash the power of the brain. This course will provide you with a comprehensive understanding of the basics of neuroscience at a practical level in order to expand your teaching abilities through a winning mindset approach. The course will enable you to improve your teaching outcomes sevenfold by understanding the study of the nervous system better based on the broad classes of the central nervous system (CNS) and the peripheral nervous system (PNS) and how they impact on your teaching abilities.

See also: *Health and Health Care*

Programme in Innovative Facilitation of Learning


COURSE CODE
P003561


MODE OF DELIVERY
Contact sessions


DURATION
14 study blocks of 2 days each


CERTIFICATE
Successfully completed

The **Programme in the Innovative Facilitation of Learning** is specifically designed to help you approach teaching and learning more holistically by mastering outcomes and competencies in your relevant focus areas as an innovative facilitator of learning. During this programme, you will gain requisite skills for developing the full potential of your students, becoming actively involved in the learning process and maintaining a positive attitude in your teaching practice. It therefore also helps you to realise your full potential as a teaching practitioner and lifelong learner yourself. **This course is a prerequisite for the full PGCHE programme at the University of Pretoria.**

Programme in Mentoring and Coaching for Leadership in Education **MCLE**


COURSE CODE
P003604


MODE OF DELIVERY
Contact sessions


DURATION
2 study blocks of 5 days each


CERTIFICATE
Successfully completed


The **Programme in Mentoring and Coaching for Leadership in Education (MCLE)** equips you with the requisite mentoring and coaching skills in order to improve leadership support in your school for effective teaching and learning outcomes. The programme includes interactive contact sessions, class exercises, group presentations, report writing and personal reflection activities through its community of inquiry (COI) approach. This allows for collaborative participation and peer-assisted learning (PAL) with the aim to develop your leadership abilities and skills in educational environment. The learning activities and examples included in the programme are based on personal experiences and real-life practices of educational leaders.

See also: *General Management and Leadership Development*

Advanced Methods in Teaching African Languages as a Home Language


COURSE CODE
P005500



MODE OF DELIVERY
Contact sessions



DURATION
18 contact days



CERTIFICATE
Successfully completed


The short course in **Advanced Methods in Teaching African Languages as a Home Language** will provide you with a progressive setting to reflect on your teaching practice in terms of new policy and curriculum changes in the African languages offering at school level and teaching it as a Home Language. With the new changes in teacher education policies and Home Language teaching in particular, there is a need to strengthen teachers' confidence and skills in the theory of pedagogy and enhancing classroom practice to benefit both teachers and learners in the acquisition and promotion of African languages in school environments.

Creative Writing


COURSE CODE
P001293


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Attendance


The **Creative Writing** short course consists of interactive workshops focusing on the writing of poetry and prose (short stories and novels), as well as drama and scriptwriting with sessions presented by published authors. During the course, you will have the opportunity to learn about basic and advanced tenets of various literary genres, as well as publishing opportunities in these fields. Your own texts will be workshopped and there will be opportunities to discuss it with authors/presenters during the course. The overall aim of the course is to stimulate creative input, expand ideas for texts and to improve existing texts/works in progress.


See also: *Marketing, Communication and Languages*

PCEL Module 1: Answering Future Challenges – Tools and Techniques


COURSE CODE
P006417


MODE OF DELIVERY
Blended (Contact and online)


DURATION
2 contact days and online application


CERTIFICATE
Successfully completed

The **Answering Future Challenges – Tools and Techniques** module provides you with the main frameworks and underpinnings of an appropriate pedagogical leadership and management approach in order to confront and successfully overcome the current and future challenges facing our education system through innovative and creative practices. As part of the Professional Courses for Educational Leaders series, this module specifically focuses on: the possibility of improvement; an appropriate pedagogical leadership approach; pedagogical management cornerstones and building blocks; and roles and job descriptions of educational leaders. It also looks into collaborative teacher leadership, theories, policies and practices at the core of principals' responsibilities.

Using ICT in the Teaching of Languages


COURSE CODE
P001883



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Using ICT in the Teaching of Languages** short course is poised to help you develop the skills to use technology in the language classroom in terms of literature and literature appreciation, creativity in the classroom and generation of innovative ideas. In a technological era, "talk and chalk" is no longer the ideal teaching approach. Instead, you should use every available resource to engage learners in active learning. During the course, you will gain know-how on using technology in a positive manner and creating new, fresh and creative classrooms in which learners can experience language on a whole new level.

PCEL Module 2: Commitment to Personal Learning – Leadership and Management Development


COURSE CODE
P006418

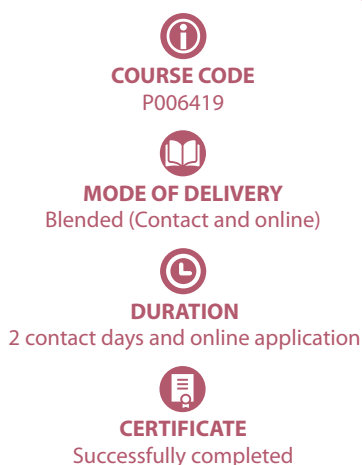

MODE OF DELIVERY
Blended (Contact and online)


DURATION
3 contact days and online application


CERTIFICATE
Successfully completed

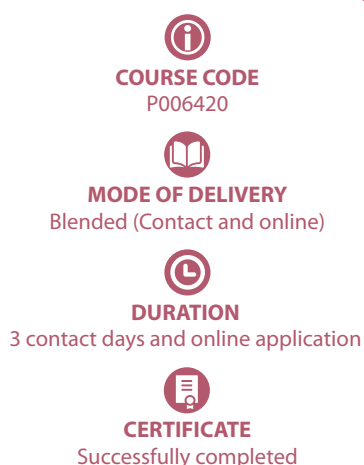
The **Commitment to Personal Learning – Leadership and Management Development** module specifically connects leadership, values and ethics, professionalism in educational leadership and management to introduce you to professionalism in education in general based on networking and organisational behaviours. As part of the Professional Courses for Educational Leaders series, it not only provides you with a basis from which self-awareness and leadership can be created, but also gives an in-depth look at: the roots and future of leadership in education; management principles in education; values and ethics in leadership and management; professionalism as cornerstone in educational leadership; and commitment to personal learning.

PCEL Module 3: Pedagogical Leadership



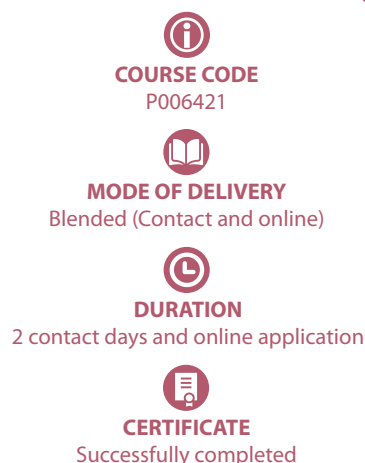
The **Pedagogical Leadership** module provides you with a comprehensible navigational mind map of educational leadership and management actions across different levels, looking at shared responsibilities within the framework of pedagogical leadership. The module's definitive aim is to provide you with a comprehensive knowledge base around the importance and relevance of educational leadership in today's teaching practice and beyond. As part of the Professional Courses for Educational Leaders series, the module specifically looks at aspects of: creating a model for pedagogical leadership; initiating shared and teacher leadership; kick-starting pedagogical leadership actions; and cognisance of shared responsibility across the entire educational landscape.

PCEL Module 4: Education Labour Law, Professionalism and HR Processes



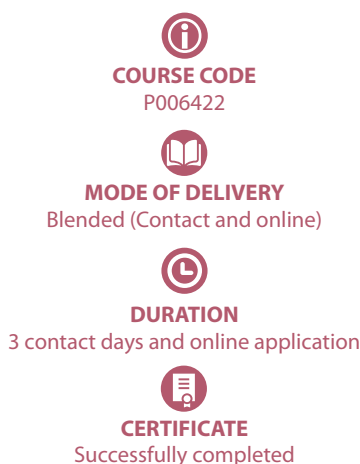
The **Education Labour Law, Professionalism and HR Processes** module raises, emphasises and explains the importance of a contextualised understanding and appreciation of key elements within current education labour law in order to direct you to better decision-making processes in your role as educational leader. As part of the Professional Courses for Educational Leaders series, this module goes into the details of: understanding and reframing leadership; setting up and managing structural, human resources, political, symbolic and cultural frameworks within your own educational setting; grasping standard human resources processes; and coming to terms with professional labour law and human resources management.

PCEL Module 5: Securing Success through Integrated Continuing Professional Development



The **Securing Success through Integrated Continuing Professional Development** module aims to construct a variety of approaches based on the intensive research into organisational change management. One of the most common themes in educational organisations (in most countries) is change, but at the same time it is one of the least understood phenomena. As part of the Professional Courses for Educational Leaders series, this module emphasises both organisational dynamics in change and elements of individual behaviour when facing change. In this respect, key points include: understanding change resistance; facing strong individual feelings; and understanding the power of emotions in the workplace.

PCEL Module 6: Future Orientation and Contextual Intelligence



The **Future Orientation and Contextual Intelligence** module introduces you to the concept of contextual intelligence as a necessary requirement for appropriate educational reform and renewal. In light of the specific and unique contexts that manifest as a result of contextual intelligence – together with other anticipated megatrends in the educational landscape – it is also applicable to the creation of new learning environments. As part of the Professional Courses for Educational Leaders series, this module particularly focuses on: contextual intelligence and understanding your school's uniqueness; anticipating the changing needs of stakeholders; creating new learning environments, including facilities and LTSM; and school culture.

PCEL Module 7: Pedagogical Management



COURSE CODE
P006423


MODE OF DELIVERY
Blended (Contact and online)

DURATION
2 contact days and online application

CERTIFICATE
Successfully completed

The **Pedagogical Management** module provides you with the tools to evaluate, review, implement and monitor the impact of educational strategies in order to initiate appropriate action. The module focuses on the cutting-edge approaches and trends recognised in building and developing the school as a professional learning community. As part of the Professional Courses for Educational Leaders series, the module looks at: strategy formulation; learning organisations and beyond; strategic planning versus strategic thinking; strategy and policy implementation; creating a contextually intelligent professional organisational structure; creating professional management processes based on all legal and regulatory requirements; and ethics and the ethical climate.

PCEL Module 8: Nitty-Gritty of School Governance



COURSE CODE
P006424


MODE OF DELIVERY
Blended (Contact and online)

DURATION
3 contact days and online application

CERTIFICATE
Successfully completed

The **Nitty-Gritty of School Governance** module investigates the democratic location of powers and functions in the education system and focuses on the issue of public school governance. You will gain invaluable knowledge on working with and managing school governing bodies, as well as an inside look at who the role players and different groups are that are responsible for governing a school from national right through to ground level. As part of the Professional Courses for Educational Leaders series, the module makes special reference to: organisational theory; governance versus management; professional financial management; and school discipline (i.e. codes of conduct).

PCEL Module 9: Making My School Safe



COURSE CODE
P006425


MODE OF DELIVERY
Blended (Contact and online)

DURATION
2 contact days and online application

CERTIFICATE
Successfully completed

The **Making My School Safe** module provides you with the main legislative and regulatory frameworks that pertain to school safety. In addition, it provides guidance with regard to correct safety procedures in different school situations in order to prevent negligence. As part of the Professional Courses for Educational Leaders series, the module looks at: why safety is important; the principle of in loco parentis; responsibility, accountability and liability; negligence and the law of delict; violence and substance abuse at schools; access to public schools; safety during school activities; safety during physical activities; emergency and fire procedures; and early release from school.

PCEL Module 10: Capstone



COURSE CODE
P006426

MODE OF DELIVERY
Blended (Contact and online)

DURATION
3 contact days and online application

CERTIFICATE
Successfully completed

The **Capstone** module culminates in an opportunity for you to edit, finalise and share a curated educational leadership project on the Professional Courses for Educational Leaders series, entitled "My own leadership book". As the last part of the Professional Courses for Educational Leaders series, this module reflects on the entire educational leadership journey that you have undertaken to bring together all the aspects of: community and collaboration; leading creativity and innovation; the need for a holistic perspective; and organisational culture that supports innovation. The project aims to serve as a personal ledger of experiences and lessons learnt throughout your training.

Assessment Practices and Computer-Based Assessment


COURSE CODE
P006398


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Assessment Practices and Computer-Based Assessment** short course consists of four different components, providing you with knowledge on basic assessment terminology, purposes of assessment, different types of assessment and the principles of good assessment. During the course, you will have an in-depth look at various aspects of qualitative and quantitative assessment, as well as quality assurance. In the quantitative realm the course specifically looks at what computer-based assessment is, what different types of objective assessment are available, as well as guidelines in constructing these items according to basic statistics that can be worthwhile in assessing the quality of your assessments.

Computer and Information Literacy for Teachers


COURSE CODE
P002458


MODE OF DELIVERY
Contact sessions


DURATION
8 contact days


CERTIFICATE
Successfully completed

The short course in **Computer and Information Literacy for Teachers** will enhance and boost your own computer skills in order to relay that knowledge and train learners in your school on the effective and efficient use of information and communication technology (ICT) as used in the classroom. Developing at a phenomenal speed – and becoming an inseparable part of the teaching and learning experience – ICT includes the infrastructure and components that enable modern computing and this technological revolution requires schools to act without hesitation and prepare teachers and learners alike to adapt to this challenge with the appropriate tools at hand.

Mathematical Task Development, Assessment and Moderation Training


COURSE CODE
P006028



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The **Mathematical Task Development, Assessment and Moderation Training** short course is presented as an introduction to teachers on the issues of assessment and classroom-based assessment practices specifically with regard to Mathematics. The course focuses on four topics, namely: (1) basic terminology and theoretical underpinnings of assessment, the role of formative and summative assessment and purposes of assessment; (2) the construction of a test or examination for summative purposes and different item formats; (3) the role and construction of an assessment framework to guide test design; and (4) basic item analyses to assist in reviewing and refining the test or examination.

Microsoft Word for High School Mathematics Teachers


COURSE CODE
P003426



MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Successfully completed


The workshop in **Microsoft Word for High School Mathematics Teachers** will help you use MS Word to prepare professional worksheets, tests and examination papers quickly and more effectively in your Mathematics classroom. MSWord has many hidden features that could make Mathematics teachers more effective and professional in the delivery of the set curriculum. You will learn to type complex mathematical equations, draw graphs, create tables, use pen features and do more complex calculations. The workshop also helps you with handy shortcut keys and autocorrect commands to type quickly and efficiently, including the use of using digital ink for scripting.


Mobile Teaching for the 21st Century Teacher




COURSE CODE
P003356


MODE OF DELIVERY
Blended (Contact and online)


DURATION
3 contact days and 3 months online application


CERTIFICATE
Successfully completed


The **Mobile Teaching for the 21st Century Teacher** short course will support you in the development of mobile teaching skills by illustrating how current developments in the mobile device environment (e.g. tablets) can create exciting opportunities in the teaching and learning experience. The course is presented through blended and hands-on teaching strategies, and focuses on applications in your own teaching environment. You will create well-structured and interactive mobile learning interventions, manage a mobile learning classroom, ensure safe and ethical use of mobile devices in teaching, and contribute to content creation for mobile learning to add value to your teaching practice.

NATED Mathematics Training Course


COURSE CODE
P005887


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **NATED Mathematics Training Course** is aimed at facilitators who present and deliver the National Accredited Technical Education Diploma (NATED) programmes in Mathematics (N1–N6) at public TVET colleges. The course is designed to enhance your skills in the delivery and practice of high skills, high quality and high knowledge programmes that provide experience of the workplace environment and directly respond to the priority skills demand in the South African job market. During the course, you will be able develop the specialised expertise that should form part of your teaching practice, with specific reference to the Mathematics subject group.

NCV Mathematics Training Course


COURSE CODE
P005886



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The **NCV Mathematics Training Course** is aimed at facilitators who present and deliver the National Certificate Vocational (NCV) programmes in Mathematics and Mathematical Literacy (Level 2–4) at public TVET colleges. The course is designed to enhance your skills in the delivery and practice of high skills, high quality and high knowledge programmes that provide experience of the workplace environment and directly respond to the priority skills demand in the South African job market. During the course, you will be able develop the specialised expertise that should form part of your teaching practice, with specific reference to the Mathematics subject group.

Statistics in Education for Teachers (Statistical Package for Social Sciences)


COURSE CODE
P006146


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Attendance

The **Statistics in Education for Teachers (Statistical Package for Social Sciences)** short course provides you with fundamental training in the use of the the Statistical Package for Social Sciences (SPSS) software widely used in statistical data analysis. During the course, you will learn basic functionalities of the SPSS software and progress to a number of higher-level techniques that can be specifically used in the social sciences environment. The course is presented through a combination of presentations and hands-on sessions to help you perform data entry and analysis to create accurate tables and graphs that can be used in the classroom.

Physical Sciences for FET Teachers: Foundational Concepts and Enquiry Teaching


COURSE CODE
 P002223



MODE OF DELIVERY
 Contact sessions



DURATION
 4 study blocks of 5 days each



CERTIFICATE
 Successfully completed


The **Physical Sciences for FET Teachers: Foundational Concepts and Enquiry Teaching** short course will provide you with the requisite knowledge, skills and practice as Grade 10–12 Physical Sciences teacher in scientific enquiry and problem solving, with enquiry teaching at its core. The course will help you in conveying a good understanding of the nature of science and its relationships to technology, society and the environment. It also aims to enhance your teaching skills by engaging in practical work through the use of an enquiry-based pedagogy in order to better serve the needs of your learners in this essential subject.

Basic South African Sign Language Course


COURSE CODE
 P005183


MODE OF DELIVERY
 Contact sessions



DURATION
 5 contact days



CERTIFICATE
 Attendance


The **Basic South African Sign Language Course** will equip you with sign language skills in order to communicate with people who are deaf and/or hard of hearing. The course consists of practical communication sessions to fast track and enhance your skills in using South African Sign Language (SASL). During the course, you will gain insights into the different aspects of sign language and acquire the confidence to communicate proficiently by means of manual communication (i.e. hand gestures, facial expressions and body movement). SASL is also acknowledged as a language of instruction in the education of deaf learners in South Africa.


See also: *Marketing, Communication and Languages*

Curriculum Differentiation in Special Classes and Multilevel Teaching


COURSE CODE
 P002064


MODE OF DELIVERY
 Contact sessions


DURATION
 2 contact days


CERTIFICATE
 Attendance

The short course in **Curriculum Differentiation in Special Classes and Multilevel Teaching** will equip you with knowledge about the differentiation in various subjects according to special support needs of learners who are identified as having mild to moderate intellectual impairments. The course covers the required accommodations in assessment that are required in such cases and provides sufficient opportunity for practical application and discussion of the topic at hand. During the course, you will also explore the selection, development and application of level-appropriate, needs-specific material and exercises in reading, writing and mathematical abilities (with a specific emphasis on communicative language development).

Augmentative and Alternative Communication


COURSE CODE
 P000889


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The **Augmentative and Alternative Communication** short course's focus is on training speech language pathologists and education specialist in assisting young children and adults with little or no functional speech (LNFS) to communicate more effectively by means of low-technology augmentative and alternative communication (AAC) strategies. The course specifically looks at vocabulary selection for successful AAC interventions for different age groups and within different contexts. During the course, you will develop the skills and knowledge to apply and implement AAC principles in the design of low-technology communication boards for adults and children to facilitate and improve their speech and communication abilities further.

See also: *Health and Health Care*

Implementation of Augmentative and Alternative Communication for Inclusive Education


COURSE CODE
P003480


MODE OF DELIVERY
Contact sessions


DURATION
2 study blocks of 5 days each


CERTIFICATE
Successfully completed

The **Implementation of Augmentative and Alternative Communication for Inclusive Education** short course focuses on training speech language pathologists and education specialists in providing necessary support to learners with complex communication needs or severe speech difficulties in order to give them appropriate access to education. The course is based on the principle of inclusive education to ensure that all children, including those experiencing speech problems, are ensured of equal access to education. This course will also benefit early childhood development practitioners, teachers in special and full-service schools, learner support specialists and teachers, senior education specialists, as well as chief education specialists.

See also: *Health and Health Care*

Designing Programmes for Open, Distance and eLearning


COURSE CODE
P006281


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Designing Programmes for Open, Distance and eLearning** provides you with the skills and understanding to design innovative higher education programmes that will meet national accreditation requirements. The course covers essential topics to enable you to identify different characteristics and modes of teaching in order to provide and justify a particular mode for a particular purpose, context and audience in learning. You will also be empowered to identify key expectations of programme accreditation, develop outlines of constituent programme modules, develop applicable learning resources and engage in a peer review process to evaluate and improve your learning resources.

Administration and Management of Open Distance Learning in a Dual Mode Institution


COURSE CODE
P006282


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Administration and Management of Open Distance Learning in a Dual Mode Institution** will provide you with the requisite knowledge and skills to manage communication and information, facilities and equipment, curricula, as well as staff and students in a dual mode institution. The course specifically looks into topics of Open Distance Learning (ODL) policies with the aim to implement an effective administration and management system in terms of institutional structures, human and material resources. During the course, you will also gain exposure to research, academic and support systems in order to effect administrative services and quality assurance.

Advanced Course in the Implementation of Augmentative and Alternative Communication for Inclusive Education


COURSE CODE
P003599


MODE OF DELIVERY
Contact sessions


DURATION
3 study blocks of 5 days each


CERTIFICATE
Successfully completed

The **Advanced Course in the Implementation of Augmentative and Alternative Communication for Inclusive Education** is aimed at speech language pathologists and teachers who are involved in the education and rehabilitation of learners with severe speech disabilities. The course is focused on inclusive education to ensure equal access to education and progresses the knowledge imparted on the basic course. The course develops your skills in order to provide the necessary advanced support to learners with complex communication needs in the classroom and school context by exposing you to the appropriate approaches and intervention strategies to deal with learners with speech disabilities.

Policy Development and Planning in Open Distance Learning


COURSE CODE
P006283


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Policy Development and Planning in Open Distance Learning** provides you with fundamental knowledge and the skills in developing, implementing, monitoring, evaluating and reviewing Open Distance Learning (ODL) policies. During the course, you will come to understand the purpose of and identify key steps in developing a practical ODL policy for your institution. You will also be able to delve deeper into the importance of mission and policy statements, as well as strategic planning in ODL policy development. Identifying mechanisms of support and evaluation and/or amendment of policies, as the need consequently rises, will also be addressed.

Research in Open Distance Learning


COURSE CODE
P006292



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Research in Open Distance Learning** short course is designed to provide you with updated knowledge and skills in identifying and linking main institutional elements in Open Distance Learning (ODL) that will enable further research into ODL application. Whether you are required to conduct or manage research in ODL, the course will enable you to understand the relationship between research in ODL and quality assurance, as well as process and programme evaluation that goes hand-in-hand with total quality management (TQM) practices. You will also gain exposure to various research publications and come to understand their role in ODL quality assurance.

Leadership Development Programme for School Principals


COURSE CODE
P003384

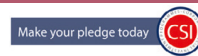

MODE OF DELIVERY
Contact sessions


DURATION
8 study blocks with 1 contact day each


CERTIFICATE
Successfully completed

The **Leadership Development Programme for School Principals** introduces principals to the strengths of Whole Brain® facilitation for learning and its application in the classroom. As leaders of often diverse teams of teachers and support staff, principals will learn to understand the thinking preferences of individuals and the impact these preferences can have on effective teaching to enhance effective learning. The entrepreneurial role of schools, both at primary and secondary levels, cannot be negated given the modern and challenging educational ecosystem in South Africa. The multidimensional approach of the programme includes orientating the mindset of school principals towards entrepreneurial intent. For more information about this course, visit

www.enterprises.up.ac.za/csi



See also: *General Management and Leadership Development*

Engineering and Technology Management

Engineering professions have become increasingly diverse over the past 50 years, and today they are tackling more complex social issues such as poverty, inequality, disaster recovery and climate change than ever before.¹ As such the impact of technological disruption and innovation might just prove to prolong our life expectancy, completely change the job market and affect our ecosphere and social life beyond measure.² This calls for an even bigger commitment to solving important social challenges – both locally and globally. Future engineers and technologists need to go beyond just learning how to design and build things; they need to understand that it is about dealing with issues of public interest.

When not only driven by technical know-how, but also by considerations of social impact and political feasibility, we can become more effective in helping to develop smart, long-lasting solutions for society.³ With a variety of products and services in **Engineering and Technology Management**, we can equip you with the necessary skills and knowledge to tackle these challenges head-on while also ensuring the continuation of best-practice application in the growing demand for sustainability, flexibility and technological advancement.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za



Asset Management for the Public Sector


COURSE CODE
P000360


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days



CERTIFICATE
Successfully completed


The short course in **Asset Management for the Public Sector** is specifically designed to assist you in gaining the requisite knowledge and insights in the management of physical assets by developing your management skills and equipping you with particular tools and techniques that you will need to succeed in the management of public sector assets. Unlike the private sector, the imperative for managing public assets is not profit, but quality of service delivery. The course therefore delves deeper into the cross-disciplinary practices of asset and maintenance management, as well as public service, by practical application in the public sector sphere.

See also: *Public Administration and Management*


Programme in Asset and Maintenance Management

PAMM


COURSE CODE
P000699


MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Programme in Asset and Maintenance Management (PAMM)** will provide you with a deeper understanding of all the integrated and complementary disciplines as applied to the management of your organisation's physical assets. As such, the programme instils a greater awareness of the collaboration efforts that are required, as well as the application of requisite cross-disciplinary skills in technical, engineering, finance, logistics, human communications and other functions, in order to achieve the effective management of physical assets. The programme further elaborates on topics of physical asset management principles and practices, principles of maintenance management, as well as maintenance approaches and strategies.


See also: *Built Environment and Construction*


Programme in Engineering Management

PEM


COURSE CODE
P000498


MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks of 5 days each


CERTIFICATE
Successfully completed

The **Programme in Engineering Management (PEM)** will provide you with practical training in managing technical functions, specifically those geared towards engineering management activities, that include development, operations, maintenance, technology and project management. The programme further focuses on the fundamentals of supervisory and managerial capacity and is ideal for those involved in or associated with technical management functions, such as design, development, manufacturing, construction, operations, quality and maintenance. The skills, tools and techniques acquired in this programme, are relevant to a wide variety of industry and business sectors, including government. The programme offers balanced training in both technical and general management.

See also: *Built Environment and Construction*

Programme and Portfolio Management


COURSE CODE
P003559



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Programme and Portfolio Management** short course specifically addresses principles and concepts that are commonplace in the management and coordination of different engineering and/or construction programmes and portfolios. Based on international standards and practices, the course focuses on the differences between and interfaces of project outcomes and benefits all the way through to meeting strategic goals with optimal portfolio selection, management and governance in place. The course will not only equip you with the knowledge and skills to apply programme and portfolio management in your work environment more successfully, but will also provide you with its essential tools and techniques.

See also: *Project and Risk Management*


COURSE CODE
 P000499


MODE OF DELIVERY
 Contact sessions



DURATION
 4 study blocks of 5 days each



CERTIFICATE
 Successfully completed


The **Programme in Maintenance Management (PMM)** provides you with specialised management training in the maintenance of technical assets in your organisation. The programme focuses on topics of maintenance resources and processes, principles of maintenance management, condition-based maintenance, managing maintenance workers, managing finances in maintenance, managing maintenance information, maintenance improvement and strategy, and risk management. The programme will ultimately enable you to either develop a maintenance plan for a technical system or a performance management system for maintenance. You will also learn to calculate net present value for asset replacement and apply maintenance approaches in achieving ongoing improvement and problem-solving models.


See also: *Built Environment and Construction*

Cisco Certified Networking Associate: Routing and Switching **CCNA®**


COURSE CODE
 P000226


MODE OF DELIVERY
 Contact sessions



DURATION
 8 study blocks of 5 days each



CERTIFICATE
 Successfully completed


The **Cisco Certified Networking Associate (CCNA®): Routing and Switching** short course incorporates both theoretical and practical aspects in preparation of the CCNA certification examination. The course provides you with the requisite skills and hands-on-experience needed to design, install, operate and maintain networks through a complete range of networking concepts and features. The course specifically prepares you on topics of: network security, types and media; routing and switching fundamentals; TCP/IP and OSI models; IP addressing, routes and traffic management; WAN technologies and connections; operating and configuring IOS devices; extending switched networks with VLANs; establishing point-to-point connections; and establishing Frame Relay connections.


See also: *Information and Communication Technology*

Cisco Certified Networking Professional: Building Scalable Internetworks **CCNP®**


COURSE CODE
 P001680


MODE OF DELIVERY
 Contact sessions


DURATION
 2 study blocks of 5 days each


CERTIFICATE
 Successfully completed

The **Cisco Certified Networking Professional (CCNP®): Building Scalable Internetworks** short course will enable you to create an efficient and expandable enterprise network on a professional level as network operations specialist, administrator or engineer. The course covers the full scope of installation, configuration, monitoring and troubleshooting aspects of network infrastructure equipment. Advanced topics that are also covered throughout the course include: EIGRP configuration; multi-area OSPF, IS-IS and BGP routing protocols; manipulation and optimisation of routing updates; routing protocol authentication; multicast routing; and IPv6 configuration. The course curriculum builds on Cisco CCNA® courses with more complex network configurations, diagnosis and troubleshooting.

See also: *Information and Communication Technology*

Digital Signal Processing and Wiring for Electrical Engineers


COURSE CODE
 P001284


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Attendance

The short course in **Digital Signal Processing and Wiring for Electrical Engineers** provides you with a comprehensive understanding of and practical skills in digital signal processing (DSP). Revolutionary changes in DSP technology have already been made in a broad range of industries, including communications, medical imaging, radar and sonar equipment, high-fidelity music reproduction and oil prospecting. The course therefore focuses on a unique DSP training experience that involves gaining knowledge of general concepts that apply to the field as a whole, but also on developing specialised techniques and skills in your own field of interest for new and innovation application.

Generator Technology


COURSE CODE
P003542


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Attendance

The short course in **Generator Technology** will introduce you to various aspects of large Turbo Generator Technology (TGT) as commonly used in coal and gas power plants. During the course, you will be provided with a fundamental knowledge base of the construction, design, operation and maintenance of these large steam and gas turbine generators, but also gain a better understanding of the auxiliary systems, inspection and control that go hand-in-hand with the implementation of such technology. The course further touches on the operation and control of other types of generator technology, such as diesel-powered generators and renewable photovoltaic (PV) systems.

Power System Protection in Smart Grid Environments


COURSE CODE
P003543



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Attendance


The short course in **Power System Protection in Smart Grid Environments** will provide you with a comprehensive range of concepts on power system protection including an understanding of the principles of the operation of protection system components. Topics covered during the course include fuses, relays, circuit breakers, instrument transformers and their applications for the design of protection systems in transmission lines, reactors, static VAR compensators (SVCs), generators and transformers. The course also provides you with a clear overview of overvoltage and system protection with specific reference to smart grid technologies and applications used with renewable energy and energy efficient resources.

Practical Electrical Wiring


COURSE CODE
P000384


MODE OF DELIVERY
Contact sessions


DURATION
2 study blocks of 5 days each


CERTIFICATE
Successfully completed

The short course in **Practical Electrical Wiring** will provide you with a complete introduction to wiring principles for application in the design of electrical projects, wiring and testing installations, wiring electrical control equipment and testing electrical motors. During the course, you will gain exposure to both theoretical and practical aspects of electrical wiring with a focus on concepts of basic application in an array of fields and industries. The course further aims to equip you with the requisite skills and techniques to help you solve and prevent all types of wiring problems in preparation of passing a practical wiring examination.

Renewable Energy: Distributed Generation


COURSE CODE
P003316

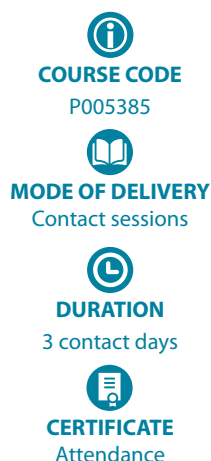

MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

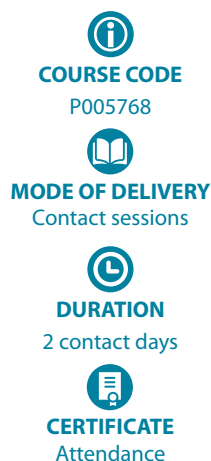
The **Renewable Energy: Distributed Generation** short course will provide you with a detailed overview of the fast-growing renewable energy and power generation industry. During the course you will be exposed to the benefits, technical issues, design and use of renewable distributed generation with specific reference to wind, photovoltaic (PV) and hybrid system technologies. The course also briefly covers a wider range of renewable energy technologies, including small hydropower systems, concentrating solar power (CSP) technologies and biomass. You will further gain a better understanding of common distributed generation integration issues, including a look at voltage fluctuations, fault levels and stability issues.

Basic Course in Pavement Engineering



The **Basic Course in Pavement Engineering** provides you with a general introduction to the basic concepts and methods used in the field of pavement engineering. The course covers key aspects of road materials, materials testing and classification, road design and road management in fine detail. During the course, you will gain a good understanding of concepts and procedures across a range of possible pavement engineering dilemmas. Not only will you therefore be equipped with the requisite skills to deal with the analytical aspects of design, but you will also be able to liaise and consult directly with communities and individuals.

Advanced Course in Slope, Seepage and Foundation Analysis



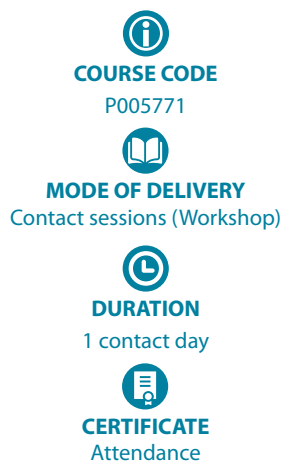
The **Advanced Course in Slope, Seepage and Foundation Analysis** will expand your knowledge of analytical methods as civil engineer or engineering geology practitioner and equip you with practical techniques – incorporated in modern commercial software packages – specifically used in the geotechnical stability analysis of slopes and walls, as well as seepage and consolidation analysis. The course goes beyond the introduction of the initial finite element method and provides you with a more in-depth overview of elasticity, upper and lower bound plasticity methods, limit equilibrium methods (with a strong focus on slope stability) and finite difference solutions for seepage and consolidation analysis.

Geological Site Investigation Techniques for Engineers



The short course in **Geological Site Investigation Techniques for Engineers** will provide you with in-depth knowledge of the general principles and approaches to geological site investigations with specific reference to engineering activities in your role as engineering geology practitioner or geologist. The course specifically puts an emphasis on developing appropriate site investigation techniques for different ground (site) conditions, engineering structures and geological materials. During the course, you will also acquire both theoretical knowledge and hands-on training in index laboratory testing methods that can be used in geological site investigations to expand your current practice methods for better results and analyses. **See also:** *Environmental Management and Geophysics*

Geotechnical Laboratory Testing



The **Geotechnical Laboratory Testing** workshop is ideal if you are seeking to improve your knowledge on the specification of geotechnical soil tests, interpretation of data and the ability to judge the quality of laboratory test results as civil engineering or engineering geology practitioner. The workshop specifically covers the application of the triaxial, shearbox, oedometer and Rowe cell tests. You will gain invaluable knowledge on the importance of instrumentation for laboratory testing and guidance on typical strength, stiffness and permeability values of soils and how to recognise poor test results. Different sampling techniques and causes of sampling disturbances are also addressed.

In-situ Geotechnical Testing and Tailings Applications



COURSE CODE

P005772



MODE OF DELIVERY

Contact sessions



DURATION

2 contact days



CERTIFICATE

Attendance

The **In-situ Geotechnical Testing and Tailings Applications** short course will refresh your knowledge of in-situ geotechnical testing while also introducing you to new developments in the field. The course focuses on the most widely used tests and applications, including the Standard Penetration Test (SPT), Cone Penetration Test (CPT), Piezocone (CPTu) and seismic tests. During the course, you will also explore the interpretation of test results and its application in geotechnical problems in further detail to expand your knowledge of and skills in the application of each test based on established parameters, as well as direct and indirect test design methods.

Introduction to Critical State Soil Mechanics



COURSE CODE

P005769



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Attendance

The **Introduction to Critical State Soil Mechanics** short course provides you with a comprehensive look at critical state soil mechanics and its application in geotechnical engineering. The course covers important aspects such as stress invariants and stress paths, while exploring the concept and application of a state boundary surface to describe the behaviour of normal and overconsolidated soil. You will also be introduced to topics on the critical state line, Roscoe surface, Hvorslev surface, drained and undrained planes and the elastic wall – providing you with a practical framework for finite element analysis in the development of plasticity models for soils.

Risk and Reliability Analysis in Geotechnical Engineering



COURSE CODE

P005770



MODE OF DELIVERY

Contact sessions (Workshop)



DURATION

1 contact day





CERTIFICATE


Attendance


The **Risk and Reliability Analysis in Geotechnical Engineering** workshop is ideal if you are seeking to expand your knowledge of and skills in reliability analysis techniques as civil engineering or engineering geology practitioner. Analysis techniques in geotechnical engineering typically estimate the collapse load or factor of safety applicable to a boundary value problem, but does not provide information on the probability of failure. This workshop addresses and equips you with appropriate techniques for the calculation of the probability of failure – as this is often (more so than the actual factor of safety) of critical importance to engineers and their clients.

Centrifugal Pump Sizing


COURSE CODE
P003341


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Attendance

The hands-on workshop in **Centrifugal Pump Sizing** covers the basic principles and practices you will need to work on centrifugal and positive displacement pumps by giving you a comprehensive overview of piping hydraulics, pump sizing, net positive suction head and prevention cavitation, as well as pump affinity laws, series and parallel pumps. This workshop will not only provide you with practical know-how on the application of water hammers, pump sparing, pumps for slurry handling, pump checklists and solving workshop problems, but will also help you develop skills and techniques to successfully size centrifugal pumps in any industrial or large-scale operation.

Flood Hydrology and Urban Runoff Modelling


COURSE CODE
P003460


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Flood Hydrology and Urban Runoff Modelling** short course provides you with a practical training experience in flood calculation methods and flood routing through the application of deterministic, empirical and statistical analyses and real-world exercises. The EPA Storm Water Management Model (EPA-SWMM) will be demonstrated and introduced during the course as a tool for modelling urban drainage systems. As a dynamic rainfall runoff-simulation model, it will be used to effectively view and analyse both single-event and long-term (continuous) runoff simulations from urban areas (in terms of quantity and quality) to provide you with an appropriate problem-solving method in flood hydrology.

Pipeline System Design


COURSE CODE
P002719



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The short course in **Pipeline System Design** provides you with a sound theoretical background and practical skills in some of the hydraulic, mechanical and electrical design aspects related to the design of pipeline systems. With the latest updates on the practical aspects of pipeline design and operations, the course specifically focuses on issues of pipeline engineering, the optimisation process of pipeline systems, as well as the effect of energy escalation in pump systems. You will also be introduced to other related topics, including pipeline hydraulics, surge analysis, pipeline component design and installation, lifecycle costing, testing and operation of pipeline systems.

Pump Station Design


COURSE CODE
P001458


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Attendance

The short course in **Pump Station Design** provides you with a complete overview of the theory, analysis of and practical issues related to the design of a clear-water pump station. The basic theory of pump selection, energy efficiency, operational control, valve selection, lifecycle cost assessment, case studies and dynamic hydraulics are reviewed in finer detail during the course. You will also receive the opportunity to practically solve a number of issues related to pump station design through hands-on exercises in order to develop your skills and familiarise yourself with the relevant techniques when undertaking pump station design and implementation.

Requirements Engineering


COURSE CODE
P003314



MODE OF DELIVERY
Contact sessions



DURATION
7 contact days



CERTIFICATE
Successfully completed


The **Requirements Engineering** short course will provide you with the necessary insight, understanding and skills to effectively elicit your customers' needs and convert them into feasible, realistic and successfully engineered systems. Almost all system failures can be traced back to a problem with the initial requirements, that can also usually be attributed to poor requirements engineering practices and management – with engineers often confusing actual requirements with a solution. During this course, you will therefore develop better skills in practical systems engineering and also gain a better understanding of the actual needs or problems that must be solved by a system.

Spreadsheets as an Engineering Tool


COURSE CODE
P000036


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Attendance

The **Spreadsheets as an Engineering Tool** short course demonstrates the use of Microsoft Excel as a powerful processing tool in solving engineering and system design problems. Spreadsheets are excellent tools for answering questions, and the course focuses on various built-in functions, user-defined functions, customisations, graphs, macros and Visual Basic for Applications (VBA) that can be applied in the engineering environment. You will also gain a better understanding of and practical experience in spreadsheet tools such as the Data Analysis Toolpack, the Solver add-in, as well as the scenario manager and data tables for engineering. **Presented on an in-house basis only.**

See also: *Information and Communication Technology*

Systems Design


COURSE CODE
P003315


MODE OF DELIVERY
Contact sessions


DURATION
8 contact days


CERTIFICATE
Successfully completed

The short course in **Systems Design** introduces you to the three most important aspects required in order to ensure a successful engineering product: systems engineering fundamentals; systems architectures; and systems design. Linking to factors that also address requirements engineering, the course specifically looks at systems tests and evaluation as a critical success factor. During the course, you will also come to understand that no amount of design can make up for poor or incomplete testing against specifications in a representative environment, thereby expanding your practical knowledge and skills in producing feasible and successfully engineered systems based on best-practice industry solutions.

Systems Engineering Management


COURSE CODE
P003313


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Systems Engineering Management** short course focuses on your responsibility as systems engineer to manage the systems and other engineering activities of a project in conjunction with the project leader or management team. During the course, you will be exposed to the relevant management principles, processes and standards of systems engineering, as well as the development of a Systems Engineering Management Plan (SEMP). After getting a better grip on the topics of systems engineering management and how to build a high-performance team for project success, you will be able to plan and structure the systems engineering effort of any project.

Basic Course in Coal Preparation


COURSE CODE
P001812



MODE OF DELIVERY
Contact sessions



DURATION
4 study blocks of 2.5 days each



CERTIFICATE
Successfully completed


The **Basic Course in Coal Preparation** will provide you with a comprehensive theoretical and practical introduction to the coal preparation process as implemented on coal processing plants. The course focuses on the critical issues of geology, market demand, sampling and analysis, sizing and reduction, common coal preparation processes, solid-liquid separation, total plant control, as well as maintenance and safety during preparation. You will gain invaluable knowledge of the science behind coal preparation and processing, and is ideal if you are seeking to develop your skills as a prospective or current operator, senior controller or foreman on a coal processing plant.

Advanced Course in Coal Preparation


COURSE CODE
P003309


MODE OF DELIVERY
Contact sessions


DURATION
30 study blocks with a contact day each


CERTIFICATE
Successfully completed

The **Advanced Course in Coal Preparation** presents you with a more progressive application of the theoretical and practical knowledge of coal preparation on a coal processing plant. This course provides you with the knowledge and skills required to solve practical problems experienced in the day-to-day running of a coal-processing plant. During the course, you will therefore develop a more advanced understanding of the basic science behind coal processing, sampling, sizing and size control, general coal concentration processes, dense medium separation and de-watering. The course will expand on your existing skills and knowledge as coal processing operator, senior controller or foreman.

Basic Course in Extractive Metallurgy


COURSE CODE
P006009


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Basic Course in Extractive Metallurgy** provides you with the necessary background knowledge of extractive metallurgical engineering with a specific focus on the essential processes and methods for the extraction of metals from their natural mineral deposits. During the course, you will develop a sound appreciation and better your understanding of the principles and application of mineral processing functions and hydrometallurgy, covering all aspects of the types of ore, washing, concentration, separation, chemical processes and extraction of pure metal and their alloys for use in various applications. Pyrometallurgy and electrometallurgy as alternative extraction processes are also briefly covered.

Heat Treatment of Steels


COURSE CODE
P000219


MODE OF DELIVERY
Contact sessions


DURATION
6 contact days


CERTIFICATE
Successfully completed

The short course in **Heat Treatment of Steels** serves as an introduction to and discussion of the fundamental aspects of the metallurgy of steels, covering the effects of alloying elements, tempering of martensite, hardenability, annealing, normalising, hardening and tempering. You will be exposed to the application of these processes to low-carbon, ferrite-pearlite, high-strength low-alloy (HSLA) and boron-containing steel types, including surface hardening, nitriding, tool steels, stainless steels and hydrogen embrittlement. The course is practice-orientated and relevant to heat treatment specialists and general metallurgical engineers, as you will be able to develop and enhance your practical skills in quality control measures.

Mechanical Metallurgy


COURSE CODE
 P000372


MODE OF DELIVERY
 Contact sessions


DURATION
 6 contact days


CERTIFICATE
 Successfully completed

The **Mechanical Metallurgy** short course provides you with an overview of the materials science and mechanical behaviour of metals at room and high temperatures and their consequent intermetallic compounds and alloys. During the course, you will be equipped with the required knowledge and skills to interpret the deformation behaviour of metals and alloys for the correct design and treatment of marketable products. You will also come to understand and be able to successfully apply failure analysis to intermittent metal failure incidents, and optimise on the design and heat treatments for both the alloy and metal's applicable mechanical and commercial application.

Principles of Pyrometallurgy


COURSE CODE
 P000221


MODE OF DELIVERY
 Contact sessions


DURATION
 6 contact days


CERTIFICATE
 Successfully completed

The short course in the **Principles of Pyrometallurgy** provides you with the knowledge of and practical skills in the basic science of metallurgy in order to analyse pyrometallurgical processes. The course covers aspects of reaction equilibria, reaction kinetics, as well as mass and energy balances as applied to pyrometallurgy. You will be able to identify the necessary fundamentals of reactions, analyse processes and perform computer-based calculations in Microsoft Excel. The course also provides you with insight to production processes, mass and energy balance, the theory and modelling of reaction equilibria and reaction kinetics as specifically applied to the production of ferromanganese.

Refractory Materials


COURSE CODE
 P000153


MODE OF DELIVERY
 Contact sessions


DURATION
 6 contact days


CERTIFICATE
 Successfully completed

The short course in **Refractory Materials** will equip you with a fundamental understanding of the principles and practices involved in the manufacture, selection and use of refractories in furnaces, kilns, incinerators and reactors. Relevant thermodynamic principles are reviewed during the course, with an emphasis on the thermodynamic properties of oxide materials, metals and slags – and how these properties affect refractory performance. You will also be introduced to the design properties of refractories for wider use and application in especially the iron and steel, ferro-alloy, aluminium, copper, platinum and cement industries based on their classification, methods of manufacture and physical form.

Bow Tie Analysis Masterclass


COURSE CODE
 P003618



MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days



CERTIFICATE
 Successfully completed


The **Bow Tie Analysis Masterclass** provides you with a simplistic, proactive approach to the risk analysis process as applicable to the mining and related mineral resources industries. The course specifically touches on the strategic relevance of the Bow Tie Analysis, setting a scene to visually compare results from audits, accidents and incidents by monitoring risk identification activities through passive and active controls established during the process. During the course, you will be introduced to the relevant software to enhance your knowledge and skills in the principles of energy timelines, threats, consequences, escalating factors and the pathway to reduce major mishaps.

Chamber of Mines Certificate in Rock Engineering (Paper 1 Preparation)


COURSE CODE
P003411


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Attendance

The **Chamber of Mines Certificate in Rock Engineering (Paper 1 Preparation)** short course provides you with a general theoretical background of basic rock mechanics as applicable to all types of mining in preparation of the Chamber of Mines competence examination. Focusing on surface and underground mining, the course covers the syllabus of Paper 1 in order to gain a better understanding of the themes of stress and strain, constitutive behaviour, rock properties, stress in rock and rockmasses, as well as rockmass properties. Upon successful completion, you will be prepared to pass the certification in order to work on a mine.

Risk Management in the Mining Industry


COURSE CODE
P002758


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Risk Management in the Mining Industry** introduces you to the primary concepts, terminology and issues surrounding risk management in the mining and mineral resources industries. The course includes several important models of work processes, management systems and project operations that are useful in conceptualising workplace situations to develop effective real-world risk management strategies. During the course, you will also be equipped with the requisite skills to determine the quality of safety risk management activities and systems, produce effective controls based on a control effectiveness measurement tool, adopt existing risk management programmes and incorporate newly acquired principles.

Introduction to Mining


COURSE CODE
P003445


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Introduction to Mining** short course will provide you with fundamental knowledge and insights into mining operations and processes. Aimed at professionals who do not necessarily have a mining engineering degree or diploma, you can acquire a better understanding of mining even if you already work on a mine, work for a mine supplier or own shares in mines. The course focuses on various topics and you will be exposed to touch points of mining engineering, including hard rock mining, ventilation, rock mechanics and geology, mine planning, open-pit and underground mining methods, logistics and marketing, as well as environmental management.

Introductory Course in Tunnel Engineering


COURSE CODE
P005813



MODE OF DELIVERY
Contact sessions


DURATION
3 contact days



CERTIFICATE
Successfully completed

The **Introductory Course in Tunnel Engineering** will provide you with essential knowledge of and exposure to the basic elements of the tunnelling process used in underground mining activities. The course touches on different tunnelling development methods and technologies, the latest equipment and techniques that are available and specific selection criteria for tunnelling projects in the mining environment on an introductory level. During the course, you will have the opportunity to develop a new appreciation of issues surrounding environmental considerations, risk analysis, project management and the construction of a tunnel on such a large scale and environment in which it occurs.


Advanced Course in Tunnel Engineering




COURSE CODE
P006012



MODE OF DELIVERY
Contact sessions



DURATION
7 study blocks with 1 contact day each



CERTIFICATE
Successfully completed

The **Advanced Course in Tunnel Engineering** is specifically designed to give you a more in-depth look at and practical knowledge of the tunnelling process used in underground mining activities. The course will provide you with an opportunity to explore the different tunnelling development methods and technologies, the latest equipment and techniques that are available and specific selection criteria for tunnelling projects in the mining environment. You will gain invaluable exposure to and an understanding of issues surrounding environmental considerations, risk analysis, project management, as well as the principles of construction contracts that form an integral part of any tunnelling project.

Online Course in Leadership in the Mining Industry



COURSE CODE
P003589



MODE OF DELIVERY
Fully online



DURATION
6 months online



CERTIFICATE
Successfully completed

The **Online Course in Leadership in the Mining Industry** will take you on your own personal development journey in preparation of establishing a unique leadership identity and finding the key to leadership success in the mining sector. Leadership competencies and skills can easily be acquired through a plethora of populist programmes available on the market today. Virtually every bookshop has a vast array of books and self-study material on how to develop leadership skills and competencies. However, few of these programmes ever distinguish between knowing and doing – and none as specific as to leadership development in the mining sector.

See also: *General Management and Leadership Development*

Online Course in Social Responsibility and Community Management in the Mining Industry



COURSE CODE
P005589



MODE OF DELIVERY
Fully online



DURATION
9 months online



CERTIFICATE
Successfully completed

The **Online Course in Social Responsibility and Community Management in the Mining Industry** covers the history of mining in South Africa, with specific reference to labour practices and communities. During the course, you will gain a better understanding of the migration of labour and its social implications over the last 100 years of mining, and focus on political developments and their impact on organised labour, as well as the modern-day dynamics in the labour union landscape of the mining industry. With several practical applications and case studies you will be able to apply your acquired knowledge in your own organisation.

Open-Pit Mine Planning and Design



COURSE CODE
P005300



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed

The **Open-Pit Mine Planning and Design** short course provides you with a comprehensive look into the basics and key elements of planning and designing a surface mine that uses open-cut or open-cast mining techniques. The course specifically focuses on aspects of the geological resource model right through to the reserve statement and all aspects of the open-pit mine value chain. Not only will you be equipped with a basic theory of open-pit mine design and its application, but you will also receive the opportunity to interact with and gain practical know-how from experts and peers in the field of mining.

Operational Risk Management in the Mining Industry


COURSE CODE
P000418



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed

The short course in **Operational Risk Management in the Mining Industry** will introduce you to the latest trends in risk management and crucial mine safety strategies being applied in the industry today. Risk management has always formed an important part of the mine ventilation engineer's work, but the important aspects of how risk in mine environmental engineering is managed and which procedures and controls are put in place to ensure success, are often neglected. With this course, you will be able to recognise operational risk exposures, formulate action plans and refresh your knowledge of mine environmental control and occupational hygiene.

Programme in Blasting Engineering


COURSE CODE
P003025


MODE OF DELIVERY
Contact sessions


DURATION
10 study blocks with 1 contact day each


CERTIFICATE
Successfully completed

The **Programme in Blasting Engineering** covers the basics of commercial explosives and the application of commercial explosives in surface and underground mining environments. During the programme, you will acquire the basic theory of blasting engineering and its application, while giving you the chance to interact with experts in the field. You will also expand your knowledge of topics such as the impact of fragmentation on the mining cycle, specialised blasting practices and environmentally-friendly blasting principles and practices. The programme is based on the undergraduate explosives engineering course that is presented in the University of Pretoria's BEng (Mining Engineering) degree programme.

Introduction to Multidisciplinary Concepts in Railway Engineering


COURSE CODE
P000602


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in the **Introduction to Multidisciplinary Concepts in Railway Engineering** is ideal for a professional from any engineering discipline who already has reasonable (or intention to gain) experience in the railway operations environment. During this course, you will not only be introduced to the multidisciplinary aspects and concepts of railway engineering, but you will also be equipped with unparalleled knowledge of the basic principles of and general background to the field with a specific focus on how railway transport systems operate. **This course is presented as part of the Railway Engineering Education Programme of the University of Pretoria.**

Introduction to Railway Projects and Processes


COURSE CODE
P001984


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Introduction to Railway Projects and Processes** short course introduces you to the multidisciplinary field of railway engineering and specifically focuses on railway projects and processes. The course will not only provide you with fundamental knowledge of the principles as applied to the planning and management of railway projects and processes, but you will get a grip on the finer details of infrastructure projects and construction. You will explore topics from scheduled maintenance projects, logistics and supply, time, cost and quality management to communication management and railway safety, risk management, resource planning and the integration of railway projects.

Law, Risk, Economics and the Environment in Railway Operations


COURSE CODE
P005905


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The **Law, Risk, Economics and the Environment in Railway Operations** short course provides you with specialised training in the different aspects of general and railway law as applicable to the railway engineering environment in South Africa and internationally. The course not only touches on international norms and rules that cover topics of insurance, liabilities and compensation, but also provides you with a look into national health and safety regulations that are related to the basic economic systems and environmental protection aspects to railway operations. **This course is presented as part of the Railway Engineering Education Programme of the University of Pretoria.**

Locomotive Systems, Performance and Maintenance


COURSE CODE
P001572


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Locomotive Systems, Performance and Maintenance** short course provides you with a comprehensive overview of all the aspects of locomotive systems, their performance and maintenance by applying the basic principles and functioning of locomotive systems. During the course, you will also be exposed to locomotive interaction with infrastructure, locomotive subsystems and maintenance best practices. The course also covers the operational use of locomotives and how they interact with and influence external systems (i.e. tracks, wagons, overhead traction equipment and signalling), among other topics. **This course is presented as part of the Railway Engineering Education Programme of the University of Pretoria.**

Management of Continuously Welded Rails


COURSE CODE
P001822


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in the **Management of Continuously Welded Rails** provides you with an in-depth understanding of the basic principles and management of continuously welded rails, with a specific focus on balancing theory and practical application in your role as engineering professional in the railway industry. During the course, you will be exposed to the various topics of rail forces and track loading rail manufacturing, as well as rail welding and failures, vertical and horizontal stability rail breaks, kick-outs and destressing, among others. **This course is presented as part of the Railway Engineering Education Programme of the University of Pretoria.**

Online CPD: Railway Maintenance Management


COURSE CODE
P005126


MODE OF DELIVERY
Fully online (CPD activity)


DURATION
10 hours online


CERTIFICATE
Successfully completed

The **Online CPD: Railway Maintenance Management** activity provides you with updated online articles and quizzes on the new developments in railway operations and maintenance to complete for Continuing Professional Development (CPD) points. As technology is constantly evolving and information is becoming more readily available in real-time settings within the railway engineering environment, it is imperative to keep industry-specific bodies of knowledge current and relevant in order to propel further innovation and establish a standard of best practice. This online activity specifically focuses on establishing competency in the management of railway maintenance as a critical part of the railway engineering value chain.

Railway Asset Management


COURSE CODE
P002396


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Railway Asset Management** short course introduces you to the general principles of railway asset management focusing on a better understanding of appropriate railway system design, prevailing and future business needs, as well as the development of necessary Lifecycle Maintenance Plans (LMPs). This course will help you adapt to and proactively manage changing business circumstances in the railway industry by gaining a better understanding of the appropriateness of design of the railway system that you are currently managing, or prospectively looking to manage. **This course is presented as part of the Railway Engineering Education Programme of the University of Pretoria.**

Railway Infrastructure Maintenance Management


COURSE CODE
P000623


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Railway Infrastructure Maintenance Management** provides you with an understanding of the general principles of railway infrastructure maintenance and its management, as applied to the multidisciplinary fields of track, traction power supply, signalling and rail-bound infrastructure and telecommunications. You will also gain specific exposure to the appropriateness of design of particular railway systems in relation to prevailing and future business needs, including the development of Lifecycle Maintenance Plans (LMPs) and the ability to adapt them to possible changing business circumstances. **This course is presented as part of the Railway Engineering Education Programme of the University of Pretoria.**

Railway Safety Audits, Investigation and Reporting


COURSE CODE
P005900


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Railway Safety Audits, Investigation and Reporting** short course covers all aspects of safety in railway operations, but specifically focuses on developing your professional reporting skills when executing audits and investigations in railway safety. During the course, you will be introduced to Safety Management Systems (SMSs), their purpose and elements, as well as the legislative framework and key principles of SMS audits and inspections. Basic and more advanced aspects of an incident investigation will also be covered. Ultimately, the course aims to develop your technical writing skills and give guidelines on the preparation of a well-written, technical and professional report.

Railway Safety Investigation Course


COURSE CODE
P002755


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The **Railway Safety Investigation Course** provides you with the required skills in initiating, conducting and reporting on any investigation into railway safety incidents. With a view on identifying safety deficiencies (by means of derailment, failure analysis and track-wagon dynamics) and proposing remedial actions to prevent future occurrences, you will be exposed to a systematic approach in the investigation of safety incidents during the course, including an in-depth understanding of the relevant vehicle, infrastructure and operational aspects of safe and orderly railway system operations. **This course is presented as part of the Railway Engineering Education Programme of the University of Pretoria.**

Railway Technology 101


COURSE CODE
 P005903


MODE OF DELIVERY
 Contact sessions


DURATION
 2 contact days


CERTIFICATE
 Successfully completed

The **Railway Technology 101** short course provides middle- and senior management teams, as well as non-technical professionals and senior technical professionals in railway operations, with a condensed, introductory training opportunity and exploration into the multidisciplinary concepts of railway engineering. The aim of the course is to develop and expand your understanding – and then subsequently aid the implementation – of these concepts in your daily operational management tasks. The course covers all the basic topics of railway operations, finances, technologies, infrastructure, rolling stock and capacity to help you plan and manage your supervisory duties more effectively and efficiently on a daily basis.

Rolling Stock Technology


COURSE CODE
 P005904


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The short course in **Rolling Stock Technology** covers everything there is to know about locomotives, wagons and coaches used in modern-day railway operations. During the course, you will be introduced to the principles of rolling stock design (mechanical and electrical) and acquire a better understanding of the functioning of the various systems and subsystems of a railway vehicle. The course puts an emphasis on the various interfaces between rolling stock components and covers the essential aspects of condition monitoring, inspection, maintenance and safety. **This course is presented as part of the Railway Engineering Education Programme of the University of Pretoria.**

Track Geotechnology Course


COURSE CODE
 P001351


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Track Geotechnology Course** provides you with a refresher and overview of geology, track loading and the fundamentals of soil mechanics as applicable in railway engineering, with specific reference to aspects of earthworks, subgrade, ballast and drainage. As railway engineer or technologist, this course will enable you to apply a sound working knowledge of soil fundamentals and its multilayered track substructure to the construction and maintenance of an operational railway track. You will also gain practical skills through the presentation of real-world cases. **This course is presented as part of the Railway Engineering Education Programme of the University of Pretoria.**

Train Movement Control Systems


COURSE CODE
 P005901


MODE OF DELIVERY
 Contact sessions


DURATION
 4 contact days


CERTIFICATE
 Successfully completed

The **Train Movement Control Systems** short course will provide you with a better understanding of Train Movement Control Systems (TMCSs) and their importance in ensuring safety in railway operations. The course covers various aspects of train movement control and sociotechnical systems, as well as current signalling procedures that are used. You will also gain a working knowledge of the institutionalisation and economics of TMCS, conditions monitoring systems and the state of railway safety in South Africa and abroad. The course also provides you with an opportunity to gain practical skills by means of on-site and/or real-world case studies for application.

Wheel–Rail Interaction


COURSE CODE
P000603


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Wheel–Rail Interaction** short course will develop an appreciation of the multidisciplinary nature of the technology that substantially adds to the bottom line of any railway business. Knowledge of wheel–rail interaction is essential for anyone involved in the operations of railways over the full spectrum of heavy-haul and general freight to medium- and high-speed passenger traffic. You will also be provided with the necessary guidelines for best practices in heavy-haul railway operations that are related to rail and wheel interface issues. **This course is presented as part of the Railway Engineering Education Programme of the University of Pretoria.**

Advanced Course in Water Treatment Processes


COURSE CODE
P005781


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Water Treatment Processes** provides you with an overview of both the theoretical and practical aspects of industrially relevant advanced water treatment processes. Topics include chemical water treatment, advanced oxidation processes, calculating the required chemical doses required for various chemical water treatment processes, desalination and membrane technology. The course also includes a review of the current South African water crisis and the need for alternative water resources, development of new treatment processes, energy considerations, basic water chemistry, examples of advanced water treatment technologies, the scientific basis and limitations, operational considerations, case studies and advances in membrane technologies.

See also: *Environmental Management and Geophysics*

Environmental Management and Regulation


COURSE CODE
P001829


MODE OF DELIVERY
Contact sessions



DURATION
4 contact days



CERTIFICATE
Successfully completed


The **Environmental Management and Regulation** short course provides you with essential training in new regulatory developments to better navigate a range of complex issues related to environmental resources and extortion. The course covers a wide range of topics, including both legal and biological aspects of environmental management, ecological frameworks of environmental systems, environmental resource economics and auditing, as well as strategies for waste reduction and disposal and air pollution control. The course provides you with an in-depth review, discussion forum and case studies towards a better understanding of the issues and regulations that are at work to protect the environment.


See also: *Environmental Management and Geophysics*

Introduction to Air Quality Management


COURSE CODE
P003058


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Attendance

The **Introduction to Air Quality Management** short course is designed to provide general managers and environmental practitioners with a better knowledge of the discipline of and the relevant tools that are used in air quality management. The course covers topics of air pollutants and their characteristics, their impact on receiving environments and significant sources of air pollution. You will also gain knowledge of the South African legal framework on air pollution and develop practical skills in air pollution (dispersion) modelling, ambient and source monitoring, as well as air quality management plan development to address the major issues in air pollution.

Membrane Processes


COURSE CODE
 P000847


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The short course in **Membrane Processes** provides you with up-to-date information (from an engineering perspective) on all theoretical and practical aspects of the functioning and application of membrane processes to take more informed decisions in the desalination and treatment of water and wastewater. The course covers, among others, topics of the types of membrane and their characteristics, mass transfer and flux, rejection and recovery, performance evaluation, as well as pre-treatment requirements and processes. During the course you will be able to discover the applied design of processes by using selected software and various configurations, and apply your skills in practice.

See also: *Environmental Management and Geophysics*

Modelling and Simulation of Wastewater Treatment Processes


COURSE CODE
 P005393


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The short course in **Modelling and Simulation of Wastewater Treatment Processes** provides you with a framework for demonstrating and fine-tuning the processes that are commonly used in wastewater treatment plants. During the course, basic kinetic concepts for the removal of water pollutants will be presented together with the application of kinetic principles in several reactor designs. You will not only be provided with a comprehensive overview of important biochemical kinetic reactions, but you will also be able to apply practical skills and expand your knowledge in the design and operation of real systems through specialised software that simulates these processes.

See also: *Environmental Management and Geophysics*

Non-Destructive Testing for Engineers


COURSE CODE
 P002983


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The short course in **Non-Destructive Testing for Engineers** is specifically designed to make you aware of what constitutes non-destructive testing (NDT) and how it should be managed and used as part of the engineering effort in the environmental design and operation of a plant. As a branch of engineering that makes use of non-invasive techniques to determine the integrity of materials, components or structures – and endeavours to quantitatively measure characteristics of an object without rendering it unfit for use after the intervention – this course will provide you with a comprehensive overview of the six most common NDT methods currently used.

Operation of Water and Wastewater Treatment Plants


COURSE CODE
 P001013


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Operation of Water and Wastewater Treatment Plants** short course provides you with a theoretical and practical knowledge base on water and wastewater treatment, as well as the operation of water treatment plants. During the course, you will be empowered to make informed decisions about drinking water treatment processes and the quality of drinking water. The course also covers topics of basic water chemistry, drinking water quality requirements, wastewater treatment, effluent quality and the proper disposal of effluents. You will be able to apply your acquired skills to better evaluate the operation and control of water and wastewater treatment plants.

See also: *Environmental Management and Geophysics*

Water Analysis and Monitoring



COURSE CODE

P005235



MODE OF DELIVERY

Contact sessions



DURATION

5 contact days



CERTIFICATE

Successfully completed

The short course in **Water Analysis and Monitoring** is specifically designed to update you on current and new methods of sampling, handling, analysis and data management that have all recently emerged towards better decision-making in the field of water resource treatment and preservation. The water quality of natural water resources around the world is in a state of decline due to nutrient inputs from various municipal, industrial and/or agricultural activities. This course equips you with the innovative skills and practical know-how to reverse the trends towards hypertrophication in water bodies and to make recommendations for advanced treatment of effluent sources.

See also: *Environmental Management and Geophysics*

Water Quality Management and Effluent Treatment



COURSE CODE

P000867



MODE OF DELIVERY

Contact sessions



DURATION

5 contact days



CERTIFICATE

Successfully completed

The **Water Quality Management and Effluent Treatment** short course provides you with a comprehensive overview of and practical insights into the various processes that are involved in the evaluation of drinking water quality, as well as water and wastewater treatment. The course covers topics of basic water microbiology and chemistry, biological treatment processes, sludge treatment and effluent disposal, as well as biological, chemical and physical water quality parameters, the flow of material and mass balances, among others. The course will ultimately empower you to make more informed decisions around the treatment, operation and control of water and wastewater treatment plants.

See also: *Environmental Management and Geophysics*

Environmental Management and Geophysics


When it comes to climate change, the African continent is considered one of the most vulnerable to growing concerns such as global warming – suffering disproportionately as it only contributes a fraction of the world’s greenhouse gas emissions.¹ To counteract the potentially devastating effects this can lead to, we need to redefine our approach to economic and social development – as the environment and economic security are inevitably linked together – based on climate solutions that are commercially viable, can change global markets, engage a wider range of stakeholders and underpin long-term sustainability.²


With our choice of products and services in **Environmental Management and Geophysics** we bring together leading experts and practitioners to provide environmental leadership, new platforms for multidimensional cooperation and focused interventions to counteract the impact of environmental degradation and natural-resource depletion by tackling climate change head-on, adapting to extreme weather conditions and adopting renewable and sustainable energy solutions for the future. By taking the necessary steps we can make a fundamental change for the future, not only for the continent, but also for our planet.


For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za




Environmental Law


COURSE CODE
 P001105


MODE OF DELIVERY
 Contact sessions



DURATION
 5 contact days



CERTIFICATE
 Successfully completed


The short course in **Environmental Law** provides you with a comprehensive overview of the fast-growing and increasingly relevant field of environmental legislation in South Africa and further afield. The course specifically looks at the National Environmental Management Act of 1998 and its consequent amendments, relevant mining issues in environmental management and impacts of climate change. The course presents you with a further opportunity to gain insight into the key components of South African environmental legislation if you are engaged in the environmental law or management issues of your company or organisation, whether in the private or public sector.


See also: *Law and Human Rights*

Recent Advances in Environmental Law


COURSE CODE
 P006103


MODE OF DELIVERY
 Contact sessions



DURATION
 5 contact days



CERTIFICATE
 Successfully completed


The short course in **Recent Advances in Environmental Law** is designed provide you with an understanding of key environmental legislation and recent legislative developments in South Africa since the introduction of the National Environmental Management Act of 1998, including associated Specific Environmental Management Acts (SEMAS). During the course, you will become familiar with the Act's relevant amendments, numerous sets of regulations, norms and standards, as well as listed activities that require licensing. The course therefore specifically aims to update you on the expanding and changing environmental legal landscape and to better navigate it as a member of the regulated community.


See also: *Law and Human Rights*

Environmental Management and Regulation


COURSE CODE
 P001829


MODE OF DELIVERY
 Contact sessions



DURATION
 4 contact days


CERTIFICATE
 Successfully completed


The **Environmental Management and Regulation** short course provides you with essential training in new regulatory developments to better navigate a range of complex issues related to environmental resources and extortion. The course covers a wide range of topics, including both legal and biological aspects of environmental management, ecological frameworks of environmental systems, environmental resource economics and auditing, as well as strategies for waste reduction, disposal and air pollution control. The course provides you with an in-depth review, discussion forum and case studies towards a better understanding of the issues and regulations that are at work to protect the environment.


See also: *Engineering and Technology Management*

Programme in Environmental Management


COURSE CODE
 P005462



MODE OF DELIVERY
 Contact sessions



DURATION
 2 study blocks of 5 days each



CERTIFICATE
 Successfully completed


The **Programme in Environmental Management** provides you with an in-depth understanding of environmental management – with a focus on sustainable socioeconomic development – through the environmentally sustainable design of new economic and social projects, as well as the enforcement of the provisions of the National Environmental Management Act of 1998. The programme also delves into Environmental Impact Assessments (EIAs) for proposed development and the design of an Environmental Management Plan (EMP) to minimise environmental impact. You will acquire a well-rounded understanding of the wide range of pertinent environmental issues relevant to your company's development projects that are subject to existing environmental legislation.

Environmental Compliance Monitoring and Enforcement


COURSE CODE
P001166



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Environmental Compliance Monitoring and Enforcement** short course prepares you with knowledge and insights to align company policies and objectives to current environmental legislation to ultimately minimise liabilities and interact with audit, inspection and enforcement processes. Environmental legislation seeks to protect our natural resources and, during this course, you will acquire the know-how to optimally interact with laws and regulations to ensure sustainability. The course covers further aspects of both industrial and wildlife-related environmental activities, and encompasses legal perspectives on environmental compliance monitoring and enforcement implications for the regulated community. **This course earns you credit towards the Programme in Environmental Management.**

Environmental Impact Assessment Administration


COURSE CODE
P001437



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Environmental Impact Assessment Administration** short course provides you with knowledge and insights in the evaluation, management and administration of Environmental Impact Assessments (EIAs). The course covers a review of EIA-related reports and applications (including applicable legislation and site investigations), setting and monitoring enforceable conditions and socioeconomic considerations in EIA for public participation. You will not only acquire invaluable skills in assessing the adequacy and quality of all relevant EIA documents, but you will also be able to determine and identify possible deficiencies before final decisions can be made. **This course earns you credit towards the Programme in Environmental Management.**

Responsible Leadership in Climate Change


COURSE CODE
P003610


MODE OF DELIVERY
Contact sessions



DURATION
4 contact days



CERTIFICATE
Successfully completed


The **Responsible Leadership in Climate Change** short course provides you with a better understanding of the current climate change landscape, illustrating how different worldviews affect the way in which different role-players think about and react to the current climate problem. The course covers topics that range from the latest climate research and impacts to the regulatory processes pertinent to greenhouse gases. The course will also illustrate how the principles of responsible leadership can be practically applied to the climate change debate, and enable you to approach the challenges of climate change systematically and from various perspectives in your own context.


See also: *General Management and Leadership Development*

Geological Site Investigation Techniques for Engineers


COURSE CODE
P003208


MODE OF DELIVERY
Contact sessions



DURATION
17 contact days



CERTIFICATE
Successfully completed


The short course in **Geological Site Investigation Techniques for Engineers** will provide you with in-depth knowledge of the general principles and approaches to geological site investigations with specific reference to engineering activities in your role as engineering geology practitioner or geologist. The course specifically puts an emphasis on developing appropriate site investigation techniques for different ground (site) conditions, engineering structures and geological materials. During the course, you will also acquire both theoretical knowledge and hands-on training in index laboratory testing methods that can be used in geological site investigations to expand your current practice methods for better results and analyses.


See also: *Engineering and Technology Management*

Land Rehabilitation: Reclamation and Restoration


COURSE CODE
 P002825



MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days



CERTIFICATE
 Successfully completed


The **Land Rehabilitation: Reclamation and Restoration** short course gives you an in-depth look at the principles of rehabilitating natural environments that have once been disturbed by developments such as surface mining, improper agricultural land management practices or any form of pollution. This course will equip you with the requisite skills to reinstate appropriate farming and soil-use practices by looking at the interrelationship between environmental factors and their importance in rehabilitating or reclaiming degraded or disturbed land. As such, rehabilitating damaged land is an important part of reinstating the habitats of wildlife and plants to improve ecosystems for future agricultural use. **See also:** *Agriculture and Food Security*

Advanced Course in Wetland Rehabilitation


COURSE CODE
 P003619



MODE OF DELIVERY
 Contact sessions



DURATION
 5 contact days



CERTIFICATE
 Successfully completed


The **Advanced Course in Wetland Rehabilitation** places an emphasis on the better understanding of wetland functioning, efficient planning and monitoring through a catchment-based approach. Many wetlands are being destroyed to make way for agricultural and residential development or through degradation, but this unique course provides you with an opportunity to gain practical fieldwork experience and enables you to apply your newly acquired knowledge and skills in the field to action a sustainable wetland rehabilitation plan. The course covers various topics of identification, classification and delineation of wetlands, wetland processes and functioning, as well as the legal framework of wetland management.

Basic Course in Geographic Information Systems


COURSE CODE
 P000776



MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days



CERTIFICATE
 Successfully completed


The **Basic Course in Geographic Information Systems** provides you with the essential theoretical and practical foundations to apply Geographic Information System (GIS) processes in the design of a new project. During this course, you will acquire requisite know-how on collecting data from various sources, building an integrated GIS database, analysing data and communicating the results. These are all essential skills for working in an environment where maps and geographic information are core tools for productivity. The short course, however, not only deals with GIS software from a theoretical perspective, but also allows you to work on a project using ArcGIS.

Advanced Course in Geographic Information Systems



COURSE CODE
 P002086



MODE OF DELIVERY
 Contact sessions



DURATION
 13 contact days



CERTIFICATE
 Successfully completed

The **Advanced Course in Geographic Information Systems** provides you with the opportunity to delve deeper into progressive models and advanced methods for data acquisition and management, multicriteria data analysis and other innovative topics in the design and implementation of Geographic Information Systems (GIS). The course will enable you to better explain the difference between various systems and how GIS has transformed the way spatial data, relationships and patterns are used in practice today. You will also be able to look into the wider range of GIS application and how it is used to solve real-world problems or inform complex decisions.


COURSE CODE
 P002954



MODE OF DELIVERY
 Contact sessions



DURATION
 5 contact days



CERTIFICATE
 Successfully completed


The short course in **GIS Professional Practice** covers the guidelines for professional practice as prescribed by the South African Council for Professional Land and Technical Surveyors (PLATO). During the course, you will gain a better understanding of all facets pertinent to professional practice in the Geographic Information Systems (GIS) industry. The course covers a range of topics, including professionalism, professional ethics and practices, social responsibility, partnerships, client relationships, PLATO legislation and rules, relevant legislation (Promotion of Access to Information Act of 2000 and the Spatial Data Infrastructure Act of 2003) and the role of international associations and societies in geomatics.

Introduction to GIS Standards



COURSE CODE
 P001609



MODE OF DELIVERY
 Contact sessions



DURATION
 2 contact days



CERTIFICATE
 Successfully completed

The **Introduction to GIS Standards** short course provides you with insights to the standards for presentation and transfer of geographic information between different users, systems and/or locations. This includes methods, tools and services for the acquisition, processing, management, analysis and access of information concerning phenomena associated with a location relative to the earth. A number of standards have either been adopted or adapted for use in South Africa by the local South African Bureau of Standards (SABS), and the course will specifically look into ISO/TC 211 Geographic Information/ Geomatics and SC 71E Geographic Information to expand your knowledge of the field.


COURSE CODE
 P002681



MODE OF DELIVERY
 Contact sessions



DURATION
 5 contact days



CERTIFICATE
 Successfully completed


The short course in **Spatial Databases with PostGIS** introduces you to the PostgreSQL open-source database that allows for storage and queries of information on location and mapping through the added support of PostGIS. The course provides you with practical knowledge of supported geographic data through PostGIS (such as roads, trees, boundaries, lakes and rivers, sales districts and customer locations) and includes the installation and configuration of all relevant software. You will also gain insight to spatial SQL queries, spatial joins and spatial indexing through practical exercises to ensure that your spatial data and spatial database queries can be viewed properly.

Thematic Cartography


COURSE CODE
 P006007


MODE OF DELIVERY
 Contact sessions



DURATION
 2 contact days



CERTIFICATE
 Attendance


The short course in **Thematic Cartography** provides you with an overview of how map making is not just about generating maps, but also about ensuring that they are best-suited for the data they are designed to communicate. This course focuses on the various methods of thematic cartography and specialised approaches to skillfully reveal spatial patterns and correlations in statistical data. You will gain knowledge on the key concepts of thematic cartography, including advanced cartographic methods of representing complex statistical data. The course also provides you with a snapshot of the media's increasing interest in and use of maps in publications.


See also: *Marketing, Communication and Languages*

Advanced Course in Water Treatment Processes


COURSE CODE
P005781


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Advanced Course in Water Treatment Processes** provides you with an overview of both the theoretical and practical aspects of industrially relevant advanced water treatment processes. Topics include chemical water treatment, advanced oxidation processes, calculating the required chemical doses required for various chemical water treatment processes, desalination and membrane technology. The course also includes a review of the current South African water crisis and the need for alternative water resources, development of new treatment processes, energy considerations, basic water chemistry, examples of advanced water treatment technologies, the scientific basis and limitations, operational considerations, case studies and advances in membrane technologies.


See also: *Engineering and Technology Management*

Membrane Processes


COURSE CODE
P000847


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days


CERTIFICATE
Successfully completed


The short course in **Membrane Processes** provides you with up-to-date information (from an engineering perspective) on all theoretical and practical aspects of the functioning and application of membrane processes to take more informed decisions in the desalination and treatment of water and wastewater. The course covers, among others, topics of the types of membrane and their characteristics, mass transfer and flux, rejection and recovery, performance evaluation, as well as pre-treatment requirements and processes. During the course you will be able to discover the applied design of processes by using selected software and various configurations, and apply your skills in practice.


See also: *Engineering and Technology Management*

Modelling and Simulation of Wastewater Treatment Processes


COURSE CODE
P005393


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days


CERTIFICATE
Successfully completed


The short course in **Modelling and Simulation of Wastewater Treatment Processes** provides you with a framework for demonstrating and fine-tuning the processes that are commonly used in wastewater treatment plants. During the course, basic kinetic concepts for the removal of water pollutants will be presented together with the application of kinetic principles in several reactor designs. You will not only be provided with a comprehensive overview of important biochemical kinetic reactions, but you will also be able to apply practical skills and expand your knowledge in the design and operation of real systems through specialised software that simulates these processes.


See also: *Engineering and Technology Management*

Operation of Water and Wastewater Treatment Plants


COURSE CODE
P001013


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Operation of Water and Wastewater Treatment Plants** short course provides you with a theoretical and practical knowledge base on water and wastewater treatment, as well as the operation of water treatment plants. During the course, you will be empowered to make informed decisions about drinking water treatment processes and the quality of drinking water. The course also covers topics of basic water chemistry, drinking water quality requirements, wastewater treatment, effluent quality and the proper disposal of effluents. You will be able to apply your acquired skills to better evaluate the operation and control of water and wastewater treatment plants.


See also: *Engineering and Technology Management*

Water Analysis and Monitoring


COURSE CODE
P005235


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The short course in **Water Analysis and Monitoring** is specifically designed to update you on current and new methods of sampling, handling, analysis and data management that have all recently emerged towards better decision-making in the field of water resource treatment and preservation. The water quality of natural water resources around the world is in a state of decline due to nutrient inputs from various municipal, industrial and/or agricultural activities. This course equips you with the innovative skills and practical know-how to reverse the trends towards hypertrophication in water bodies and to make recommendations for advanced treatment of effluent sources.


See also: *Engineering and Technology Management*

Water Quality Management and Effluent Treatment


COURSE CODE
P000867


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Water Quality Management and Effluent Treatment** short course provides you with a comprehensive overview of and practical insights into the various processes that are involved in the evaluation of drinking water quality, as well as water and wastewater treatment. The course covers topics of basic water microbiology and chemistry, biological treatment processes, sludge treatment and effluent disposal, as well as biological, chemical and physical water quality parameters, the flow of material and mass balances, among others. The course will ultimately empower you to make more informed decisions around the treatment, operation and control of water and wastewater treatment plants.


See also: *Engineering and Technology Management*

Basic Course in Meteorological Satellite Image Interpretation


COURSE CODE
P002889



MODE OF DELIVERY
Contact sessions



DURATION
4 contact days



CERTIFICATE
Successfully completed


The **Basic Course in Meteorological Satellite Image Interpretation** provides you with insights to and requisite knowledge of meteorological satellite imaging and the wide range of data it generates for interpretation and real-world application. Presented by experts in the field of satellite image interpretation, the course covers a range of topics on meteorological satellite imaging and the use of various channels and combinations of channels to generate relevant data. During the course, you will gain practical experience in the interpretation and basic manipulation of meteorological satellite images for weather forecasting and/or predictive climate patterns by means of real-time exercises and examples.

Hazardous Weather to Aviation


COURSE CODE
P002865


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The short course in **Hazardous Weather to Aviation** introduces you to the specific weather phenomena and their consequent effects considered to be particularly hazardous to the operation of aircraft. Extreme weather conditions can threaten the smooth functioning of airports, airfields and military airbases, and to combat this, knowledge of the impact of hazardous weather can prove invaluable to the aviation and/or weather forecasting professional. During this course – presented by experts in aviation weather forecasting – you will acquire the requisite skills and knowledge of flight planning, weather patterns and forecasting methods to ensure effective operational and decision-making efforts at any aerodrome.

Programme in Weather Forecasting



COURSE CODE

P002178



MODE OF DELIVERY

Contact sessions



DURATION

20 study blocks of 5 days each

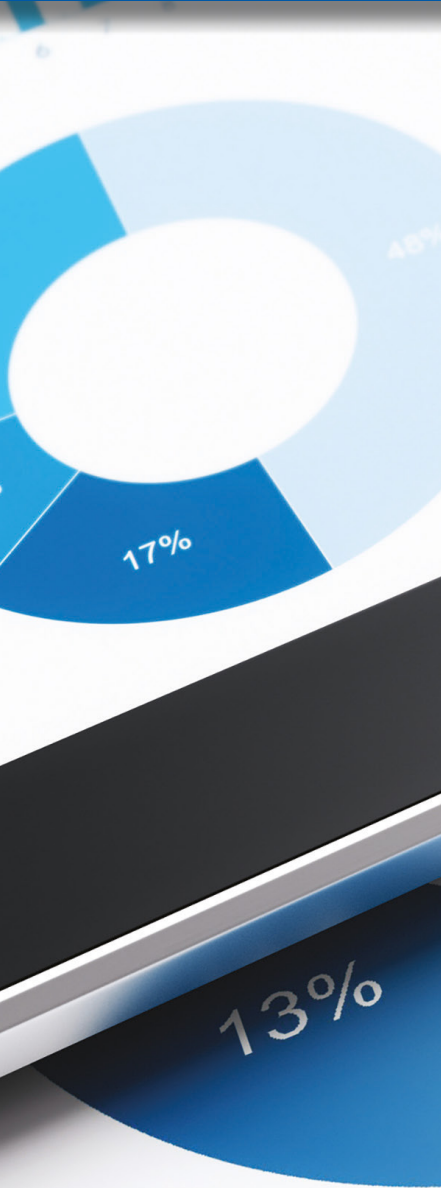


CERTIFICATE

Successfully completed

The **Programme in Weather Forecasting** provides you with a theoretical background and practical experience in weather forecasting with specific regard to aviation, marine and specialised meteorology. This comprehensive programme is aimed at anyone who has a keen interest in the atmospheric sciences and seeks to enter a career in weather forecasting. During this programme, you will acquire a comprehensive knowledge framework of geography and climatology, including insights to elements such as radar and satellite meteorology, aerological diagrams and numerical weather prediction for forecasting purposes. **This programme is presented in collaboration with the South African Weather Service (Department of Environmental Affairs).**

Financial Management and Taxation



As the cornerstone of economic activity, the global financial system is critical for long-term economic growth and development, and as it is currently recovering after a global financial crisis, major concerted efforts are required to rebuild trust, respond to regulatory and technological changes, as well as overcoming barriers to financial inclusion.¹ Financial services in all major global markets are subsequently undergoing a central shift towards an increasingly modular system approach as more and more organisations compete or start to collaborate along various points on the value chain.²

Looking at leveraging innovation as a source of differentiation and expanding services, a technology-led transformation is fundamentally altering the way people work, live and relate to one another.² Financial and monetary systems have continuously evolved and developed over time, and our products and services in Financial Management and Taxation is looking towards a more substantial way to harness competitiveness and drive this transformation with the requisite tools, knowledge and skills to achieve greater enablement and risk management. An approach that specifically focuses on in-country/regional work streams that will ultimately advance financial inclusion at both local and international levels that engage experts from multiple industries and sectors to implement a sustainable solution.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Asset Management and GRAP Asset Accounting


COURSE CODE
P006316


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Asset Management and GRAP Asset Accounting** short course provides you with a unique training experience in order to get to grips with both aspects of asset management considerations (governance) and Generally Recognised Accounting Practice (GRAP) compliant asset registers (accounting) as accountant/auditor. The course specifically focuses on best practices applicable to asset management and the asset lifecycle, as well as GRAP accounting requirements for recognition, measurement and disclosure of asset transactions and balances. **This course is presented in collaboration with the Ducharme Institute.**

Audit Readiness: Reporting on Predetermined Objectives


COURSE CODE
P003633


MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Attendance


The short course in **Audit Readiness: Reporting on Predetermined Objectives** provides you with preparatory knowledge to conduct successful audits on predetermined objectives for all public sector departments, entities and municipalities. During the course, you will acquire the necessary skills to compile a performance information report in line with stipulations of the Public Audit Act of 2004, with the aim to indicate whether your reported entity performance is reliable, accurate and complete. You will also gain essential information on the importance of compliance regarding reporting requirements, relevant audit processes and objectives, the performance reporting cycle and regulatory requirements, roles and responsibilities.


See also: *Public Administration and Management*

GRAP/IPSAS Financial Reporting


COURSE CODE
P006159


MODE OF DELIVERY
Contact sessions


DURATION
3 study blocks of 5 days each


CERTIFICATE
Successfully completed

The **GRAP/IPSAS Financial Reporting** short course provides you with detailed and in-depth knowledge of the implementation and financial reporting structures of the Generally Recognised Accounting Practice (GRAP) and International Public Sector Accounting Standards (IPSAS) as required of all South African (and international) public sector entities. The course focuses on the recognition, measurement (both initial and subsequent) and disclosure requirements of these standards, and provides you with practical guidance in the preparation and compilation of GRAP/IPSAS compliant annual financial statements. You will also gain invaluable insights to financial performance cycles and relevant audit processes for public sector departments, entities and municipalities. **This course is presented in collaboration with the Ducharme Institute.**

See also: *Public Administration and Management*

Internal Auditing


COURSE CODE
P000021


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Internal Auditing** will sharpen your skills and knowledge of internal auditing, internal control and auditing techniques to get your organisation's internal accounting and financial management processes to work optimally. The course will help you better evaluate and successfully improve the effectiveness of the risk management, control and governance processes relevant to your organisation in order to add value and advance overall operations, cooperation and future financial objectives. You will also gain important skills in the examination and evaluation of financial statements to ensure that they represent a fair and accurate depiction of your organisation's financial position.

Performance Auditing


COURSE CODE
P001780


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Performance Auditing** short course is designed to inform you on how economy, efficiency and effectiveness in performance auditing can help you perform your auditing services optimally as internal auditor. A performance audit requires specialised skills for the independent examination of an organisation's programmes, functions, operations or management systems in order to also determine how available resources are employed. The course therefore provides you with practical guidelines in performance audit engagement, and covers further topics of the scope and objectives of a performance audit, performance audit methodology, the economical procurement of resources and the efficient utilisation of resources for successful execution.

Preparation for Tertiary Accounting


COURSE CODE
P002163


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The **Preparation for Tertiary Accounting** short course provides you with a unique bridging intervention in the fundamentals of accounting as study area during your tertiary BCom- or other relevant degree. This course is specifically aimed first-year students who might find it difficult to adjust to the new pace of the Accounting modules in their first semester at university, especially if they did not have Accounting as a subject at school. The course also looks at developing the particular mathematical abilities that you might lack (that form an integral part of Accounting) in order to perform calculations more easily and accurately.

Computable General Equilibrium Modelling


COURSE CODE
P002923


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Computable General Equilibrium Modelling** provides you with insights to decades of Computable General Equilibrium (CGE) modelling research in a unique training intervention built around the University of Pretoria's own CGE model. These types of models have become an indispensable tool for policy makers and analysts to measure the economy-wide effects of various proposed policy changes and/or exogenous shocks. The course covers specific topics of the theory and principles CGE modelling, as well as CGE database access and simulations to acquire the requisite skills to master the GEMPACK solution software for CGE modelling in your own workplace.

See also: *Information and Communication Technology*

Econometric Analysis of Panel Data


COURSE CODE
P000991


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Econometric Analysis of Panel Data** short course focuses on hands-on experience in the estimation, interpretation and evaluation of economic relationships within a panel data context. The course covers various models for analysis, including static-linear, fixed-effects, least-squares dummy variables, one-way and two-way error components, and the pooling of slope and intercept coefficients. The course also gives you an in-depth look into hypothesis testing, problems of heteroscedasticity and autocorrelation, endogenous regressors, dynamic linear model specifications and panel time-series issues and estimation. You will also be able to put your skills to the test during practical evaluations and estimations of panel data.

Economic Indicators: Monitoring the South African Economy


COURSE CODE
P000729



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The short course in **Economic Indicators: Monitoring the South African Economy** focuses on developing your skills in extracting meaningful information from data sources, including economic indicators in the daily press and from specialist data collection institutions. During the course, you will also acquire the skills to use appropriate statistical manipulation techniques in measuring the macro-economic performance of South Africa's economy. You will gain invaluable information on the state of the economy, and the requisite know-how of interpreting data more meaningfully. You will further receive practical training in extracting information and presenting it to stakeholders to assist in their decision-making processes.

Introduction to Derivative Markets


COURSE CODE
P003616


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Successfully completed

The **Introduction to Derivative Markets** workshop provides you with an overview of capital and derivative markets, and how investors can use these for investment opportunities, risk evaluations and diversification of portfolios. These markets channel the wealth of savers to those who can put it to long-term productive use, and specifically delves deeper into the derivative market for insights into the buying and selling of long-term debt or equity-backed securities. As derivative markets can be based on almost any underlying market, such as individual stock markets, stock indices, currencies and interest rate instruments, you will build an invaluable knowledge base.

Introduction to Health Economics


COURSE CODE
P005874


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Introduction to Health Economics** short course provides you with an in-depth look at the production and consumption of health and health care investments and certain behaviours around financial decision making. Health economics specifically focuses on how individuals can invest in their health through better financial investments regarding diets and exercise, or disinvest in risky behaviours, such as smoking. This gives rise to efforts to influence and promote healthy behaviours, and thus better financial positions, amongst individuals based on the advice of medical professionals whose behaviour is likely influenced by incentives, which may include pay or concerns over legal action.

See also: *Health and Health Care*

Time–Series Econometrics for the Practitioner


COURSE CODE
P000500


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Time–Series Econometrics for the Practitioner** provides you with a basic introduction to the concepts of regression (ordinary least-squares estimation) and statistical inference, as well as violations of the classical linear regression model and their consequences. As econometrics is concerned with applying statistical and mathematical theories to economics to test hypotheses and forecast trends, this course provides you with practical ways of detecting these problems through diagnostic testing and problem solving. You will also have the opportunity to reconcile economic theory with practice, while empowering yourself with analytical skills and a hands-on approach to decision-making processes.

Advanced Course in Time–Series Econometrics


COURSE CODE
P000537


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Time–Series Econometrics** provides you with an overview of residual-based cointegration and an in-depth focus on multivariate cointegration. The course addresses more advanced modelling techniques for time–series data, and covers the technical characteristics of time–series data and concept of stationarity. The econometric techniques of cointegration and error-correction models are reviewed in single equations (residual-based cointegration), with an emphasis on their empirical application. In terms of multivariate cointegration, you will also become experienced in and gain practical knowledge of vector autoregressive models, impulse response functions and variance decompositions, Johansen cointegration methodology and vector error-correction models.

Advanced Course in Debt Review


COURSE CODE
P005362


MODE OF DELIVERY
Blended (Contact and online)


DURATION
6 contact days (alternate Saturdays) and online application


CERTIFICATE
Successfully completed

The **Advanced Course in Debt Review** provides you with a progressive training opportunity to cultivate much needed technical skills and proficiency in the process of debt review in your role as current (or prospective) debt review practitioner. This programme is specifically designed to allow you to unpack the National Credit Act 34 of 2005 by probing into case law and discussing contemporary contentious issues facing the South African banking sector. During the course, you will also become more familiar with some of the key applications and treatment of case law that covers over-indebtedness, reckless lending, court processes and exit mechanisms.

See also: *Law and Human Rights*

Advanced Course in Insolvency Litigation and Administration Practice


COURSE CODE
P000621


MODE OF DELIVERY
Distance learning with limited contact days


DURATION
12 months self-directed learning followed by 2 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Insolvency Litigation and Administration Practice** is designed to facilitate your further legal training and development as attorney in the field of insolvency litigation and administration, or if you are looking to move into this specialised field of financial law. The course specifically covers topics of sequestration and liquidation applications, procedures for business rescue, statutory compromises, as well as intervening applications. You will also become more familiar with the impact of the Companies Act 71 of 2008 on insolvency law, practice and business rescue. **This course is presented in conjunction with the Law Society of South Africa.** **See also:** *Law and Human Rights*

Advanced Course in International Insolvency Law


COURSE CODE
P000091


MODE OF DELIVERY
Distance learning with limited contact days


DURATION
12 months self-directed learning followed by 2 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in International Insolvency Law** provides you with an in-depth look at international insolvency law trends on a comparative basis as applicable to South Africa, the United States, the United Kingdom, Sweden and Australia. The course will be beneficial to any financial and/or law professional interested in international insolvency as viewed from a southern African perspective. Although the course is mainly based on the rules of cross-border insolvency law, you will gain knowledge of the history of insolvency law, comparative aspects and classification of insolvency systems, the different classes of creditors, core terminology, and South African insolvency legislation.

See also: *Law and Human Rights*

Deceased Estates


COURSE CODE
P003428


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Deceased Estates** provides you with insights to the planning and administration of estates, insolvent estates and all insolvent estate entities. The course specifically covers topics of deceased-estate administration procedures, the functions of the Master of the High Court, intestate and testate succession, the law of trusts, sequestration and its consequences, as well as the winding-up of companies and close corporations. You will also gain invaluable knowledge of the appointment and duties of the executor, estate duty, the role of the curator bonis, provisional trustee and trustees' accounts, composition and rehabilitation, as well as capital-gains tax implications.

See also: *Law and Human Rights*

National Credit Regulator (NCR) Debt Counselling Training Course


COURSE CODE
P002167


MODE OF DELIVERY
Contact sessions or fully online


DURATION
2 blocks of 5 days each or 8 weeks online


CERTIFICATE
Successfully completed

The **National Credit Regulator (NCR) Debt Counselling Training Course** provides you with an opportunity for assessing your competency in and registering with the National Credit Regulator (NCR) as a certified debt counsellor. During the course, you will be able to demonstrate your knowledge in identifying when and how a consumer can apply for debt review or when it is necessary to assist over-indebted consumers. The course specifically looks at aspects of debt legislation, over-indebtedness, reckless lending, consumer credit information, codes of conduct, the debt counselling process, court applications and the way forward.

See also: *Law and Human Rights*

SARIPA Programme in Insolvency Law and Practice


COURSE CODE
P000087 (Contact) P000093 (Distance)


MODE OF DELIVERY
Contact sessions or Distance learning


DURATION
15 contact days or 10 months self-directed learning with 2 one-day workshops


CERTIFICATE
Successfully completed

The **SARIPA Programme in Insolvency Law and Practice** provides you with a practice-orientated training intervention in the administration of insolvent estates. The programme covers the effects of insolvency on the insolvent, the solvent spouse and contracts, impeachable transactions, the powers and duties of trustees and liquidators, as well as insolvency meetings. You will also gain insights to proof of claims, interrogations, preferent and concurrent creditors, and drafting of liquidation and distribution accounts. You will also gain a better understanding of sequestration and winding-up procedures. **The programme is presented in line with the South African Restructuring and Insolvency Practitioners Association (SARIPA).**

See also: *Law and Human Rights*

Advanced Course in Statistical Methods


COURSE CODE
P003551


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Attendance

The **Advanced Course in Statistical Methods** provides you with the requisite skills and knowledge in basic and more advanced statistical methods used to analyse categorical and continuous data – with a specific orientation to the implementation of SAS software. During the course, you will not only gain a better understanding of the usefulness and drawbacks of the various statistical methods, but you will be able to practically analyse data and interpret results with the software. You will also gain further insights to the topics of descriptive statistics, categorical and multivariate statistical analysis, generalised linear models and the Generalised Estimating Equation (GEE).

Cost and Management Accounting




COURSE CODE
P001625



MODE OF DELIVERY
Contact sessions or Fully online



DURATION
5 contact days or 40 hours online



CERTIFICATE
Successfully completed


The **Cost and Management Accounting** short course is designed to help you better understand the overall costing process and how to effectively determine costs whether in private or public sector entities. As an essential component of financial management, you will gain requisite skills in using cost accounting to advise management on the most cost-effective structures for operative decision making. The course further covers topics of managing funds by means of budgets, the use of management accounting information to make informed and accountable decisions, traditional cost allocation versus activity-based costing, cost-volume-profit relations, as well as absorption, variable, job and process costing.

Ethics in Business and Professions


COURSE CODE
P005418


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Successfully completed

The **Ethics in Business and Professions** workshop will equip you with the knowledge and skills required to understand ethics in business and professions, as well as to create an awareness of formal ethics management or governance structures that can be implemented in organisations in order to build a sound ethical organisational culture. This workshop can be customised for different professionals, including accountants, auditors, lawyers, advocates, engineers, medical practitioners and individuals who are involved in governance and ethics in their organisations. The workshop will also benefit human resource practitioners, governance, ethics or integrity unit staff, as well as administrative staff.

See also: *Business Management and Entrepreneurship*

Finance in Small Businesses: Are You Charging the Right Price?


COURSE CODE
P006572


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Finance in Small Businesses: Are You Charging the Right Price?** is critical if you are a small business owner – or senior manager responsible for the financial decision-making process – and need informed and accurate information to price your goods and services appropriately. Neglected by many role-players in the small business and entrepreneurship ecosystem, business owners are often not clear on the right price to charge. This course will equip you with the skills and knowledge to make good pricing decisions by understanding your financial goals, classifying different costing models, ensuring a return-on-investment and supporting sustainable business practices.

See also: *Business Management and Entrepreneurship*

Finance in Small Businesses: Are You Really Making a Profit?


COURSE CODE
P006575


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course **Finance in Small Businesses: Are You Really Making a Profit?** is aimed at small business owners who are seeking to increase their profits, reach a genuine profitability scale and achieve long-term sustainability in any of their business endeavours. The course will equip you with essential knowledge of the real meaning of profitability, the difference between profit and cash, how to manage added value to products or services, growing your prospects with the aim of growing profits, as well as practical skills to prevent overtrading of goods and services in your chosen business industry and/or target market segment.

See also: *Business Management and Entrepreneurship*

Financial Management


COURSE CODE
P000037



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The short course in **Financial Management** provides you with a unique refresher in the financial skills required for your current role as financial manager in your organisation. As financial management is an essential component of the management structure of any organisation, this course will provide you with a better understanding of the principles and practical application of sound financial and commercial performance in order to achieve your organisation's overall objectives. The course covers further topics of financial ratio analysis, the time–value of money, capital budgeting, cost of capital and the financing decision, as well as working capital management.

Financial Management for Non-Financial Managers


COURSE CODE
P000113


MODE OF DELIVERY
Contact sessions or Fully online


DURATION
5 contact days or 40 hours online


CERTIFICATE
Successfully completed

The short course in **Financial Management for Non-Financial Managers** provides you with a better understanding of financial management (as a component of the management structure) to help achieve your organisation's objectives. During the course, you will gain knowledge of the basic financial procedures, calculations and activities of a business enterprise, covering aspects of financial statements, ratio analyses, break-even analyses, basic income tax, financing decisions, time–value of money, capital budgeting and working capital management. An understanding of the principles and practice of financial management techniques for profitable business management is proven to benefit both managers and aspiring financial managers alike.

Online Course in eBusiness and eCommerce


COURSE CODE
P003493


MODE OF DELIVERY
Fully online (Instructor-led)



DURATION
8 months online



CERTIFICATE
Successfully completed


The **Online Course in eBusiness and eCommerce** focuses on optimising customer relationship management in an online environment by examining eBusiness and marketplace models, eBusiness strategies, eMarketing and procurement in some detail. The initial investment for an eBusiness start-up is generally lower than starting a traditional business, and with technology becoming more advanced and easier to obtain, the barriers to opening a business have been significantly reduced or even removed. Because buyers and sellers can transact at any time and from anywhere, eBusiness and eCommerce not only provide cost-saving advantages, but also make goods and services accessible on a global scale.


See also: *Business Management and Entrepreneurship | Information and Communication Technology*

Programme in Agricultural and Rural Finance


COURSE CODE
P003368


MODE OF DELIVERY
Contact sessions



DURATION
2 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Programme in Agricultural and Rural Finance** is aimed at senior and middle managers from southern African agricultural finance institutions, banks and non-banking agricultural organisations to provide more effective and valuable financial services to smallholder farmers. The programme provides you with the context and understanding needed to reach out in a more sustainable manner to smallholder families and low-income rural households by serving them with the right financial products and services at the right time. The programme will also benefit policymakers, local or provincial government officials, private sector performance monitors and other parties interested in agricultural development finances.


See also: *Agriculture and Food Security*

Starting a Business: Cash Flow Management


COURSE CODE
P005361


MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Successfully completed


The **Starting a Business: Cash Flow Management** workshop introduces you to the concepts and principles of entrepreneurship and small business management with the aim to equip you with the tools to start your own business. If you have never operationalised your business idea before, this workshop is ideal to introduce you to the pre-start-up and start-up processes and principles that are vital to the establishment of long-term success and sustainability in entrepreneurship. Critical skills, such as the content, strategies and processes of entrepreneurship, creativity, innovation and opportunity recognition, with specific reference to cash flow management, are included in this workshop.


See also: *Business Management and Entrepreneurship*

Starting a Business: Financial Management


COURSE CODE
P005360


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Successfully completed

The **Starting a Business: Financial Management** workshop specifically focuses on introducing you to the concepts and principles of entrepreneurship and small business management, with an emphasis on financial management of small businesses. If you have never operationalised your business idea before, this workshop is ideal to introduce you to the pre-start-up and start-up processes and principles that are vital to the establishment of long-term success and sustainability in entrepreneurship. Critical skills, such as the content, strategies and processes of entrepreneurship, creativity, innovation and opportunity recognition, as well as an introduction to basic business skills, are included in this workshop.

See also: *Business Management and Entrepreneurship*

Basic Course in Financial Investigation


COURSE CODE
P003182


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Basic Course in Financial Investigation** provides you with the insights to conduct basic financial investigations by enhancing your understanding of money banking systems, the nature of certain trading entities and basic financial investigative techniques. The course will enable you, as forensic practitioner, to develop detection and investigative skills in order to stay ahead of various economic crimes that are on the increase. During the course, you will be therefore be equipped with the necessary skills to effectively follow money trails and obtain relevant evidence in a manner that will ensure its admission to a court of law or disciplinary hearing.

See also: *Law and Human Rights* | *See index

Economic Crime Schemes


COURSE CODE
P003179


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Economic Crime Schemes** provides you with an introduction to particular crime schemes that are directed against organisations and often perpetrated by its employees, management or involvement of third parties. The course covers various topics that range from tax evasion, illicit capital heavens and money laundering to crimes committed by public officials such as bribery and/or embezzlement. As technological advances have increased the opportunities to commit these types of crime in the workplace, the course will also specifically touch on the knowledge and skills needed to raise red flags and identify economic crime schemes in your organisation.

*See index

Forensic Investigation


COURSE CODE
P005932


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Forensic Investigation** provides you with the practical skills and requisite knowledge to better understand the basics of governing legalities and technicalities in executing sound forensic investigations. The course covers topics of how to deal with interviews, evidence and suspects in such a manner that subsequent judicial scrutiny will uphold and that the obtained evidence can be admitted to a disciplinary hearing or court of law. By following a case-study approach, issues within the fraud risk management scenario are addressed in order to effectively manage the prevention, detection and investigation of fraud and corruption within any organisation.

See also: *Law and Human Rights*

Fraud Risk Management

CREDIT-BEARING*


COURSE CODE
P000851


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Fraud Risk Management** provides you with a sound understanding of fraud and corruption activities to allow you to better support your organisation in the implementation of fraud risk management strategies. As the extent of fraud risk management is a major concern throughout the world, the course will empower you to take the necessary steps in combatting fraud and corruption on a broad front. During the course, you will gain invaluable insights to the establishment of international protocols and the necessary legal frameworks, and enable you to link these protocols and frameworks to your organisation-specific strategies.

See also: *Business Management and Entrepreneurship* | *See index

Governance of Corruption and Fraud Auditing


COURSE CODE
P005508


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Governance of Corruption and Fraud Auditing** provides you with an introduction to global best practices and step-by-step processes in proactive fraud auditing for both auditors and antifraud/anticorruption specialists. The course considers corruption and fraud risk governance as an integral part of good corporate governance (in both the public and private sectors), and specifically looks at best-practice instruments, conventions and protocols in more detail. During the course, you will also gain more insights to the provision of better assurance, detecting and deterring mechanisms by gaining a better understanding of the available processes in remediating corruption and fraud activities.

Information Security Management


COURSE CODE
P000330


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The **Information Security Management** short course provides you with a knowledge of requisite security management actions in the implementation and maintenance of processes, procedures and other issues of corporate governance. The course delves into the identification of information security needs and the implementation of strategies by means of an Information Security Architecture (ISA), and looks at all factors involved, including financial risk auditing, the assessment of current controls, the human side of information security management, as well as the alignment of controls to meet the requirements of your organisation. You will also gain insights to various international standards and guidelines.

See also: *Information and Communication Technology*

Interviewing Skills for Fraud Examiners and Auditors

CREDIT-BEARING*


COURSE CODE
P000886


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days



CERTIFICATE
Successfully completed

The **Interviewing Skills for Fraud Examiners and Auditors** short course provides you with the necessary skills and knowledge to obtain more reliable information from people to ensure the eventual admission of fraud-related information in a disciplinary hearing or court of law. The success of any investigation, whether criminal, civil, disciplinary, audit or compliance-related, is directly linked to the quality of the information obtained, and during the course, you will become familiar with the behaviours and dynamics people exhibit in order to help you in your role as fraud examiner or auditor to conduct interviews in an ethical and lawful manner.


See also: *Law and Human Rights* | *See index

Investigation of Financial Crime

CREDIT-BEARING*


COURSE CODE
P003181


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in the **Investigation of Financial Crime** provides you with practical-orientated training to deal with a number of investigation methodologies, techniques and tools that lead to more effective investigations and risk management strategies in your organisation. Using a case-study approach, the course provides you with an opportunity to upskill and refresh your knowledge of the worldwide impact of financial crime and its unlawful activation for personal gain and/or benefit. During the course, you will gain invaluable insights to the manifestation of fraud activities, insider trading, market manipulation, financial scams, tax evasion, bribery, embezzlement, money laundering, forgery and counterfeiting.

See also: *Law and Human Rights* | *See index

Investigation and Management of Cyber and Electronic Crime

CREDIT-BEARING*


COURSE CODE
P000612


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in the **Investigation and Management of Cyber and Electronic Crime** provides you with insights to and knowledge of the legal and practical issues that specifically relate to criminal conduct in the online environment and exponential advancements in information and communication technologies that has given rise to cyber and electronic crime. During the course, you will be equipped with practical skills in the investigation, litigation and risk management of cyber and electronic crime that will lead to the eventual acquisition of admissible electronic evidence of criminal activities that can be used in a court of law or hearing.

See also: *Information and Communication Technology* | *Law and Human Rights* | *See index

Law for Commercial Forensic Practitioners

CREDIT-BEARING*


COURSE CODE
P003178


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Law for Commercial Forensic Practitioners** short course familiarises you with the pertinent legal issues and consequent legislation of fraud and corruption. During the course, you will gain knowledge and insights to the nature of criminal conduct, the legal mechanisms used to obtain evidence, and other issues that must be considered when witnesses or suspects are interviewed. The course also looks at how evidence obtained through more unconventional investigative techniques are admissible in court, which labour law pitfalls stand in the way of a successful disciplinary hearing and which reporting duties are activated in the course of such an investigation.

See also: *Law and Human Rights* | *See index

Money Laundering Investigation and Detection

CREDIT-BEARING*


COURSE CODE
P002863


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Money Laundering Investigation and Detection** provides you with the requisite skills and knowledge to implement risk-mitigating procedures and ensure compliance with the requirements of South African anti-money-laundering legislation. Commercial crime poses a significant threat to the stability of any financial system and democratic institutions, and as such, this course looks at strategies to combat these crimes by targeting illegal proceeds and removing the profit element. You will be able to gain invaluable insights to international and South African frameworks, regulations and guidelines on client identification, money laundering schemes, tracing of assets, and asset seizure and forfeiture.

*See index

Prevention and Detection of Procurement and Contract Fraud

CREDIT-BEARING*


COURSE CODE
P000352


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Prevention and Detection of Procurement and Contract Fraud** short course provides you with the requisite knowledge and skills to identify fraud and corruption, and to put mechanisms in place to prevent it from occurring, in the procurement and contracting of goods and services. The course aims to provide you with insights to procurement and contract fraud in a range of industries and the varying levels at which it occurs. You will also be able to familiarise yourself with the various applicable legal principles and definitions, while knowing which proactive preventive measures to implement when the red flags are raised.


*See index

Preparation for the International CFE Examination


COURSE CODE
P000053


MODE OF DELIVERY
Contact sessions


DURATION
2 study blocks of 5 days each


CERTIFICATE
Successfully completed

The **Preparation for the International CFE Examination** short course provides you with a unique opportunity to prepare for the Certified Fraud Examiner (CFE) examination. Based on the Association of Certified Fraud Examiners' (ACFE) comprehensive manual, the course aims to impart practical knowledge and insights of this fast-growing area of specialisation in order to become a certified fraud examiner or auditor. The course is designed to provide you with a better awareness of the relevant legislation that governs economic crime, including common law aspects and the law of evidence, while sensitising you to all aspects of employee and management fraud.

Fiscal Decentralisation and Subnational Government Finance


COURSE CODE
P001710


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Fiscal Decentralisation and Subnational Government Finance** short course provides you with specific insights to the management of effective public sector reform and the public finance dimension of intergovernmental relations in the African context. During this course, you will not only gain invaluable knowledge of various policies and practical issues that need to be considered with regard to fiscal decentralisation and subnational government expenditure and revenue assignment, but you will also become familiar with intergovernmental transfers, capital financing, borrowing and debt, appropriate sources of revenue for subnational government, and policy and administrative issues regarding property tax as a revenue source.

See also: *Public Administration and Management*

Introduction to Tax Analysis and Revenue Forecasting


COURSE CODE
P001711


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Introduction to Tax Analysis and Revenue Forecasting** short course provides you with requisite knowledge and insights to the macro-foundations of revenue forecasting, tax analysis, gross domestic product-based estimating models, as well as statistical analysis and basic forecasting techniques. During the course, you will be equipped with the necessary mathematical and computer-based skills to master the techniques for more effective and meaningful participation in the field of tax analysis and revenue forecasting. You will also gain exposure to the essential drivers of profitability in the arena of tax reforms and how it can be applied to economies around the world.

Advanced Course in Tax Analysis and Revenue Forecasting


COURSE CODE
P001712


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Advanced Course in Tax Analysis and Revenue Forecasting** provides you with a progressive understanding of econometric application, including microsimulation and Computable General Equilibrium (CGE) modelling techniques, for tax analysis and revenue forecasting. As a critical driver of profitability in tax reforms, accurate tax analysis and revenue forecasting is very important. During the course, you will be equipped with knowledge to use advanced techniques for the manipulation of data, implement linear and non-linear models for policy simulation and tax-gap analysis, conduct comparative analyses of success rates, and be able perform possible policy simulations and give guidance to ministries of finance.

Introduction to Tax Research Methods


COURSE CODE
P003382


MODE OF DELIVERY
Contact sessions


DURATION
3 study blocks of 3 days each


CERTIFICATE
Successfully completed

The **Introduction to Tax Research Methods** short course provides you with a background to the research methods typically used for tax research and reform, as well as the factors that are usually considered as essential to quality tax research for possible publication in leading accredited subject journals. The course specifically covers topics of theoretical and historical underpinnings in taxation, basic research designs, as well as archival, behavioural and experimental tax research. During the course, you will be equipped with the requisite knowledge and skills to be better informed about future researchable topics in the field for postgraduate and/or work-related research.

Module in Basic Taxation


COURSE CODE
P002926


MODE OF DELIVERY
Contact sessions or Distance learning


DURATION
21 contact days (Saturdays)


CERTIFICATE
Successfully completed

The **Module in Basic Taxation** provides you with an opportunity to obtain invaluable knowledge of taxation in the financial or public sectors, or to better manage your own enterprise as an entrepreneur. The module covers the general principles and basic application of tax in South Africa, puts taxation in context (including basic accounting, economic and legal principles affecting taxation) and provides a framework for the income tax system. The module is presented towards competency assessment in the Knowledge and Practical Skills component of either the Tax Technician or Professional Qualification certified by the South African Institute of Tax Professionals (SAIT).

*See index

Module in Advanced Taxation (Graduate Level)

CREDIT-BEARING*

 **COURSE CODE**
P002924

 **MODE OF DELIVERY**
Contact sessions or Distance learning

 **DURATION**
20 contact days (Saturdays)


 **CERTIFICATE**
Successfully completed


The **Module in Advanced Taxation (Graduate Level)** provides you with an opportunity to gain detailed insights and knowledge of the South African income tax system by looking at specific principles of taxation to ensure that taxes comply with the relevant legislation, and that you are able to successfully navigate this complex system. During this module, you will gain the requisite skills to be able to qualify as a certified tax professional. The module is presented towards competency assessment in the Knowledge and Practical Skills component of the Tax Professional Qualification certified by the South African Institute of Tax Professionals (SAIT).


**See index*


Module in Advanced Taxation (Postgraduate Level)

CREDIT-BEARING*

 **COURSE CODE**
P002925

 **MODE OF DELIVERY**
Contact sessions

 **DURATION**
20 contact days (Saturdays)

 **CERTIFICATE**
Successfully completed

The **Module in Advanced Taxation (Postgraduate Level)** provides you with a unique opportunity to acquire a more in-depth, practical understanding of the South African income tax system as a professional tax practitioner or chartered accountant seeking to upskill and bring your technical tax knowledge up-to-date. The module specifically looks at the latest provisions contained in the applicable legislation, including the South African Income Tax Act, Value-Added Tax Act and Estate Duty Act. The module is presented towards competency assessment in the Knowledge and Practical Skills component of the Tax Professional Qualification certified by the South African Institute of Tax Professionals (SAIT).

**See index*

Online Course in Preparation of the Tax Professional Qualification

 **COURSE CODE**
P005177

 **MODE OF DELIVERY**
Fully online (Self-paced)

 **DURATION**
4 weeks online

 **CERTIFICATE**
Successfully completed

The **Online Course in Preparation of the Tax Professional Qualification** provides you with the opportunity to prepare for either the Tax Professional Knowledge Competency Assessment or the National Qualifying Competency Assessment of the South African Institute of Tax Professionals (SAIT). The course covers all the relevant competencies as outlined in the Tax Professional Qualification curriculum to help you prepare for the examination. In addition to being an invaluable preparation tool for new tax practitioners, the course also provides practising tax professionals with an opportunity to upskill and refresh their knowledge at their own pace by using the online learning platform.


General Management and Leadership Development


In an age where technology has caused the world to shrink, strong managerial and leadership skills are required to make current developments more accessible and provide direction on how to successfully navigate through them. With immediate access to information at hand and the ability to transact digitally across international borders at the click of a button, a new strategic narrative is required to bring together individuals, industries and countries to look towards a long-term vision for the future. A commitment to responsible leadership – and an experienced understanding of our digital, global and glocal (local is the new global) age – is what is ultimately required to do this.¹


For management teams and executives to navigate their way through this complex landscape, they will need to understand the context and impact of the imminent Fourth Industrial Revolution and make decisions accordingly. Our products and services in **General Management and Leadership Development** will guide you in acquiring the crucial skills and practical knowledge to provide responsive, responsible and directional leadership wherever and whenever you need to traverse the interests of stakeholders, customers and clients, employees and society.


For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Management Development Programme **MDP**


COURSE CODE
P000870



MODE OF DELIVERY
Contact sessions



DURATION
4 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Management Development Programme** provides you with the opportunity to develop your skills in order to perform your management responsibilities more effectively within a changing and competitive business environment. With this programme, you will acquire the requisite competencies to better deal with all functional and cross-functional business processes and operations. The programme specifically covers topics of the people side of business, the business environment (including economics, general management and marketing), financial management and planning, and the business value chain (including the day-to-day management of business operations). **This programme is presented in partnership with the Gordon Institute of Business Science (GIBS).**

Senior Management Programme **SMP**


COURSE CODE
P000869



MODE OF DELIVERY
Contact sessions



DURATION
4 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Senior Management Programme** provides you with the opportunity to develop more advanced management skills at a senior management level, including key analytical and creative decision-making competencies in your role as functional and/or general manager. The programme specifically covers topics of the business in context (including stakeholder management and corporate responsibility), financial management and economic value creation, technology and innovation management (in relation to the management functions of industry), and the incorporation of business strategy and leadership at all levels (including leadership of the SELF). **This programme is presented in partnership with the Gordon Institute of Business Science (GIBS).**

Agricultural Leadership Development Programme **ALDP**


COURSE CODE
P000872


MODE OF DELIVERY
Contact sessions



DURATION
4 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Agricultural Leadership Development Programme (ALDP)** provides you with a exclusive training opportunity to develop your managerial, analytical and creative decision-making competencies in the agricultural sector by honing team-building, negotiation, presentation, communication and leadership skills at a strategic management level. The programme specifically focuses on strategic thinking and leadership development in a rapidly changing and competitive agri-business environment. During the programme, you will not only gain a better understanding of current agricultural issues and challenges farmers face, but also how they impact on establishing a stronger and more sustainable agricultural sector in South Africa and further beyond our borders.


See also: *Agriculture and Food Security*

Executive Development Programme for the Public Sector


COURSE CODE
P006126


MODE OF DELIVERY
Contact sessions



DURATION
3 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Executive Development Programme for the Public Sector** provides you with a professional skills development course aligned with the Senior Management Service (SMS) Competency Framework in order to acquire the appropriate skills set at executive level. The programme will equip you as senior manager in the public sector sphere with the requisite knowledge and skills to perform your day-to-day operations effectively in a democratic, developmental state. The programme covers key points of the competency framework, including areas of strategic planning and management, human resource management, financial management and budgeting, programme and project management, as well as knowledge and information management.


See also: *Public Administration and Management* | *See index

Leadership Development Programme for Junior Managers


COURSE CODE
P001619



MODE OF DELIVERY
Contact sessions



DURATION
4 study blocks with 2 contact day each



CERTIFICATE
Successfully completed


The **Leadership Development Programme for Junior Managers** provides you with the essential tools and techniques that will enable you (and consequently those under your supervision) to perform your daily operational tasks optimally as junior (first-line) manager. With the unique opportunity to observe others and develop your own appropriate leadership style to suit the ever-evolving business environment, the programme specifically focuses on the strengths and development areas that drive you, fundamental management principles and functions that you will need to master, how to lead your team for success, as well as enhancement of emotional intelligence (EQ) for the job at hand.

Leadership Development Programme for Middle Managers


COURSE CODE
P001618



MODE OF DELIVERY
Contact sessions



DURATION
7 study blocks with 1 contact day each



CERTIFICATE
Successfully completed


The **Leadership Development Programme for Middle Managers** provides you with a unique skills development opportunity to perform your daily operational tasks optimally as middle manager, and to take your team to the next level. With the tools and techniques obtained from the programme, you will be able to tap into the strengths of your team members' thinking preferences, gain invaluable knowledge about effective relationship management, tackle creative problem solving, implement best-practice task-structuring processes and continuously coach and motivate your team members for success. You will also gain on-the-job experience of core competencies, while enhancing your ability to lead more effectively.

Leadership Development Programme for Senior Managers


COURSE CODE
P001345



MODE OF DELIVERY
Contact sessions



DURATION
6 study blocks with 1 contact day each



CERTIFICATE
Successfully completed


The **Leadership Development Programme for Senior Managers** provides you with an advanced skills development intervention that will not only help you grow on a personal level, but will also provide you with the tools and techniques as senior manager to effectively manage teams for critical business success. The programme specifically delves into key areas of mastering personal leadership and interpersonal relationships, enabling and empowering others, taking the lead in creative problem solving, continually coaching and mentoring team members, and most importantly, facilitating change. You will also have the opportunity to explore the significance of different thinking styles on business objectives.

Leadership Development Programme for Municipal Councillors


COURSE CODE
P005990


MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks with 1 contact day each


CERTIFICATE
Successfully completed

The **Leadership Development Programme for Municipal Councillors** provides you with a comprehensive theoretical understanding of and practical competency assessment in Integrated Development Planning (IDP), Local Economic Development (LED), municipal budgeting and financial management as councillor in the local government sphere. The programme covers all relevant legislation, policies, powers and functions of the intergovernmental relations system of South Africa, and introduces you to key indicators and strategies in municipal planning and project implementation processes, IDP and LED preparation and review processes, sustainable municipal budgeting and appropriate financial reporting structures.
See also: *Public Administration and Management*

Leadership Development Programme for School Principals



COURSE CODE

P003384



MODE OF DELIVERY

Contact sessions



DURATION

8 study blocks with 1 contact day each



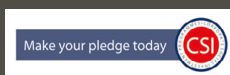
CERTIFICATE

Successfully completed

The **Leadership Development Programme for School Principals** introduces principals to the strengths of Whole Brain® facilitation for learning and its application in the classroom. As leaders of often diverse teams of teachers and support staff, principals will learn to understand the thinking preferences of individuals and the impact these preferences can have on effective teaching to enhance effective learning. The entrepreneurial role of schools, both at primary and secondary levels, cannot be negated given the modern and challenging educational ecosystem in South Africa.

For more information about this course, visit www.enterprises.up.ac.za/csi

See also: *Education and Teacher Development*



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Leadership in Four Dimensions



COURSE CODE

P003339



MODE OF DELIVERY

Contact sessions (Workshop)



DURATION

1 contact day



CERTIFICATE

Successfully completed

The **Leadership in Four Dimensions** workshop aims to provide you with a better understanding of yourself, your relationships in the workplace, and your responsibilities when interacting with other leaders in a group and/or leading a team. The workshop covers the National Aeronautics and Space Administration (NASA) model of four-dimensional leadership, and analyses your individual and/or collective group brain profiles and respective integrated leadership styles. You will become familiar with the key four-dimensional contexts of leadership, namely: cultivation; vision; direction; and inclusion. During the workshop, you will also have an opportunity to conduct a self-completion analysis of your own leadership style.

Management and Leadership to Ensure Successful Change



COURSE CODE

P003311



MODE OF DELIVERY

Contact sessions



DURATION

5 contact days



CERTIFICATE

Successfully completed

The short course in **Management and Leadership to Ensure Successful Change** provides you with the requisite skills and knowledge to align yourself with best-practice initiatives to manage successful organisational change in your role as line- and/or executive manager. During the course, you will be empowered to lead through productive influence in times of change and embrace new dynamic in change management. As a competent manager, you must be able to successfully adapt to change yourself, and the course will help you to apply a holistic approach to change management by aligning your own area of responsibility to the change vision.

See also: *Human Capital Management*

Leadership for Strategic Alignment



COURSE CODE

P003336



MODE OF DELIVERY

Contact sessions



DURATION

2 contact days



CERTIFICATE

Successfully completed

The **Leadership for Strategic Alignment** short course provides you with detailed insights to and practical application of the competencies, skills and leadership contexts that enable all organisational leaders to lead their teams in the successful execution of the organisation's strategy and objectives. By seeing leadership as a cross-cutting dynamic process throughout the organisation – rather than focusing on individual characteristics – the course specifically covers the principles and practices of communicating leadership, looks at moving beyond management towards leadership, creates a space to formulate and communicate vision and strategy, and establishes a platform to lead transition, institute change and inspire team members.

Online Course in Leadership in the Mining Industry




COURSE CODE
P003589


MODE OF DELIVERY
Fully online



DURATION
6 months online



CERTIFICATE
Successfully completed


The **Online Course in Leadership in the Mining Industry** will take you on your own personal development journey in preparation of establishing a unique leadership identity and finding the key to leadership success in the mining sector. Leadership competencies and skills can easily be acquired through a plethora of populist programmes available on the market today. Virtually every bookshop has a vast array of books and self-study material on how to develop leadership skills and competencies. However, few of these programmes ever distinguish between knowing and doing – and none as specific as to leadership development in the mining sector. **See also:** *Engineering and Technology Management*


Programme in Mentoring and Coaching for Leadership in Education

MCLE


COURSE CODE
P003604



MODE OF DELIVERY
Contact sessions



DURATION
2 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Programme in Mentoring and Coaching for Leadership in Education (MCLE)** equips you with the requisite mentoring and coaching skills in order to improve leadership support in your school for effective teaching and learning outcomes. The programme includes interactive contact sessions, class exercises, group presentations, report writing and personal reflection activities through its community of inquiry (COI) approach. This allows for collaborative participation and peer-assisted learning (PAL) with the aim to develop your leadership abilities and skills in educational environment. The learning activities and examples included in the programme are based on personal experiences and real-life practices of educational leaders. **See also:** *Education and Teacher Development*


Programme in Empowering Responsible Leaders in Local Government




COURSE CODE
P005364



MODE OF DELIVERY
Contact sessions



DURATION
5 study blocks of 3 days each



CERTIFICATE
Successfully completed


The **Programme in Empowering Responsible Leaders in Local Government** provides you with a high-level exposition of both the theoretical and practical aspects of responsible leadership as applicable to the local government sphere. The programme covers specific topics of the meaning and application of public sector leadership, political leadership and how these various aspects of leadership can be applied in the workplace. You will also gain invaluable insights to ethical leadership, accountability, social justice and equity as the basis for good governance, and therefore, a clean, transparent and effective local government system that is aligned with the National Development Plan (NDP). **See also:** *Public Administration and Management* | *See index

Responsible Leadership in Climate Change


COURSE CODE
P003610


MODE OF DELIVERY
Contact sessions



DURATION
4 contact days



CERTIFICATE
Successfully completed


The **Responsible Leadership in Climate Change** short course provides you with a better understanding of the current climate change landscape, illustrating how different worldviews affect the way in which different role-players think about and react to the current climate problem. The course covers topics that range from the latest climate research and impacts to the regulatory processes pertinent to greenhouse gasses. The course will also illustrate how the principles of responsible leadership can be practically applied to the climate change debate, and enable you to approach the challenges of climate change systematically and from various perspectives in your own context. **See also:** *Environmental Management and Geophysics*


Retail Leadership Development Programme

RLDP


COURSE CODE
P002176


MODE OF DELIVERY
Contact sessions



DURATION
5 study blocks of 2 days each



CERTIFICATE
Successfully completed


The **Retail Leadership Development Programme (RLDP)** provides you with a comprehensive skills development initiative that will not only enhance your leadership abilities, but also improve performance in your business area as manager or team leader in the retail industry. The programme specifically covers techniques and concepts that are used to navigate this challenging environment, and aims to give you a better understanding of the systems, strategies, approaches and leadership styles that are important in the outcomes of a successful retail endeavour. During a functional analysis of your retail business position, you will also acquire know-how in securing suitable team members.


See also: *Property, Retail and Facilities Management*

Advanced GROW Coaching


COURSE CODE
P003569


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The short course in **Advanced GROW Coaching** provides you with the knowledge and practical skills to apply the GROW coaching model in executive coaching for leadership, management and teams, performance coaching and the structuring of mentoring conversations. The course looks at coaching approaches that are relevant to organisational and personal settings, but specifically focuses on the topics of meaning, purpose and spirituality (particularly workplace spirituality and cultural sensitivity). During the course, you will also explore the coaching context as framed by spiritual aspects in order to enhance your and your mentees' self-awareness and commitment to progress, solutions, actions and activities.


See also: *Human Capital Management | Social and Religious Studies*

A Contextual–Collaborative Approach to Coaching


COURSE CODE
P003566


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The short course, **A Contextual-Collaborative Approach to Coaching**, provides you with a platform to capitalise on your own life and work experiences (and relationships) by developing a local coaching model. To effectively develop such a model, this course will help you develop a sensitivity towards the reality and sense-making structures of those you are coaching, while effectively collaborating on the coach–coached relationship and outcomes. The course delves deeper into various psychological theories and popular coaching approaches in a very practical manner, while also focusing on aspects of setting up professional practices, core competencies, ethics, contracts, branding and technological applications.


See also: *Human Capital Management | Social and Religious Studies*

Practical Team Management Toolkit for First-Level Managers and Supervisors


COURSE CODE
P003570


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The **Practical Team Management Toolkit for First-Level Managers and Supervisors** provides you with best-practice tools and techniques to conduct your daily tasks more effectively in your role as first-level manager or supervisor. During the course, you will gain practical insights to team management approaches, specifically in building and managing high-performance teams among front-line employees. You will also acquire the requisite skills to accelerate and stimulate productivity, motivation and performance among your team members. The course also covers aspects of expectations and challenges of being a first-level manager, managing a diverse workforce, designing a team charter and planning for continuing growth.


Retail Management Development Programme

RMDP


COURSE CODE
P002691


MODE OF DELIVERY
Contact sessions



DURATION
5 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Retail Management Development Programme (RMDP)** equips you with the requisite skills to become more effective in pursuing excellence in terms of your organisation's goals as middle manager in the retail industry. The programme provides you with an avenue to upskill on your managerial abilities, while focusing on leadership and transformation in retail and wholesale. During the programme, you will gain a better understanding of the manager's role in human resource management, retail in both the global and South African contexts, operations and supply chain management, product research and development, financial management and accounting, as well as sound labour relations.


See also: *Property, Retail and Facilities Management*

Supervisory Management Skills


COURSE CODE
P001481


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The short course in **Supervisory Management Skills** provides you with the necessary knowledge and insights to become successful in any supervisory position by focusing on and improving important managerial skills. As manager or supervisor, you often have to manage various operational aspects as well as the people side of business simultaneously, which can lead to situations of great stress or anxiety. During the course, you will acquire the requisite skills to make sound (yet creative) decisions, develop techniques to communicate better, manage and organise your time optimally, manage staff and conflict situations, improve productivity and implement total quality control measures.


See also: *Human Capital Management | Supply Chain Management and Logistics*

The Whole Brain® Manager


COURSE CODE
P005301


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The **Whole Brain® Manager** short course provides you with an opportunity to explore and manage the mental demands of your daily workplace responsibilities by leveraging your unique thinking preferences to affect the best results from your team members, organisational processes and personal performance. The course will engage your managerial skills through the lens of Whole Brain® Thinking to gain a strong foundation in support of your long-term career-growth plan. The course will empower you to access your full brain power, develop the thinking agility to manage diverse tasks and people, become more productive and plan for the future more effectively.


See also: *Human Capital Management*

Analytical and Systems Thinking Skills


COURSE CODE
P001928


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Analytical and Systems Thinking Skills** short course provides you with a better understanding and application of various analytical and systems thinking skills that can be used in your role as manager. The course covers fundamental concepts of thinking, different thinking styles (analytical, creative, critical and systems) and thinking processes in collaboration with decision making. You will gain both theoretical knowledge and practical skills in an integrated manner in order to help you thrive in your daily tasks and respective business environment, and ultimately link and interact with the components of a system that are essential to ensure future success.

See also: *Information and Communication Technology*

Conference Diplomacy and Multilateral Negotiations


COURSE CODE
P003625





MODE OF DELIVERY
Contact sessions

DURATION
2 contact days

CERTIFICATE
Successfully completed

The short course in **Conference Diplomacy and Multilateral Negotiations** provides you with practical training in various aspects of chairing international conferences in a culturally sensitive and tactful way where people from different backgrounds come together to discuss pressing matters. The course is presented in the context of a diplomatic practitioner, where experiential learning exercises are used to supplement theoretical approaches. During the course, you will become more familiar with the world of multilateral conferences, the differences between formal and informal conference diplomacy, conference interventions, documents and resolutions, negotiation and decision making processes, as well as preparation of an international conference.





Diversity and Team Dynamics


COURSE CODE
P003337

MODE OF DELIVERY
Contact sessions (Workshop)

DURATION
1 contact day

CERTIFICATE
Successfully completed

The **Diversity and Team Dynamics** workshop provides you with a full understanding of the nature and role of diversity in the workplace in general and specifically in managing your own team. The workshop covers all practical guidelines for engaging, communicating and working together in diverse teams – essentially using diversity as a positive force rather seeing it as a hindrance. You will be equipped with the requisite knowledge and skills to leverage diversity in a team context, assimilate high-context and low-context cultural guidance (and its affects on workplace relationships), and manage major factors of diversity, including thinking preferences, gender and race.

See also: *Human Capital Management*





Negotiation Skills


COURSE CODE
P000825

MODE OF DELIVERY
Contact sessions

DURATION
3 contact days

CERTIFICATE
Successfully completed

The **Negotiation Skills** short course will equip you with an essential framework that forms the basis of any type of negotiation and its consequent employment in the business environment. During the course, you will have the opportunity to apply key negotiation principles in practice, while also observing and delivering critique on others during simulated negotiation settings. This approach specifically aims to build your confidence and develop your abilities to negotiate more successfully, but also to deliver measurable improvement in negotiation performance in the workplace by familiarising yourself with all the ins and outs of the negotiation setting for better results.


See also: *Supply Chain Management and Logistics*

Online Course: Thinking Accelerator® for Personal Development



COURSE CODE
P003394

MODE OF DELIVERY
Fully online

DURATION
16 hours online

CERTIFICATE
Attendance


The **Online Course: Thinking Accelerator® for Personal Development** immerses you in the concepts, principles and application of Herrmann International's model of Whole Brain® Thinking featuring HBDInteractive® to not only enhance awareness of your own thinking preferences, but also to guide you in action-planning and problem-solving processes by applying the method to real-life work challenges. The course also covers topics of improved productivity and engaged departmental and/or cross-functional teams; better collaboration, creativity and innovation strategies; increased results across business functions tied to your most important business goals; and the role of Whole Brain® Thinking in customer service delivery and product development.

Reputation Management and the Brain: the Key to a Successful Future


COURSE CODE
P005509


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Reputation Management and the Brain: the Key to a Successful Future** provides you with the tools and techniques to activate and use your brain power to develop the ability to lead a team and drastically change the way of thinking around reputation management, integrity and communication. The course prepares you – as future manager – to be a skillful, conceptual and strategic thinker who can find new, innovative ways to create loyalty, manage diverse and independent teams, and retain sustainability. This approach directly links brain capacity and how it forms new pathways towards optimal personal and business success.

Strategic Management Principles


COURSE CODE
P001285



MODE OF DELIVERY
Contact sessions



DURATION
4 contact days



CERTIFICATE
Successfully completed


The **Strategic Management Principles** short course provides you with the skills and tools required by middle managers (and business owners) to understand strategic management holistically. The course covers topics of the strategic management process, executing elements of the process (including internal and external environmental and gap analyses), mastering tools of analysis, determining broad and narrow strategies, choosing and implementing appropriate strategies, and debating leadership issues. You will also become familiar with themes around the origins and application of strategy and strategic options, strategic control mechanisms, tools for application, critical insights to leadership issues, as well as influences of organisational culture.

Time Management Skills


COURSE CODE
P005279


MODE OF DELIVERY
Contact sessions (Workshop)

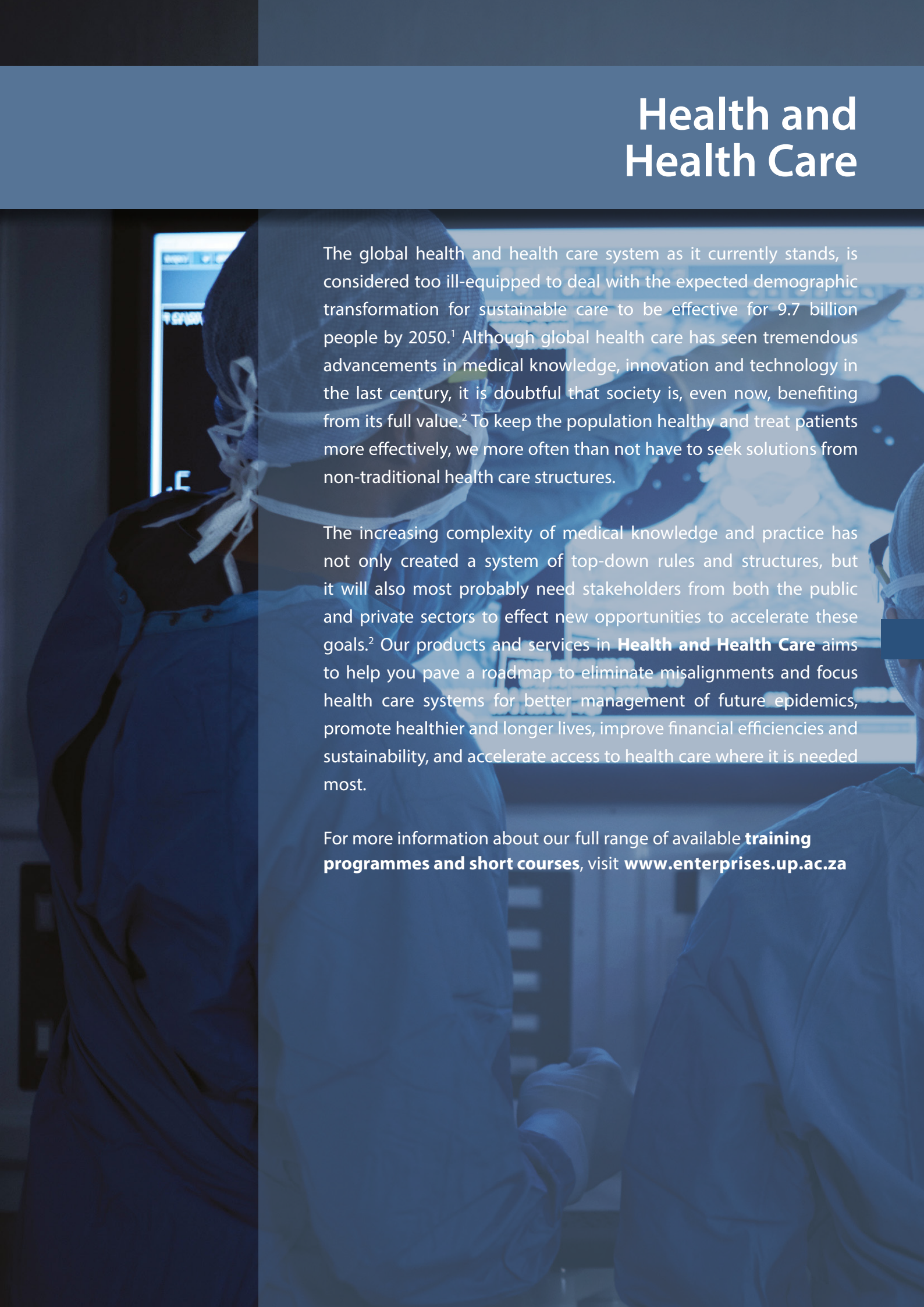

DURATION
1 contact day


CERTIFICATE
Attendance

The **Time Management Skills** workshop provides you with the tools and insights to analyse the way you manage your time to be able to perform more effectively, manage task allocation better and create an appropriate work–life balance. The workshop delves deeper into personal preferences and time management profiles, the principles of time management, identifying and eliminating time wasters, designing and implementing effective work plans to enhance performance, and investigating priorities. During the workshop, you will also have the opportunity to devise a personalised plan to confidently prioritise different elements of your workload and develop a proactive time management strategy.

See also: *Human Capital Management*

Health and Health Care





The global health and health care system as it currently stands, is considered too ill-equipped to deal with the expected demographic transformation for sustainable care to be effective for 9.7 billion people by 2050.¹ Although global health care has seen tremendous advancements in medical knowledge, innovation and technology in the last century, it is doubtful that society is, even now, benefiting from its full value.² To keep the population healthy and treat patients more effectively, we more often than not have to seek solutions from non-traditional health care structures.


The increasing complexity of medical knowledge and practice has not only created a system of top-down rules and structures, but it will also most probably need stakeholders from both the public and private sectors to effect new opportunities to accelerate these goals.² Our products and services in **Health and Health Care** aims to help you pave a roadmap to eliminate misalignments and focus health care systems for better management of future epidemics, promote healthier and longer lives, improve financial efficiencies and sustainability, and accelerate access to health care where it is needed most.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Introduction to Biostatistics with Stata


COURSE CODE
P006290



MODE OF DELIVERY
Contact sessions



DURATION
2 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Introduction to Biostatistics with Stata** short course provides you with the requisite skills to perform appropriate biostatistical analyses using Stata data analysis and statistical software in preparation of the College of Public Health Medicine (CPHM) specialist examination. Based on the CPHM's curriculum, the course integrates theory and practical training throughout, covering a range of topics that includes descriptive statistics, two-sample hypothesis tests, as well as multilinear and binary logistic-regression analyses. You will so gain exposure to more advanced methods of biostatistical analysis, including Generalised Estimating Equations (GEEs), mixed-effects modelling, polychotomous (multiple-variable) regression, exact logistic regression and survival analysis.

Introduction to EpiData, Epi Info, SPSS and Stata


COURSE CODE
P005491


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Attendance

The **Introduction to EpiData, Epi Info, SPSS and Stata** short course provides you with a comprehensive overview of data types and sources, the creation of datasets, analyses and data management using different statistical software packages – with specific reference to biomedical and health-related data. You will acquire the necessary skills to enter variable data formats, check for errors, create and transform variables, and analyse data for descriptive and analytical statistics. The course uses hands-on experience, group presentations and individual coaching with the aim of assisting you to collect and analyse data for research purposes and/or to complete a health-data analysis project.

Introduction to Health Economics


COURSE CODE
P005874


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Introduction to Health Economics** short course provides you with an in-depth look at the production and consumption of health and health care investments and certain behaviours around financial decision making. Health economics specifically focuses on how individuals can invest in their health through better financial investments regarding diets and exercise, or disinvest in risky behaviours, such as smoking. This gives rise to efforts to influence and promote healthy behaviours, and thus better financial positions, amongst individuals based on the advise of medical professionals whose behaviour is likely influenced by incentives, which may include pay or concerns over legal action.

See also: *Financial Management and Taxation*

Introduction to Medical Law


COURSE CODE
P002894


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Introduction to Medical Law** short course provides you with the complete scope, underlying principles and statutory framework for medical law in South Africa. The course is ideal if you are a legal practitioner who has had little or no exposure to medical law previously and seeks to become familiar with a foundational medico-legal background. The course covers various topics of the South African health system, the Constitution, common law, applicable case law, legislation, ethical considerations, as well as policy documents. You will also have the opportunity to explore practical applications of medical law in both legal and medical practices.

See also: *Law and Human Rights*

Online Course in Medical Terminology




COURSE CODE
P003159


MODE OF DELIVERY
Fully online



DURATION
24 hours online



CERTIFICATE
Successfully completed


The **Online Course in Medical Terminology** provides you with a better understanding of the basic features of modern medical terms with regard to structural units derived from Greek and Latin. Decoding medical terms is an important process in accurately describing medical conditions and associated components, prognoses and diagnoses. During the course, you will gain insights to basic principles of term usage and how they combine to establish scientifically interpreted meanings, develop the ability to interpret medical terms used in reports and health records, and come to appreciate related vocabularies of proto-zoology, medical entomology, aspects of botany, pharmacology, biochemistry and endocrinology.


See also: *Veterinary Science*

Research Ethics in Health and Health Care


COURSE CODE
P003606


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
2 contact days


CERTIFICATE
Successfully completed

The two-day workshop in **Research Ethics in Health and Health Care** provides you with a guided process in the exploration of theoretical frameworks for conducting ethically sound research in the medical and health sciences industry. The workshop specifically looks at aspects of the scope and need of research ethics, risks to people, animals and the environment versus benefits of research, legislative and regulatory provisions for ethical research, as well as the exportation and importation of research materials. Through case studies and integrated practice, you will also gain insights to scientific integrity, controversial research and misconduct, publication ethics and data management.

See also: *Veterinary Science*

Health Systems Strengthening for Improved HIV and TB Outcomes


COURSE CODE
P003642


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Health Systems Strengthening for Improved HIV and TB Outcomes** provides you with the fundamental building blocks as public health manager, health facility manager or senior policy maker to better prepare and strengthen a health system and its components to address the challenges of HIV and TB programmes. Based on the objectives of the World Health Organization (WHO), you will be equipped with the requisite skills to set targets and generate programme cascades to track progress towards the UNAIDS 90–90–90 targets to have 90% of affected people diagnosed, on treatment and virally suppressed by 2030.

HIV and AIDS Counselling and Management


COURSE CODE
P000240


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **HIV and AIDS Counselling and Management** short course provides you with theoretical knowledge and practical skills in the challenging field of HIV and AIDS with the aim to intervene through appropriate counselling or therapy methods and health management. During the course, you will gain invaluable insights to various aspects of the counselling process, including basic facts about HIV and AIDS, pre- and post-test counselling, living positively with HIV, managing HIV and AIDS in the workplace, counselling those infected and affected in the long-term, caring for the caregiver, psychosocial and ethical issues, as well as terminal care and bereavement counselling.

See also: *Human Capital Management*

Improving the Quality in Hospital and Health Services


COURSE CODE
P003643



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Improving the Quality in Hospital and Health Services** short course aims to build the capacity of all health care workers in the design, assurance and institutionalisation of “quality improvement” in hospitals and health care programmes, and to ensure statutory compliance. During the course, delegates will discuss the concept of quality, dimensions of quality, standards and criteria, and describe the concept of “patient centeredness” and the process of institutionalising quality in health services. Delegates will also learn an effective conceptual framework for the design of an overall health improvement system, and design a monitoring and evaluation plan for quality improvement.

Innovation in Medical Applications


COURSE CODE
P003635


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
2 contact days


CERTIFICATE
Attendance

The **Innovation in Medical Applications** workshop takes a new approach to gathering different opinions and information on innovation management and innovation creation in Europe and Africa to impart new insights in the application of personal medicine and mobile health. With representatives from industry, academia, health care and government, different topics are covered based on case studies from both continents and small-group discussions with the aim of developing skills in identifying and approaching challenges in this arena. The workshop therefore aims to develop best-practice guidelines on innovation management and innovation creation in the health care sector that can be taken forward.

Intervention Research and Clinical Trials


COURSE CODE
P002158


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Intervention Research and Clinical Trials** short course provides you with the knowledge and skills to design, execute and interpret valid research aimed at answering intervention research questions in the health and health care sector. During the course, you will come to understand the crucial issues around the validity requirements for designing and developing protocols for intervention research, as well as deciding on the appropriate outcome measures and their interpretation. You will also gain insights to aspects of validity criteria for intervention research, randomisation and blinding, patient and end-point selection, stopping rules and ethical issues in clinical trials, among others.

Occupational Hygiene Legal Knowledge


COURSE CODE
P002984


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Occupational Hygiene Legal Knowledge** short course will provide you with the required legal and working knowledge of the Occupational Health and Safety Act 85 of 1993 (and relevant amendments) in order to prepare and apply for Approved Inspection Authorities (AIA) and/or SANS-ISO 17020 certification from the Department of Labour. Aimed at occupational hygienists, medical technologists and legal practitioners, the course covers topics of legal terminology and processes, asbestos and lead regulations, environmental regulations for workplaces, regulations for hazardous chemical substances, noise-induced hearing loss regulations, as well as facilities regulations in preparation of the national AIA examination on legislation.


See also: *Law and Human Rights*

Programme in the Monitoring and Evaluation of General Health Programmes


COURSE CODE
P000415


MODE OF DELIVERY
Contact sessions


DURATION
3 study blocks of 5 days each



CERTIFICATE
Successfully completed

The **Programme in the Monitoring and Evaluation of General Health Programmes** provides you with the requisite knowledge and skills to successfully evaluate, measure and observe health programmes with the aim of improving their overall performance. During this specialist training, you will gain practical experience in the collection of health-related data and the analysis of these programmes' impact on population, health and nutrition interventions. You will also become familiar with current health programme initiatives and develop an increased capacity for the monitoring and evaluation of health professionals who are active in the implementation and roll-out of appropriate interventions in the field.

Programme in the Monitoring and Evaluation of HIV and AIDS Programmes


COURSE CODE
P000950



MODE OF DELIVERY
Contact sessions



DURATION
2 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Programme in the Monitoring and Evaluation of HIV and AIDS Programmes** provides you with a comprehensive overview of the fundamental concepts of and tools for assessing the performance of HIV and AIDS health programmes. The programme focuses on developing your skills in identifying issues related to HIV and AIDS to be able to understand and construct frameworks for the successful delivery of health programmes in this field. During the training, you will become familiar with aspects of strategic decision making, health information systems and evaluation designs, monitoring and evaluation plans, as well as interpreting indicators for success and/or failure.

Programme in Occupational Hygiene


COURSE CODE
P000580


MODE OF DELIVERY
Contact sessions


DURATION
Year 1: 4 study blocks of 4 days each
Year 2: 2 study blocks of 3 days each


CERTIFICATE
Successfully completed

The **Programme in Occupational Hygiene** provides you with the requisite knowledge and skills to anticipate, recognise and control environmental factors and stressors that may cause adverse health effects or illness in a wide range of occupational environments and/or settings. During the programme, you will gain invaluable insights to be able to conduct occupational health risk assessments, design occupational hygiene programmes and identify information that is required during workplace induction programmes. The programme also covers topics of occupational hygiene research and statistical analysis, quality management systems – including the Occupational Health and Safety Assessment Series (OHSAS 8 000) – as well as auditing.

See also: *Human Capital Management*

Basic Course in Toxicology


COURSE CODE
P006113


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Basic Course in Toxicology** introduces you to the key role that toxicology plays in identifying, estimating and controlling the benefits and adverse effects of substances in hazard and risk assessment. As toxicology has evolved from the traditional science of poisons into an extensive discipline that participates in scientific decision making around technical, political and social aspects, this course equips you with the basic knowledge, understanding and application of toxicology by focusing on different types of DNA damage and mutations, the importance of evaluation studies on mutagenicity and carcinogenicity, as well as the differential impact of hereditary versus somatic mutations.

See also: *Veterinary Science*

Advanced Course in Toxicology


COURSE CODE
P006302


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Advanced Course in Toxicology** provides you with progressive insights to the evolved discipline of toxicology and its role in preserving public health and the environment. Where science has to interact with, and occasionally confront, technical, political and social aspects of hazard and risk assessment, this course equips you with further knowledge and insights to DNA-damaging agents in the environment, defence mechanisms that preserve genetic integrity, biological consequences of non-repaired DNA damage, and the mechanisms by which DNA damage causes genetic alterations and cancers. You will also become familiar with cellular processes that protect humans and animals from harmful effects.


See also: *Veterinary Science*

Online Course in Phytomedicine


COURSE CODE
P005322


MODE OF DELIVERY
Fully online (Instructor-lead)


DURATION
6 months online


CERTIFICATE
Successfully completed

The **Online Course in Phytomedicine** aims to provide you with the practical and specialised skills in the discovery of new and natural products from plants – as well as their derivative uses – especially in the health and agricultural sectors. The course will enable you to work on the interface between a specialised research environment and the practical problem-solving area of phytomedicine production in the pharmaceutical industry. Phytomedicine is a multidisciplinary and collaborative field that incorporates plant science, phytochemistry and pharmacology. The course also focuses on the safety and efficacy issues around commonly used phytomedicines, with a particular emphasis on pharmaceutical applications.

See also: *Agriculture and Food Security*

Manufacturing and Registering Complementary and Herbal Medicines


COURSE CODE
P003644


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Manufacturing and Registering Complementary and Herbal Medicines** introduces you to the requisites of manufacturing, registering and selling Complementary and Alternative Medicines (CAMs) in South Africa – with a specific focus on the production of herbal medicines prepared from plant materials. During the course, you will become familiar with the relevant industrial medicine production theories and practices, and gain insights to the governance of the pharmaceutical industry in general. You will also develop the skills and knowledge to compile and file registration dossiers in the Common Technical Document (CTD) format to be able to supply new medicinal products.

See also: *Veterinary Science*

Aviation Medical Examiners Course


COURSE CODE
P000134



MODE OF DELIVERY
Contact sessions



DURATION
2 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Aviation Medical Examiners Course** provides you with the necessary training and requirements to qualify as a Designated Aviation Medical Examiner (DAME) with the South African Civil Aviation Authority (SACAA). The course covers all relevant topics of atmospheric physics, gas laws and the principles of flight, aviation environment physiology, ethical and regulatory aspects of aviation medicine, and clinical aviation medicine. The training material is made available prior to course commencement in order to provide ample time for preparation, and consequently assesses your understanding of the aviation medical environment through various practical examinations, panel case presentations, as well as multiple choice questionnaires.

Aviation Medical Examiners Refresher Course


COURSE CODE
P000135



MODE OF DELIVERY
Contact session (Workshop)



DURATION
1 contact day



CERTIFICATE
Attendance


The **Aviation Medical Examiners Refresher Course** provides you with a workshop-based update as registered Designated Aviation Medical Examiner (DAME) in line with the South African Civil Aviation Authority (SACAA) recommendation to attend a refresher course every four years. Based on the Manual of Civil Aviation Medicine and the Designated Aviation Medical Examiners' Guide, the workshop provides you with updates and developments in the aviation medical environment and assesses your knowledge to meet the requirements for maintaining your registration as Aviation Medical Examiner. The workshop can be attended as an alternative to the biennial Southern African Aerospace Medical Association (SAAsMA) Conference.

Dental Practice Management Refresher Course


COURSE CODE
P003090



MODE OF DELIVERY
Contact session (Workshop)



DURATION
1 contact day



CERTIFICATE
Attendance


The **Dental Practice Management Refresher Course** provides you with an opportunity as oral health care professional to gain a better understanding of the current competitive dental-practice environment. This workshop-based refresher covers all relevant topics ranging from the economy, ethics and leadership to entrepreneurship, social media, branding and stress management. The workshop also touches on significant developments in the National Health Insurance (NHI) arena. During the workshop, you will gain a better understanding of ethical pitfalls for the oral health care practitioner, develop an appropriate approach to attract and retain patients, and enhance the quality and cooperation of your dental team.

Mammography Training Course


COURSE CODE
P001506


MODE OF DELIVERY
Contact sessions


DURATION
10 study blocks with 1 contact day each


CERTIFICATE
Successfully completed

The **Mammography Training Course** provides you with practical skills and insights to perform highest-quality mammography examinations, maintain the highest standard of practice and deliver optimal service to patients who are referred to these specialised radiographic facilities. Imaging modalities have seen progressive change that has revolutionised mammography over the past few years, and this course aims to update you with recent developments by looking at the anatomy, physiology and pathology of the breast anew, communication skills when dealing with patients, planning and commissioning new imaging facilities, performing examinations and assisting with invasive procedures, as well as medico-legal responsibilities and quality assurance.

Online Course: Introduction to Neuroscience Coaching


COURSE CODE
P003060


MODE OF DELIVERY
Fully online (Self-paced)


DURATION
6 months online


CERTIFICATE
Successfully completed

 CREDIT-BEARING




The **Online Course: Introduction to Neuroscience Coaching** provides you with a comprehensive overview of the neuroscience approach to coaching in both organisational and personal contexts. During the course, you will explore how brain-based coaching delivers professional and personal results faster, how this is done to achieve more sustainable results, and how you can apply neuroscience coaching in your professional practice. You will also gain an in-depth understanding of important aspects in neurophysiology and psychophysiology, insights to the brain that will change your outlook, an understanding of how the brain functions during work and play, as well as the neuroscience behind leadership.

* See index

Online Course in Neuroscience Coaching for Teachers



COURSE CODE
P005619



MODE OF DELIVERY
Fully online (Self-paced)



DURATION
6 months online



CERTIFICATE
Successfully completed

The **Online Course in Neuroscience Coaching for Teachers** provides you with an opportunity to develop a winning mindset and unleash the power of the brain. This course will provide you with a comprehensive understanding of the basics of neuroscience at a practical level in order to expand your teaching abilities through a winning mindset approach. The course will enable you to improve your teaching outcomes sevenfold by understanding the study of the nervous system better based on the broad classes of the central nervous system (CNS) and the peripheral nervous system (PNS) and how they impact on your teaching abilities.

See also: *Education and Teacher Development*

Online Course in Neuroscience Visual Skills Testing and Training




COURSE CODE
P002759



MODE OF DELIVERY
Fully online



DURATION
4 months online



CERTIFICATE
Successfully completed

The **Online Course in Neuroscience Visual Skills Testing and Training** provides you with the requisite skills to achieve and perform at your maximum potential as sportsperson or, alternatively, to affect these outcomes in your role as manager or medical practitioner in the sport-related professions. The course will enable you to design a personal vision programme tailored to specific activities, while you become familiar and understand the basic principles of neurophysiology, cerebrospinal fluids and special senses. The course also covers topics of anatomy and homeostasis, cells and tissues, muscle physiology, as well as the importance and application of sports vision testing.

See also: *Sport, Tourism, Arts and Culture* | * See index

Augmentative and Alternative Communication



COURSE CODE
P000889



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed

The **Augmentative and Alternative Communication** short course's focus is on training speech language pathologists and education specialist in assisting young children and adults with little or no functional speech (LNFS) to communicate more effectively by means of low-technology augmentative and alternative communication (AAC) strategies. The course specifically looks at vocabulary selection for successful AAC interventions for different age groups and within different contexts. During the course, you will develop the skills and knowledge to apply and implement AAC principles in the design of low-technology communication boards for adults and children to facilitate and improve their speech and communication abilities further.

See also: *Education and Teacher Development*

Implementation of Augmentative and Alternative Communication for Inclusive Education



COURSE CODE
P003480



MODE OF DELIVERY
Contact sessions



DURATION
4 contact days



CERTIFICATE
Successfully completed

The **Implementation of Augmentative and Alternative Communication for Inclusive Education** short course focuses on training speech language pathologists and education specialists in providing necessary support to learners with complex communication needs or severe speech difficulties in order to give them appropriate access to education. The course is based on the principle of inclusive education to ensure that all children, including those experiencing speech problems, are ensured of equal access to education. This course will also benefit early childhood development practitioners, teachers in special and full-service schools, learner support specialists and teachers, senior education specialists, as well as chief education specialists.

See also: *Education and Teacher Development*

Advanced Course in the Implementation of Augmentative and Alternative Communication for Inclusive Education



COURSE CODE

P003599



MODE OF DELIVERY

Contact sessions



DURATION

3 study blocks of 5 days each



CERTIFICATE

Successfully completed

The **Advanced Course in the Implementation of Augmentative and Alternative Communication for Inclusive Education** is aimed at speech language pathologists and teachers who are involved in the education and rehabilitation of learners with severe speech disabilities. The course is focused on inclusive education to ensure equal access to education and progresses the knowledge imparted on the basic course. The course develops your skills in order to provide the necessary advanced support to learners with complex communication needs in the classroom and school context by exposing you to the appropriate approaches and intervention strategies to deal with learners with speech disabilities.

See also: *Education and Teacher Development*

Screening Audiometry



COURSE CODE

P003554



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Successfully completed

The **Screening Audiometry** short course provides you with specialised knowledge in the implementation, interpretation, and evaluation of audiometric screening tests that comply with best-practice occupational standards. The course will not only enhance your abilities to conduct effective audiometric screening tests for workplace-based hearing impairments, but you will also gain practical skills in pre-testing audiometric equipment to ensure required functionality, recording calibrations for baseline comparisons, and obtaining patients' acoustic health histories for further analysis and diagnosis. The course also aims to increase your confidence in making necessary referrals to the relevant health care professionals for appropriate treatment based on test results.

Human Capital Management

The onset of new technologies and globalisation on a daily basis is significantly transforming the work environment that we are accustomed to. Not only does this require us to break down isolated ways of working and approaching labour markets, but we also need to become much more agile in our approaches to regulation, new forms of collaborative partnerships and, very importantly, gender disparities in the workplace.¹ Moreover, the next five years are particularly critical, both in terms of the predicted impact on jobs and because they pose a unique opportunity to adapt for the better.²

In many sectors and industries, the most in-demand occupations or specialties did not exist 10 or even five years ago³, so how can human capital be developed and deployed to develop the talent of more than 7 billion people to ultimately fulfil their potential? Our products and services in **Human Capital Management** will not only develop your ability to anticipate and prepare for future skills requirements and job content, but it will also prepare you for the encompassing effect on employment for businesses, governments and individuals in order to fully seize the opportunities presented by this change and to mitigate disparities along the way.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Change Management


COURSE CODE
 P002559


MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days



CERTIFICATE
 Successfully completed


The **Change Management** short course focuses on the competencies required to ensure successful change in an era where the challenges of change require managers to apply a holistic approach in change management. Research has highlighted various reasons for change failure, including failing change management competence, resistance to change, the inability of managers to deal with resistance, poor strategic alignment, a lack of leadership visibility and support, as well as poor transition leadership. During this course, you will learn to align yourself with best practices in managing successful change and how to lead through productive influence in times of imminent change.


See also: *Business Management and Entrepreneurship*

Diversity and Team Dynamics


COURSE CODE
 P003337


MODE OF DELIVERY
 Contact sessions (Workshop)



DURATION
 1 contact day



CERTIFICATE
 Successfully completed


The **Diversity and Team Dynamics** workshop provides you with a full understanding of the nature and role of diversity in the workplace in general and specifically in managing your own team. The workshop covers all practical guidelines for engaging, communicating and working together in diverse teams – essentially using diversity as a positive force rather seeing it as a hindrance. You will be equipped with the requisite knowledge and skills to leverage diversity in a team context, assimilate high-context and low-context cultural guidance (and its affects on workplace relationships), and manage major factors of diversity, including thinking preferences, gender and race.


See also: *General Management and Leadership Development*

Conflict Management


COURSE CODE
 P005121


MODE OF DELIVERY
 Contact sessions (Workshop)


DURATION
 1 contact day


CERTIFICATE
 Attendance

The **Conflict Management** workshop provides you with insights to the processes that occur in the brain when we are confronted with conflict in an effort to understand how emotions are perceived by individuals (also particularly in the workplace). Past experiences of conflict might lead us to develop resistance to properly handle conflict and consequently we tend to avoid conflicting situations. During this workshop, you will gain the necessary knowledge and skills (as first-level employee right up to management) to better manage the brain's typical responses to conflict in order to develop assertive behaviours that are more conducive to a win-win outcome.

Employee Wellness


COURSE CODE
 P001960


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The short course in **Employee Wellness** provides you with the essential insights and knowledge of Employee Wellness Programmes (EAPs) and their important role in ensuring happy and satisfying places of work. Employees are an important aspect of profitability in organisations, and it has been found that happy employees are productive employees. The course specifically focuses on the application of interpersonal skills to improve employee productivity while also enhancing employee social functioning. You will also develop skills to conduct a wellness survey, build a business case for wellness to gain management's support, integrate services and efforts, and monitor and celebrate success.

Basic Course in Employee Assistance Programmes


COURSE CODE
P000005


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The **Basic Course Employee Assistance Programmes** provides you with the knowledge, skills and insights to become an Employee Assistance Programme (EAP) practitioner in private companies, government departments or service-provider organisations. The course will enhance your knowledge of EAPs (including standards and instruments) to enable you to successfully promote wellness in the workplace, while aligning the therapeutic, management/supervisory and M&E strategies of a planned EAP to an organisation's goals and objectives. With a good grasp of the rationale, functions and marketing of EAPs in the work environment, you will be able to design a customised EAP solution for your own organisation.

Advanced Course in Employee Assistance Programmes

CREDIT-BEARING*


COURSE CODE
P001972


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Employee Assistance Programmes** provides you with more progressive knowledge and the necessary skills set to effectively coordinate and take Employee Assistance Programmes (EAPs) further in the workplace. The course equips you with further skills – as experienced EAP practitioner in private companies, government departments or service-provider organisations – by providing an extended, comprehensive overview and confirmation of relevant EAP standards. You will gain invaluable insights to be able to better evaluate the EAP, understand the business and commercial aspects of the EAP, apply different pricing models in the EAP, and design strategies for returns-on-investment (ROIs) in the field.

*See index

HIV and AIDS Counselling and Management


COURSE CODE
P000240


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **HIV and AIDS Counselling and Management** short course provides you with theoretical knowledge and practical skills in the challenging field of HIV and AIDS with the aim to intervene through appropriate counselling or therapy methods and health management. During the course, you will gain invaluable insights to various aspects of the counselling process, including basic facts about HIV and AIDS, pre- and post-test counselling, living positively with HIV, managing HIV and AIDS in the workplace, counselling those infected and affected in the long-term, caring for the caregiver, psychosocial and ethical issues, as well as terminal care and bereavement counselling.

See also: *Health and Health Care*

Management and Leadership to Ensure Successful Change


COURSE CODE
P003311


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The short course in **Management and Leadership to Ensure Successful Change** provides you with the requisite skills and knowledge to align yourself with best-practice initiatives to manage successful organisational change in your role as line- and/or executive manager. During the course, you will be empowered to lead through productive influence in times of change and embrace new dynamics in change management. As a competent manager, you must be able to successfully adapt to change yourself, and the course will help you to apply a holistic approach to change management by aligning your own area of responsibility to the change vision.


See also: *General Management and Leadership Development*

Programme in Occupational Hygiene


COURSE CODE
P000580


MODE OF DELIVERY
Contact sessions


DURATION
Year 1: 4 study blocks of 4 days each
Year 2: 2 study blocks of 3 days each


CERTIFICATE
Successfully completed

The **Programme in Occupational Hygiene** provides you with the requisite knowledge and skills to anticipate, recognise and control environmental factors and stressors that may cause adverse health effects or illness in a wide range of occupational environments and/or settings. During the programme, you will gain invaluable insights to be able to conduct occupational health risk assessments, design occupational hygiene programmes and identify information that is required during workplace induction programmes. The programme also covers topics of occupational hygiene research and statistical analysis, quality management systems – including the Occupational Health and Safety Assessment Series (OHSAS 8 000) – as well as auditing.

See also: *Health and Health Care*

Advanced GROW Coaching


COURSE CODE
P003569


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Advanced GROW Coaching** provides you with the knowledge and practical skills to apply the GROW coaching model in executive coaching for leadership, management and teams, performance coaching and the structuring of mentoring conversations. The course looks at coaching approaches that are relevant to organisational and personal settings, but specifically focuses on the topics of meaning, purpose and spirituality (particularly workplace spirituality and cultural sensitivity). During the course, you will also explore the coaching context as framed by spiritual aspects in order to enhance your and your mentees' self-awareness and commitment to progress, solutions, actions and activities.

See also: *General Management and Leadership Development | Social and Religious Studies*

A Contextual–Collaborative Approach to Coaching


COURSE CODE
P003566


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course, **A Contextual–Collaborative Approach to Coaching**, provides you with a platform to capitalise on your own life and work experiences (and relationships) by developing a local coaching model. To effectively develop such a model, this course will help you develop a sensitivity towards the reality and sense-making structures of those you are coaching, while effectively collaborating on the coach–coached relationship and outcomes. The course delves deeper into various psychological theories and popular coaching approaches in a very practical manner, while also focusing on aspects of setting up professional practices, core competencies, ethics, contracts, branding and technological applications.

See also: *General Management and Leadership Development | Social and Religious Studies*

Mentoring and Coaching Skills


COURSE CODE
P000585


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Mentoring and Coaching Skills** provides you with the necessary insights to establish a mentorship or coaching programme in your organisation with the aim to accelerate the development of talented employees and improve job satisfaction. The course specifically covers aspects of coach–coachee/mentor–mentee relationships, identifying appropriate participants who are committed and will be actively involved, aligning programme outcomes with the strategic goals and objectives of your organisation, nurturing and encouraging continued learning within the system, and utilising the programme for both personal and professional advancement in compliance with the National Skills Strategy and employment equity requirements.

Basic Course in Narrative Coaching

 **COURSE CODE**
P003568

 **MODE OF DELIVERY**
Contact sessions

 **DURATION**
5 contact days

 **CERTIFICATE**
Successfully completed

The **Basic Course in Narrative Coaching** provides you with the requisite knowledge and skills to develop a local contextual coaching model based on narrative theory and practice. You will acquire a thorough understanding of psychological and other relevant ideas in order to responsibly build your own coaching model with the knowledge of how people and organisations change and how they are motivated. The course will also help you to establish a professional brand and to communicate your value proposition effectively as manager, team leader, facilitator or human resource practitioner. The course outcomes are principally based on applied, hands-on narrative practices.

See also: *Social and Religious Studies*

Advanced Course in Narrative Coaching

 **COURSE CODE**
P003567

 **MODE OF DELIVERY**
Contact sessions

 **DURATION**
5 contact days

 **CERTIFICATE**
Successfully completed

The **Advanced Course in Narrative Coaching** provides you with a deeper exploration into the narrative coaching approach by looking at relevant terminology and worldviews of narrative practice in more detail. The course touches on more progressive topics of coaching and mentorship, professional facilitation, consulting, as well as leadership and management to provide you with a holistic view of how narrative views are embedded and applied in the personal and corporate realms. During the course, you will delve into the theoretical underpinnings of narrative practice, and tackle relevant issues through hands-on exercises as a suggestion to narrative conversations with coachees/mentees.

See also: *Social and Religious Studies*

Negotiation Skills by Means of Influential Communication

 **COURSE CODE**
P005123

 **MODE OF DELIVERY**
Contact sessions

 **DURATION**
3 contact days

 **CERTIFICATE**
Successfully completed

The **Negotiation Skills by Means of Influential Communication** short course will enable you to read emotional cues, analyse the atmosphere and climate in a specific situation, and influence or persuade people by means of a natural and/or authentic communication style. The course aims to equip you with the know-how and tactful skills to adapt your communication style according to various negotiating structures or levels by always finding a common ground and considering the alternatives. During the course, you will gain invaluable insights to negotiating on all organisational levels by initiating influential communication with the aim to move the organisation forward.

Supervisory Management Skills

 **COURSE CODE**
P001481

 **MODE OF DELIVERY**
Contact sessions

 **DURATION**
3 contact days

 **CERTIFICATE**
Successfully completed

The short course in **Supervisory Management Skills** provides you with the necessary knowledge and insights to become successful in any supervisory position by focusing on and improving important managerial skills. As manager or supervisor, you often have to manage various operational aspects as well as the people side of business simultaneously, which can lead to situations of great stress or anxiety. During the course, you will acquire the requisite skills to make sound (yet creative) decisions, develop techniques to communicate better, manage and organise your time optimally, manage staff and conflict situations, improve productivity and implement total quality control measures.

See also: *General Management and Leadership Development | Supply Chain Management and Logistics*

The Whole Brain® Manager



COURSE CODE

P005301



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Successfully completed

The **Whole Brain® Manager** short course provides you with an opportunity to explore and manage the mental demands of your daily workplace responsibilities by leveraging your unique thinking preferences to affect the best results from your team members, organisational processes and personal performance. The course will engage your managerial skills through the lens of Whole Brain® Thinking to gain a strong foundation in support of your long-term career-growth plan. The course will empower you to access your full brain power, develop the thinking agility to manage diverse tasks and people, become more productive and plan for the future more effectively.

See also: *General Management and Leadership Development*

10

Advanced Course in the Management of Performance and Discipline



COURSE CODE

P001370



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Successfully completed

The **Advanced Course in the Management of Performance and Discipline** provides you with the knowledge and practical skills required to effectively and tactfully deal with poor performance and discipline (or possible dismissals) in the workplace as manager or human resources practitioner. The course will enable you to conduct impartial processes for handling issues or concerns about employees' performance or conduct. The onus lies on trying to first solve problems of underperformance or misconduct before resorting to formal processes. You will, however, also gain a better understanding of circumstances where formal disciplinary and dismissal processes might sometimes be the only solution.

Career Construction Counselling Using Early Recollections



COURSE CODE

P005104



MODE OF DELIVERY

Contact sessions (Workshop)



DURATION

1 contact day



CERTIFICATE

Attendance

The workshop in **Career Construction Counselling Using Early Recollections**, based on Mark Savickas' Career Construction Interview (CCI), will enable you to integrate aspects of career construction and self-construction with unique factors in an individual's life to effectively describe vocational behaviour and its development. As career counsellor or relevant workplace practitioner, the workshop provides you with the opportunity to update your knowledge and skills that are necessary to elicit adequate responses to new developments in careers, career choice and career execution. This will lead clients/employees to a clear sense of identity, connect their career-life themes and enable career-life decisions in themselves.

See also: *Social and Religious Studies*

Career Counselling: Connecting Life Themes to Construct Life Portraits



COURSE CODE

P000503



MODE OF DELIVERY

Contact sessions



DURATION

2 contact days





CERTIFICATE


Attendance


The short course in **Career Counselling: Connecting Life Themes to Construct Life Portraits** equips you with the necessary skills to become an effective career/workplace counsellor who can adapt to the complexities (and changes) of the South African job environment and impart that knowledge and experiences on your clients/employees. The rapidly changing career setting demands a contemporary approach that connects career-life themes and help those affected to adapt and accommodate changes in constructing their life portraits. The course is mainly based on Mark Savickas' Career Construction Interview (CCI) and focuses on critically evaluating approaches to career counselling, development and decision making.

Career Counselling: Combining the Maree Career Matrix and the Career Interest Profile


COURSE CODE
P005105


MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Attendance


The workshop in **Career Counselling: Combining the Maree Career Matrix and the Career Interest Profile** provides you with the platform to look at career counselling from a more holistic, contextual and multicultural perspective in order to employ aspects of the third-wave, narrative, life-story and postmodern approaches in your professional practice. During the workshop, you will come to understand the rationale behind and need for implementing an integrated, quantitative and qualitative approach to career counselling, development and decision making by administering both the Maree Career Matrix (MCM) and Career Interest Profile (CIP) instruments either to individuals or in a group context.


See also: *Social and Religious Studies*

Competency-Based Interviewing: Hiring for Success


COURSE CODE
P002922


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Attendance

The **Competency-Based Interviewing: Hiring for Success** workshop provides you with the practical skills required to conduct interviews with potential employees more confidently and effectively as human resources practitioner or manager in your organisation. Matching the right candidate with specific job requirements, fuels success in any organisation, and during this workshop, you will specifically acquire skills to place the right candidate in the right position by conducting successful interviews based on sound techniques for selecting candidates, gathering quality information, an understanding of what types of question need to be asked, as well as ethical and legal considerations around the interviewing process.

Effective Evaluation of Policies, Programmes and Projects


COURSE CODE
P006293


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The short course in **Effective Evaluation of Policies, Programmes and Projects** provides you with the knowledge and insights to effect improved performance of policies, programmes and projects in your organisation. During the course, you will become familiar with the important role that practical and meaningful evaluations can play in the equation of development and how evidence-based information aids in the informing, influencing and decision-making processes of any organisation. The course tries to demystify the task of effective evaluation by empowering you with requisite competency for conducting or managing quality evaluations that add value to both the organisation and its stakeholders.

See also: *General Management and Leadership Development*

Employment Relationship Development Programme


COURSE CODE
P003380


MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks of 3 days each


CERTIFICATE
Successfully completed

The **Employment Relationship Development Programme** aims to provide you with the core knowledge and requisite skill competencies for the effective establishment, maintenance and promotion of harmonious and productive employment relationships in the workplace. The programme specifically focuses on balanced employee relationships that help reduce workplace conflict, raise staff morale, increase overall productivity and help any organisation to make the workplace more efficient and constructive. The programme is ideal if you are a manager, team leader, employee representative, union shop steward or human resources practitioner who seeks to become familiar with the behavioural principles and practices relevant to better workplace cohesion.

Practical Strategic Performance Management



COURSE CODE
P003323



MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Successfully completed

The **Practical Strategic Performance Management** short course provides you with the requisite knowledge and skills to approach performance management from a more practical viewpoint in your organisation. With discussions on the actual implementation of performance management, the course places a strong emphasis on the implications and effects of strategy on this area of the management structure. The course specifically touches on the topics of unpacking and cascading the corporate plan to divisional plans, assisting with divisional plans and balance scorecards, breaking down objectives and goals, assisting with individual key performance areas, as well as the roles of the moderating committee.

Advanced Course in Union Rights and Negotiations



COURSE CODE
P001371



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed

The **Advanced Course in Union Rights and Negotiations** provides you with the knowledge and insights to be able to initialise and maintain collective bargaining structures within the provisions of the Labour Relations Act 66 of 1995 (as amended). The course specifically looks at the collective bargaining process in terms of the workplace environment, organisational rights under the Act, general negotiation principles and strategies, as well as labour relations negotiations. During the course, you will acquire practical skills to negotiate and implement collective labour agreements and become knowledgeable in promoting economic development, social justice, labour peace and democracy in the workplace.

See also: *Law and Human Rights*

Advanced Programme in Labour Law



COURSE CODE
P000608



MODE OF DELIVERY
Contact sessions



DURATION
16 study blocks with 1 contact day each



CERTIFICATE
Successfully completed

The **Advanced Programme in Labour Law** provides you with a comprehensive understanding of the legislation around labour issues in South Africa, with the specific aim to correctly implement these principles in your organisation. The programme delves into more progressive aspects of both employees and employers' rights with regard to human resources and legal practice. During the programme, you will therefore gain invaluable insights to the most recent developments in areas of labour law as well as specialised skills in drafting contracts of employment in compliance with the provisions of the Basic Conditions of Employment Act 75 of 1997 (as amended).

See also: *Law and Human Rights*

Advanced Programme in Labour Relations Management

CREDIT-BEARING



COURSE CODE
P000127



MODE OF DELIVERY
Contact sessions



DURATION
5 study blocks of 3 days each



CERTIFICATE
Successfully completed

The **Advanced Programme in Labour Relations Management** provides you with progressive knowledge and skills that are specifically related to labour relations as a core function of contemporary human resources management. In your role as human resources or labour relations practitioner, the programme offers you an opportunity to develop the requisite specialised labour relations skills to apply in the workplace environment. During the programme you also will gain hands-on experience through case studies and simulated role-play that focus on all aspects of modern South African labour relations, including industrial action, dispute resolution, disciplinary action and dismissals, grievances, as well as negotiations.

See also: *Law and Human Rights* | * See index

Disciplinary Enquiries in the Workplace


COURSE CODE
P000615


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Disciplinary Enquiries in the Workplace** short course provides you with invaluable practical skills and knowledge in your role and function as human resources practitioner or manager during the disciplinary process. Fair and impartial disciplinary enquiries establish trust in management and also help avoid the consequences of an unfair dismissal referral that might result in major cost and/or time implications for an organisation. The course specifically covers topics of complaint investigations, drafting of charges and the notification of enquiries, preparing for enquiry procedures, applying basic rules of evidence, as well as cross-examination against the background of relevant labour relations legislation.

See also: *Law and Human Rights*

Human Resources Management


COURSE CODE
P000070



MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Human Resources Management** short course provides you with introductory skills and knowledge as human resources practitioner to effectively carry out your responsibilities in the management and/or processes of the human resources component of your organisation. The course covers various topics of approaches to human resources management; career development; job analysis; design and evaluation; recruitment and selection; human resources planning; performance management principles; training and development practices; applicable labour legislation; and new trends in the human resources management field. The course will also equip you with insights to the full scope of human resources management in various fields of industry.

Programme in Human Resources Management


COURSE CODE
P001791


MODE OF DELIVERY
Contact sessions


DURATION
5 study blocks of 3 days each


CERTIFICATE
Successfully completed

The **Programme in Human Resources Management** provides you with progressive knowledge and insights to human resources management by following a systems approach in relation to the current South African workforce environment, and in your role as human resources practitioner to help achieve organisational goals. During the programme, you will become familiar with more advanced topics of: the system approach to human resources management; planning; recruitment and selection processes; job analysis; design and evaluation; internal staffing and career management; performance management; training and development practices; competency-based human resources management; managing compensation and value-added benefits; employee health and safety; and applicable labour relations.

Reinventing Human Resources


COURSE CODE
P006187


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The short course in **Reinventing Human Resources** provides you with an update on the current and future state of human resources to determine a transition strategy that can be developed in understanding the meaning of organisational life – i.e. “Why are we doing this?”. The course tries to answer this question by looking at various aspects of leadership and meaning, workplace relationships, workplace socialisation, productivity, organisational transformation, as well as personal wellness. You will also gain invaluable insights to the “transitional pillars” for reinventing human resources in terms of your organisation’s people function, an understanding of human resource competence and business acumen.

Labour Dispute Resolution for Labour Relation Practitioners

 **COURSE CODE**
P001372

 **MODE OF DELIVERY**
Contact sessions

 **DURATION**
3 contact days

 **CERTIFICATE**
Successfully completed

The short course in **Labour Dispute Resolution for Labour Relations Practitioners** provides you with the requisite knowledge and skills for conciliation and arbitration in labour dispute enquiries before the Commission for Conciliation, Mediation and Arbitration (CCMA). The course aims to equip you with insights to the legal requirements and guidelines in dealing with industrial action, as well as aspects of relevant legislation and case law as applicable to labour dispute resolution. You will also become familiar with the relevant conciliation and arbitration proceedings and law of evidence with regard to acting as either applicant or respondent during a labour dispute.

See also: *Law and Human Rights*

10

Labour Relations

CREDIT-BEARING

 **COURSE CODE**
P000096

 **MODE OF DELIVERY**
Contact sessions

 **DURATION**
4 contact days

 **CERTIFICATE**
Successfully completed

The **Labour Relations** short course provides you with insights to the dynamics of the South African labour market. This is an essential competency in the volatile business environment in which contemporary organisations function. The course covers a range of topics related to labour relations in the current labour market, including conflict management, affirmative action, the latest labour legislation, grievances and dismissals, collective bargaining structures and processes, conciliation and arbitration before the Commission for Conciliation, Mediation and Arbitration (CCMA), industrial action and negotiation skills. All these factors play an intricate part in the successful resolution of labour-related issues in the workplace.

See also: *Law and Human Rights* | * See index

Labour Relations Management Practice

 **COURSE CODE**
P001369


 **MODE OF DELIVERY**
Contact sessions


 **DURATION**
3 contact days


 **CERTIFICATE**
Successfully completed


The **Labour Relations Management Practice** short course provides you with the skills and knowledge to perform your duties as human resources or labour relations practitioner more effectively in relation to typical business management systems, practices and procedures. The course covers a range of topics relevant to the labour relations management environment, including: conflict management; knowledge of equity and fairness practices; communication; representation and participation skills; legal guidelines and relevant case law; strategies, policies and procedures; managing diversity and affirmative action; and pertinent grievance procedures. You will also gain particular insights to positive contributions to labour relations management in South Africa.

Programme in Employment Equity

 **COURSE CODE**
P003191

 **MODE OF DELIVERY**
Contact sessions


 **DURATION**
4 study blocks of 3 days each


 **CERTIFICATE**
Successfully completed


The **Programme in Employment Equity** provides you with an integrated approach to employment equity in the workplace and equips you with the necessary tools and techniques that can be applied in the promotion of equal opportunity and fair treatment of employees. The course delves deeper into the provisions made by the Employment Equity Act 55 of 1998 (as amended) to establish equity as the cornerstone of sustainable growth in South African organisations, and specifically looks at diversity management, equity and social responsibility, future planning, organisational transformation, interpreting and applying legislation to industry charters, and implementing employment equity programmes successfully.


See also: *Law and Human Rights*

Strategic View on B-BBEE


COURSE CODE
P003641


MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Attendance


The **Strategic View on B-BBEE** workshop focuses on broad-based black economic empowerment in a commercial context and facilitates strategic thinking and decision making in your organisation's approach to implementing it successfully. The workshop is designed to assist you with a practical understanding of the different relevant pieces of legislation, including the B-BBEE Amendment Act, the Code of Good Practice, the Preferential Procurement Policy Framework Act (PPPFA) and the Preferential Procurement Regulations. B-BBEE should be seen as a tool that can be used to contribute to long-term sustainability and job creation, and to address the country's growth and poverty challenges.


See also: *Business Management and Entrepreneurship*

Holistic Body–Mind Approach to Stress Management


COURSE CODE
P005122



MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Attendance


The workshop, **Holistic Body–Mind Approach to Stress Management**, aims to assist you with measures to cope with stressors brought about by internal and external factors that affect your overall physical and psychological wellbeing in the workplace. The degree to which we are able to adapt to changes in our environment, is the degree to which we create a healthy emotional, mental, spiritual and physical state of wellbeing. This workshop therefore delves into various aspects of defining your own stressors, being aware of signs and symptoms of stress, and exploring effects of the brain on performance and stress management.

How to Develop a Workplace Skills Plan


COURSE CODE
P003326


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **How to Develop a Workplace Skills Plan** workshop provides you with practical advice on how to effectively complete the various components of the Workplace Skills Plan (WSP) and successfully implement it towards the benefit of your organisation's skills development initiatives. The workshop specifically looks at how the WSP is often an undervalued tool for organisations in developing their human capital, and to their detriment if only seeing it as a compliance measure. You will also become familiar with relevant drivers of change, responsibilities of the skills development facilitator, linking of sector-specific skills plans, occupational codes and annual training reports.

Online Course: Thinking Accelerator® for Personal Development


COURSE CODE
P003394


MODE OF DELIVERY
Fully online


DURATION
16 hours online


CERTIFICATE
Successfully completed

The **Online Course: Thinking Accelerator® for Personal Development** immerses you in the concepts, principles and application of Herrmann International's model of Whole Brain® Thinking featuring HBDIinteractive® to not only enhance awareness of your own thinking preferences, but also to guide you in action-planning and problem-solving processes by applying the method to real-life work challenges. The course also covers topics of improved productivity and engaged departmental and/or cross-functional teams; better collaboration, creativity and innovation strategies; increased results across business functions tied to your most important business goals; and the role of Whole Brain® Thinking in customer service delivery and product development.

See also: *General Management and Leadership Development*

Retirement Fund Trustees' Training Course


COURSE CODE
 P006385



MODE OF DELIVERY
 Contact sessions



DURATION
 2 contact days



CERTIFICATE
 Successfully completed


The **Retirement Fund Trustees' Training Course** provides you with the relevant knowledge and insights to ensure that you understand the extent of your legal responsibilities (and consequent compliance with South African regulation) in your role as retirement fund trustee. The course provides you with the requisite skills in the local retirement fund landscape by looking at aspects of the investment chain for retirement funds, trustees as gatekeepers and stewards of the fund, recent international research regarding retirement funds, as well as the consideration of environmental, social and governance issues in investment decision making (including principles and codes for responsible investments).

Time Management Skills


COURSE CODE
 P005279


MODE OF DELIVERY
 Contact sessions (Workshop)


DURATION
 1 contact day


CERTIFICATE
 Successfully completed

The **Time Management Skills** workshop provides you with the tools and insights to analyse the way you manage your time to be able to perform more effectively, manage task allocation better and create an appropriate work-life balance. The workshop delves deeper into personal preferences and time management profiles, the principles of time management, identifying and eliminating time wasters, designing and implementing effective work plans to enhance performance, and investigating priorities. During the workshop, you will also have the opportunity to devise a personalised plan to confidently prioritise different elements of your workload and develop a proactive time management strategy.

See also: *General Management and Leadership Development*

Train-the-Trainer: Course Presentation Skills


COURSE CODE
 P002993


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The **Train-the-Trainer: Course Presentation Skills** short course provides you with the essential tools and techniques to be able to effectively deliver skills development training courses to employees and/or general participants. The course specifically looks at developing your own practical skills to better plan and deliver training sessions (regardless of the topic) with the aim of effecting quality learning experiences. During the course, you will become familiar with best-practice teaching methodologies in order to improve your presentation skills, accelerated learning principles and instruction methods to deliver effective learning experiences, tools for maximum information transfer, and the implementation of the Cognitive Training Model (CTM).


Information and Communication Technology


Technological innovations are undeniably and increasingly affecting how we engage with all forms of information on a daily basis. In today's fast-changing and technology-driven environments – both personally and in business – we not only have a responsibility to enable economically viable, accountable and transparent flows of content to inform, influence, entertain and educate society, but we also need to instil a certain degree of trust and accountability between each other to ensure sustainable social unity and wellbeing.¹ The challenge, however, is how we can improve digital literacy and digital intelligence for active and self-aware digital engagement – as the way we connect and interact within these spaces is also changing rapidly.²


Policies around this that stimulate business growth while also safeguarding citizens are seemingly fine to increase trust end users might have in service providers and brands, but how we contribute to increased information and accurate content accuracy, reduced harmful cyber behaviour and improved personal data management ultimately sets the bar.^{1,2} Our products and services in **Information and Communication Technology** therefore aims to establish innovative business models and help government and private initiatives address policy concerns, while also cultivating a shared, trusted digital environment that drives the pillars of inclusion, economic development and social progress.


For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Applied Machine Learning


COURSE CODE
P006654



MODE OF DELIVERY
Contact sessions



DURATION
3 study blocks of 2 days each



CERTIFICATE
Successfully completed


The **Applied Machine Learning** short course will not only provide you with an understanding of a range of machine learning paradigms, but it will also equip you with the skills to apply machine learning technologies to real-world problems. You will gain experience in how different machine learning technologies can be applied to data clustering, classification and prediction problems, how data should be prepared for optimal performance, and know which applicable technologies to use for problem solving. During the course, you will also come to use the R programming language to develop machine learning solutions to a wide range of problems.

Cryptocurrency and Blockchain Basics


COURSE CODE
P005662



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The short course in **Cryptocurrencies and Blockchain Basics** provides you with a better understanding and new insights to cryptocurrency (Bitcoin) and digital wallets, how cryptocurrencies are mined, how blockchain technologies work and which regulations and legalities governs cryptocurrencies. During the course, you will become familiar with the history of Bitcoin, with additional topics of cryptocurrency versus gold, coins as a currency versus an asset class, and the technical workings of cryptocurrencies. You will also gain knowledge of alternative cryptocurrencies in relation to the mining of Bitcoin, including differences in wallets, transactions, exchanges, regulations and using blockchain for proof of existence.

Digital Market Insights and Data Science


COURSE CODE
P006277


MODE OF DELIVERY
Contact sessions



DURATION
10 contact days spread over 3 months



CERTIFICATE
Successfully completed


This short course in **Digital Market Insights and Data Science** provides you with the latest updates and skills in digital markets innovation based on data-driven approaches, using algorithms to analyse data sets and being able to run basic social media analyses as a market researcher. During the course, you will gain insights to customer-centric data analysis, talking to clients about data trends and identifying business challenges in your environment. You will also be empowered to run more effective and impactful market research projects that address the changing needs of your clients and obtain data-driven results from a user experience perspective.


See also: *Marketing, Communication and Languages*

Computable General Equilibrium Modelling


COURSE CODE
P002923


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days


CERTIFICATE
Successfully completed


The short course in **Computable General Equilibrium Modelling** provides you with insights to decades of Computable General Equilibrium (CGE) modelling research in a unique training intervention built around the University of Pretoria's own CGE model. These types of models have become an indispensable tool for policy makers and analysts to measure the economy-wide effects of various proposed policy changes and/or exogenous shocks. The course covers specific topics of the theory and principles CGE modelling, as well as CGE database access and simulations to acquire the requisite skills to master the GEMPACK solution software for CGE modelling in your own workplace.

See also: *Financial Management and Taxation*


Introduction to Data Mining




COURSE CODE
P003626



MODE OF DELIVERY
Contact sessions



DURATION
4 contact days




CERTIFICATE
Successfully completed


The **Introduction to Data Mining** short course introduces you to the models, tools and methods to data-driven innovation following the basic steps of the cross-industry standard process for data mining (CRISP-DM) methodology. During the course, you will be presented with different business scenarios that could benefit from data analytics, including the important aspects of data that should be considered for data-driven analytics solutions. The course also covers topics of basic data mining activities for a standard set of analytics models, considerations for interpreting the results of analytic models, and how to deploy and refine analytics solutions in a business-to-support innovation.

Investigation and Management of Cyber and Electronic Crime


CREDIT-BEARING*




COURSE CODE
P000612



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days




CERTIFICATE
Successfully completed


The short course in the **Investigation and Management of Cyber and Electronic Crime** provides you with insights to and knowledge of the legal and practical issues that specifically relate to criminal conduct in the online environment and exponential advancements in information and communication technologies that has given rise to cyber and electronic crime. During the course, you will be equipped with practical skills in the investigation, litigation and risk management of cyber and electronic crime that will lead to the eventual acquisition of admissible electronic evidence of criminal activities that can be used in a court of law or hearing.

See also: *Financial Management and Taxation* | *Law and Human Rights* | *See index


Online Course in Big Data Science




COURSE CODE
P006297



MODE OF DELIVERY
Fully online (Instructor led)



DURATION
5 weeks online




CERTIFICATE
Successfully completed


The **Online Course in Big Data Science** provides you with the latest scientific investigation techniques to employ innovative approaches and algorithms for processing and analysing big data in order to reveal patterns, trends and associations – especially relating to human behaviour and interactions. During the course, you gain will exposure to the different application domains of big data, data management, machine learning and predictive modelling, as used in the fields computer science, statistics, informatics, computational biology, mathematics, EECE (Data Fusion) and sport and exercise science. You will also gain insights to industry-related data applications, such as insurance and social media platforms.

See also: *Marketing, Communication and Languages*


Virtual Currencies (Bitcoin)




COURSE CODE
P003501



MODE OF DELIVERY
Contact sessions (Workshop)




DURATION
1 contact day





CERTIFICATE
Attendance


The **Virtual Currencies (Bitcoin)** workshop provides you with a comprehensive introduction to cryptocurrency – with specific reference to Bitcoin – and covers all its technical aspects, uses, how it is mined, the future of cryptocurrency and its (current) unregulated nature. During the workshop, you will gain a good understanding of Bitcoin as a decentralised self-managed virtual currency, how it is generated (mined) through transactions and managed through a digital wallet. The workshop also briefly looks at alternative cryptocurrencies, using blockchain for proof of existence, transacting via your digital wallet, currency exchanges and possible future threats and/or regulations that will have an impact.

Analytical and Systems Thinking Skills


COURSE CODE
 P001928


MODE OF DELIVERY
 Contact sessions



DURATION
 5 contact days



CERTIFICATE
 Successfully completed


The **Analytical and Systems Thinking Skills** short course provides you with a better understanding and application of various analytical and systems thinking skills that can be used in your role as manager. The course covers fundamental concepts of thinking, different thinking styles (analytical, creative, critical and systems) and thinking processes in collaboration with decision making. You will gain both theoretical knowledge and practical skills in an integrated manner in order to help you thrive in your daily tasks and respective business environment, and ultimately link and interact with the components of a system that are essential to ensure future success.


See also: *General Management and Leadership Development*

Business Cases for IT Professionals


COURSE CODE
 P006099



MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days



CERTIFICATE
 Successfully completed


The **Business Cases for IT Professionals** short course provides you with the opportunity to develop specialised financial management skills – specifically relevant to the IT professional – to be able to build and communicate a successful business case for your IT projects. The course specifically covers aspects of funding for projects in your organisation that face close scrutiny from stakeholders and provides you with a sound financial basis to make effective IT investment decisions relating to capital projects and the operations environment. You will also gain exposure to best-practice case studies and come to understand various approaches to IT business case development.

Business and Systems Analysis


COURSE CODE
 P000270



MODE OF DELIVERY
 Contact sessions



DURATION
 5 contact days



CERTIFICATE
 Successfully completed


The short course in **Business and Systems Analysis** provides you with the requisite analysis and design skills – as business and/or systems analyst – by equipping you with innovative problem-solving tools and techniques in order to identify, understand and correctly respond to imminent business challenges. During the course, you will gain a better knowledge of the basic concepts of systems development lifecycle methodologies, including the V model and modelling techniques, that are applied to structured analysis. You will also gain invaluable insights to applications of object-orientated analysis (UML modelling), such as data flow diagrams, use cases, entity relationship diagrams and class models.

Fundamentals of Business Analysis


COURSE CODE
 P000274



MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The short course in the **Fundamentals of Business Analysis** provides you with various fact-finding techniques in gathering information about a system's problems, opportunities and directives. In a volatile and competitive business world, skills in business analysis is essential to the continuous profitability of organisations, and this course will equip you with the requisite knowledge and insights to develop requirements and prepare documents for presentation to project stakeholders. During the course, you will also have the opportunity to develop a working knowledge of the theory of business analysis and gain practical experience in the application of specific methods for business analysis.

Online Course in eBusiness and eCommerce



COURSE CODE
P003493

MODE OF DELIVERY
Fully online (Instructor led)

DURATION
8 months online

CERTIFICATE
Successfully completed

The **Online Course in eBusiness and eCommerce** focuses on optimising customer relationship management in an online environment by examining eBusiness and marketplace models, eBusiness strategies, eMarketing and procurement in some detail. The initial investment for an eBusiness start-up is generally lower than starting a traditional business, and with technology becoming more advanced and easier to obtain, the barriers to opening a business have been significantly reduced or even removed. Because buyers and sellers can transact at any time and from anywhere, eBusiness and eCommerce not only provide cost-saving advantages, but also make goods and services accessible on a global scale.

See also: *Business Management and Entrepreneurship* | *Financial Management and Taxation*

Process Management for Business Operations

COURSE CODE
P001282

MODE OF DELIVERY
Contact sessions

DURATION
6 contact days

CERTIFICATE
Successfully completed

The short course in **Process Management for Business Operations** will provide you with an essential overview of the art and science of managing a business by exposing you to the basic concepts, tools and skills that are required (as well as the difficulties experienced) when introducing business process management into an organisation. Businesses experience constant pressure from competitors that forces them to continuously evolve, redesign, implement and manage innovative business processes. The course takes a detailed look at the concept of model-driven architectures, modelling tools, process analysis and design, as well as process optimisation, re-engineering, change management and organisational buy-in.

See also: *Business Management and Entrepreneurship* | *Supply Chain Management and Logistics*

Process Modelling for Business Operations

COURSE CODE
P003574

MODE OF DELIVERY
Contact sessions

DURATION
3 contact days

CERTIFICATE
Successfully completed

The **Process Modelling for Business Operations** short course will introduce you to best-practice industry process modelling standards in order to equip you with a solid understanding of practical tools and techniques for business processes modelling in preparation of analysis and improvement of business process performance. Business process modelling is essential to business management success and documenting all the processes aids communication throughout an organisation. This has always been a key aspect of quality management programmes, business process re-engineering and ongoing improvement approaches. The course emphasises the importance of creating aligned viewpoints and context for process modelling in the business environment.

See also: *Business Management and Entrepreneurship* | *Supply Chain Management and Logistics*

Programme in Business Analysis

COURSE CODE
P002000


MODE OF DELIVERY
Contact sessions


DURATION
3 study blocks of 5 days each


CERTIFICATE
Successfully completed


The **Programme in Business Analysis** provides you with comprehensive training in all aspects of business analysis based on the Business Analysis Body of Knowledge (BABOK®) Guide (Version 3). The programme covers topics of significant concepts and management of business analysis, the role and execution of ICT in business analysis, as well as managing change as a business analyst. During the programme, you will also gain insights to a wide range of relevant themes, including strategy analysis, lifecycle management, communication and interpersonal skills, an ICT overview, requirements analysis and design definition, solution evaluation, change management, as well as planning and monitoring.

Basic Course in Computer Literacy


COURSE CODE
 P000629



MODE OF DELIVERY
 Contact sessions



DURATION
 9 contact days (Saturdays)



CERTIFICATE
 Successfully completed


The **Basic Course in Computer Literacy** provides you with an introduction to essential computer skills as an indispensable component of work, education and personal life as we are moving more and more to digital platforms in the modern world. The course specifically looks at the Microsoft Office suite – as the office automation application of choice – and introduces you to Word, Excel and the Windows operating system in general to develop practical skills in the use of these software packages. During the course, you will develop these digital and computer skills by means of a one-on-one approach tailored for individualised training.

Advanced Course in Computer Literacy


COURSE CODE
 P000630



MODE OF DELIVERY
 Contact sessions



DURATION
 9 contact days (Saturdays)



CERTIFICATE
 Successfully completed


The **Advanced Course in Computer Literacy** provides you with more progressive skills in Microsoft Office that will enable you to harness the power of digital platforms for the benefit of business or your personal life. As a standard suite of software programs that are used all over the world, appropriate skills in the use of Microsoft Office will ensure the simplifying of tasks and make you much more employable and competitive in the world of business. The course delves deeper into applications such as Web 2.0 (including Facebook, Skype, Google Docs and WhatsApp), PowerPoint, Access, Outlook, Publisher and internet browsers.

Basic Course in Excel


COURSE CODE
 P003557



MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days



CERTIFICATE
 Successfully completed


The **Basic Course in Excel** provides you with the introductory skills required to use and explore this software for personal and/or business use. As a component of the Microsoft Office suite, Excel provides you with a powerful software tool that can be used for calculations, statistical representations, pivot tables and databases, to name a few. A basic understanding of Excel will help you simplify your work, and understand and apply its multitude of functions, tools and features in solving problems, analysing data and using charts and graphs appropriately to visually represent data for decision making purposes and/or relevant business cases.

Advanced Course in Excel


COURSE CODE
 P003558



MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days



CERTIFICATE
 Successfully completed


The **Advanced Course in Excel** provides you with more progressive skills to use Excel more optimally in either business or personal applications for problem solving and data analysis. During the course, you will become familiar with the advanced operations of Excel that can be harnessed for optimal data storage, manipulation and communication as an integral part of the Microsoft Office suite. The course covers topics of the use of various functions, tools and features for effective data display, applying logic in decision making, retrieving data for computation, analysis and reference, including advanced financial calculations, data organisation and problem solving techniques.


eSkills for Entrepreneurs




COURSE CODE
P003343


MODE OF DELIVERY
Contact sessions or Fully online (Self-paced)



DURATION
2 contact days or 16 hours online



CERTIFICATE
Successfully completed


The **eSkills for Entrepreneurs** short course provides you as entrepreneur the opportunity to better understand technology and see how it can assist you in growing your business. The course will help to optimise your communication skills through technology, not only with your employees, but also with your suppliers and customers. During the course, you will also start to understand the benefits of social media and how it can be used to help a business grow. This course is a great way for entrepreneurs and small business owners to start to explore the important role technology can play in their business.


See also: *Business Management and Entrepreneurship*

Introduction to PowerPoint


COURSE CODE
P003577



MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Successfully completed


The **Introduction to PowerPoint** short course will introduce you to and equip you with the essential skills to employ effective and creative presentations for personal and/or business use. As part of the Microsoft Office suite of applications, PowerPoint is a very helpful tool in the workplace for presentation of data to decision makers, progress to stakeholders, business operations to potential clients, or even lectures and training sessions. You will also acquire the necessary know-how of a wider range of tools in the application, including slide shows, professional and consistent formatting, organising and structuring content, as well as creating visual impact.

Introductory Course in Microsoft Project


COURSE CODE
P003587


MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Successfully completed


The **Introductory Course in Microsoft Project** provides you with the fundamental skills and knowledge of a popular project management tool that can be used in the transition from a Work Breakdown Structure (WBS) to a basic project schedule that will help you keep track of projects and stay organised. During the course, you will gain insights to streamlining your project, resource and portfolio management approach by getting familiar with built-in templates, scheduling tools and execution of projects through the software application's interface. You will also gain know-how to evaluate and optimise your own project portfolio to prioritise projects and tasks.


See also: *Project and Risk Management*

Intermediate Course in Microsoft Project


COURSE CODE
P003588


MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Successfully completed


The **Intermediate Course in Microsoft Project** provides you with more progressive skills in the use of this project management application to set up a complete baseline schedule with the allocation of resources and costs that will enable you to successfully track projects and get the results you want. You will also gain insights to the software's built-in reporting tools to seamlessly integrate advanced analytics on the progress of projects, knowledge of how resources are used and how to collaborate with various team members on a project. The course further equips you with organisation and scheduling skills to streamline projects better.


See also: *Project and Risk Management*

Spreadsheets as an Engineering Tool


COURSE CODE
P000036


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Attendance

The **Spreadsheets as an Engineering Tool** short course demonstrates the use of Microsoft Excel as a powerful processing tool in solving engineering and system design problems. Spreadsheets are excellent tools for answering questions, and the course focuses on various built-in functions, user-defined functions, customisations, graphs, macros and Visual Basic for Applications (VBA) that can be applied in the engineering environment. You will also gain a better understanding of and practical experience in spreadsheet tools such as the Data Analysis Toolpack, the Solver add-in, as well as the scenario manager and data tables for engineering. **Presented on an in-house basis only.**

See also: *Engineering and Technology Management*


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Cisco Certified Networking Associate: Routing and Switching

CCNA®


COURSE CODE
P000226


MODE OF DELIVERY
Contact sessions


DURATION
8 study blocks of 5 days each


CERTIFICATE
Successfully completed

The **Cisco Certified Networking Associate (CCNA®): Routing and Switching** short course incorporates both theoretical and practical aspects in preparation of the CCNA certification examination. The course provides you with the requisite skills and hands-on-experience needed to design, install, operate and maintain networks through a complete range of networking concepts and features. The course specifically prepares you on topics of: network security, types and media; routing and switching fundamentals; TCP/IP and OSI models; IP addressing, routes and traffic management; WAN technologies and connections; operating and configuring IOS devices; extending switched networks with VLANs; establishing point-to-point connections; and establishing Frame Relay connections.

See also: *Engineering and Technology Management*

Cisco Certified Networking Professional: Building Scalable Internetworks

CCNP®


COURSE CODE
P001680


MODE OF DELIVERY
Contact sessions



DURATION
2 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Cisco Certified Networking Professional (CCNP®): Building Scalable Internetworks** short course will enable you to create an efficient and expandable enterprise network on a professional level as network operations specialist, administrator or engineer. The course covers the full scope of installation, configuration, monitoring and troubleshooting aspects of network infrastructure equipment. Advanced topics that are also covered throughout the course include: EIGRP configuration; multi-area OSPF, IS-IS and BGP routing protocols; manipulation and optimisation of routing updates; routing protocol authentication; multicast routing; and IPv6 configuration. The course curriculum builds on Cisco CCNA® courses with more complex network configurations, diagnosis and troubleshooting.


See also: *Engineering and Technology Management*

Cloud-Computing Auditing Training Course


COURSE CODE
P005818



MODE OF DELIVERY
Contact sessions


DURATION
3 contact days



CERTIFICATE
Successfully completed

The **Cloud-Computing Auditing Training Course** provides you with the requisite skills and knowledge to successfully conduct an audit (or assurance assessment) of cloud-based solutions, services and environments in your organisation. You will be provided with an comprehensive overview of the step-by-step procedures, checklists, resources and tools required to help you prepare for and adequately perform your next cloud audit. During the course, you will also be looking at key aspects of cloud computing fundamentals; governance, risk, compliance and regulation; planning and scoping of cloud auditing, understanding cloud auditing; evaluation and execution processes; and reporting, following-up and closure of cloud-computing audits.


Digital Government: ICT Governance




COURSE CODE
P002785



MODE OF DELIVERY
Contact sessions




DURATION
5 contact days




CERTIFICATE
Successfully completed

The **Digital Government: ICT Governance** short course provides you with insights to improve your theoretical understanding and practical application of how corporate governance provides a context to assess and deal with investments and risks related to corporate information assets and underlying ICT infrastructures. During the course, you will gain a better knowledge of the practical steps in realising the effective governance of ICT and planning for an inclusive governance framework. The course specifically covers topics of the mechanisms for implementing ICT governance, strategy and competitiveness, organisational and policy issues, risk management and regulatory compliance related to the governance of ICT.


Enterprise System Development using Java EE




COURSE CODE
P002746



MODE OF DELIVERY
Contact sessions




DURATION
5 contact days




CERTIFICATE
Successfully completed

The short course in **Enterprise Systems Development using Java EE** provides you with a comprehensive understanding of the Java EE 6 architecture as a widely used computing platform for the development and deployment of enterprise software. During the course, you will become familiar with the best practices in Java EE development, as well as the strengths and weaknesses of the platform. You will also gain hands-on experience in developing enterprise beans by using JPA-2-based persistence and developing JSF/Facelet-based web frontends. These skills will further enable you to develop and deploy effective enterprise systems in your own or clients' work environments.


Online Programme in IT Project Management




COURSE CODE
P000275



MODE OF DELIVERY
Fully online (Instructor-led)



DURATION
15 weeks online




CERTIFICATE
Successfully completed


The **Online Programme in IT Project Management** takes you through the entire lifecycle of a project by interacting with real-time challenges and imminent issues that typically crop up during projects. The programme equips you with practical skills to set up a project budget, plan a project, assign resources and make difficult decisions in times of crises. During the programme, you will encounter projects of real clients and stakeholders, while being expected to manage diverse project teams. The programme includes definite deadlines that a project manager must meet to simulate the pressure of making the right decision at the right time.

See also: *Project and Risk Management*


Software Architecture




COURSE CODE
P002747



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days





CERTIFICATE
Successfully completed


The short course in **Software Architecture** provides you with the requisite skills to design, document and validate software architectures for clients and/or in your own organisation. The course covers relevant architectural requirement specifications, patterns and strategies, as well as commonly used reference architectures that include Java EE, services-oriented architectures, Microsoft. Net, event-driven architectures, space-based architectures and cloud computing. During the course, you will also gain hands-on experience in effectively balancing the concerns of stakeholders in order to drive innovation through quality software products or systems accordingly. You will be further enabled to document enterprises architecture in an IEEE 1471-compliant architectural description.

Basic Course in Information and Knowledge Management


COURSE CODE
P000666



MODE OF DELIVERY
Contact sessions



DURATION
3 study blocks of 4 days each



CERTIFICATE
Successfully completed


The **Basic Course in Information and Knowledge Management** provides you with invaluable insights to a range of practical aspects in the implementation of information and knowledge management processes in your organisation. In the modern age, a lot of effort and resources are put into achieving business goals by making use of the information and knowledge that are already present within any particular organisation. The course provides you with a better understanding of these knowledge processes, but also specifically focuses on new knowledge creation. You will also gain insights to the contribution of various scholars to the development of knowledge management.

Cybersecurity


COURSE CODE
P006653



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The **Cybersecurity** short course provides you with practical guidance on how to think like a cybersecurity expert by analysing and minimising the risk of security incidents that can possibly appear in an organisation. The course specifically covers various aspects of security services that include identification and authentication, authorisation, confidentiality, integrity and privacy. You will also become familiar with the fundamental concepts of threats, vulnerabilities, risks and countermeasures; the mechanisms that are used to implement different security services (such as encryption and hash codes); regulatory measures (such as the NIST Framework and ISO 27000); and analysis and recommendations for security improvements.

Digital Forensics and Investigations


COURSE CODE
P002570


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Digital Forensics and Investigations** short course provides you with the basic theoretical concepts of digital forensics, as well as its practical implementation in the business environment. During the course, you will gain insights to the general history of digital forensics, and acquire the requisite skills to conduct digital forensic investigations more effectively. The course specifically covers topics of digital forensic processes, hardware forensics, digital forensic tools, forensic readiness, networks forensics, live forensics, professionalism and ethics. You will further gain in-depth knowledge of privacy, cyber forensics, cyber law and cyber warfare and/or terrorism, among other aspects relevant to digital forensics.

Information Security Management


COURSE CODE
P000330


MODE OF DELIVERY
Contact sessions



DURATION
4 contact days



CERTIFICATE
Successfully completed


The **Information Security Management** short course provides you with a knowledge of requisite security management actions in the implementation and maintenance of processes, procedures and other issues of corporate governance. The course delves into the identification of information security needs and the implementation of strategies by means of an Information Security Architecture (ISA), and looks at all factors involved, including financial risk auditing, the assessment of current controls, the human side of information security management, as well as the alignment of controls to meet the requirements of your organisation. You will also gain insights to various international standards and guidelines.


See also: *Financial Management and Taxation*

Information Technology Management Programme


COURSE CODE
P001546



MODE OF DELIVERY
Contact sessions



DURATION
8 study blocks of 3 days each



CERTIFICATE
Successfully completed


The **Information Technology Management Programme** provides you with an exploration into the key aspects involved in managing the resources of your organisation as technology manager, information officer or team leader in all branches of ICT. During the programme, you will be able to update and expand your knowledge of information technology management by relooking best-practice, strategic and practical considerations in an organisation's use or implementation of such technologies. You will also develop further knowledge of managing IT departments/divisions, systems development and service delivery, ICT auditing and business analysis, general IT management processes, as well as governance responsibilities and outsourcing organisations.

Coding Basics with Java/HTML


COURSE CODE
P006078



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The short course in **Coding Basics with Java/HTML** will enable you to apply coding through practical exercises and challenges with a good understanding of how coding and programming languages are deployed. The course specifically focuses on programs, algorithms, objects and common coding languages that are currently used in the business and/or ICT environments. During the course, you will gain invaluable insights to binary numbering and infrastructure services, and develop skills to start developing modern software and applications that can be used to drive innovation and profits for you or your clients based on market needs and new areas of growth.

Introduction to Test-Driven Development


COURSE CODE
P005722



MODE OF DELIVERY
Contact sessions



DURATION
1 contact day



CERTIFICATE
Successfully completed


The **Introduction to Test-Driven Development** short course provides you with a basic understanding of sustainable development and two-way application in developing modern software and/or applications for business profitability and driving development through testing. The course specifically aims to provide you with a comprehensive overview (and better understanding) of the development cycle (especially as non-developer) based on real-world examples. You will also become familiar with new methodologies of sustainable development and consequently acquire the know-how to conceptualise an overall picture of the development cycle, apply basic concepts and principles, and reap benefits by managing the process against respective workplace expectations.

User Experience Design


COURSE CODE
P005216



MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Successfully completed


The **User Experience Design** short course provides you with a comprehensive overview of how users' minds work and how that can be used to design web and/or user interfaces that are not only aesthetically appealing, but are also technically sound. Following the realisation of the intricate effects that users' experiences have on decision-making processes, the course touches on aspects of establishing specific user requirements, the relationship between user experience and usability, designing for mobile versus larger screens and various design techniques (including metaphors, personas, prototyping and participatory design). The course is particularly beneficial for the interface/web designer or eLearning developer.


Online Course: Introduction to Database Design




COURSE CODE
P003210



MODE OF DELIVERY
Fully online



DURATION
8 weeks online



CERTIFICATE
Successfully completed


The **Online Course: Introduction to Database Design** provides you with the fundamental knowledge of designing simple databases by means of entity relationship diagrams and the implementation of these designs in a relational database management system. Effective databases are essential tools in the contemporary business environment, and the ability to store, modify, extract and search for information through databases is a valuable skill in this environment. During the course, you will also become familiar with the fundamentals of structured query language (SQL), learn how to design simple small-scale databases, including how to functionally apply SQL to implement and manipulate such databases.


Online Course: Introduction to Enterprise Architecture Concepts




COURSE CODE
P002816


MODE OF DELIVERY
Fully online


DURATION
8 weeks online


CERTIFICATE
Successfully completed

The **Online Course: Introduction to Enterprise Architecture Concepts** provides you with a concise, yet fundamental, overview of critical enterprise architecture concepts. The field of enterprise architecture considers the conceptual blueprint that defines the structure and operation of an organisation, and this course particularly focuses on core concepts and ideas behind architecture, using enterprise architecture frameworks and linking this knowledge back to notational styles and their application by means of relevant case studies. You will further be equipped with a better understanding of enterprise architecture and how it can be applied through the relevant frameworks, documentation and modelling approaches currently used.




Law and Human Rights


The internet and other emerging technologies have changed the way we communicate, spread information and organise our daily lives forever. More than any other innovative or revolutionary change that has impacted on humanity before, it has fundamentally transformed how we interact with each other and react to changes in our environment. It also has a significant impact on reshaping human rights and law enforcement policies around the globe. In the next 10 to 20 years, evolving conflicts and unrest as a result of technological development could also indirectly lead to societies make substantial changes in their legislation, employment rights, crime intelligences and economic reforms.¹


Our products and services in **Law and Human Rights** will empower you with the essential tools, skills and knowledge to meet a constantly evolving legal and economic system, while facing the effects of the Fourth Industrial Revolution heads-on. In the immediate future, we might need to reconsider what privacy really means, how predictive policing policies might influence our everyday activities and even how employment relationships might shift.¹ Businesses will need to follow suit and come up with new business models and innovative ways of navigating a never-before-seen social landscape to remain sustainable.²


For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Air, Space and Telecommunications Law


COURSE CODE
 P002124


MODE OF DELIVERY
 Contact sessions


DURATION
 2 study blocks of 5 days each


CERTIFICATE
 Successfully completed

The **Air, Space and Telecommunications Law** provides you with a unique opportunity to develop specialised skills in and knowledge of the specific legal framework encompassing air, space and telecommunications, including relevant international treaties and how they are applied in the South African context. The course specifically focuses on the public and private dimensions of air law, the regulatory system of the International Telecommunication Union, the history and major principles of space law, the use of space for military purposes, liability for the wrongful use of space, as well as the use of international air law in the combating of terrorism.

Environmental Law


COURSE CODE
 P001105


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Environmental Law** short course provides you with a comprehensive overview of the fast-growing and increasingly relevant field of environmental legislation in South Africa and further afield. The course specifically looks at the National Environmental Management Act of 1998 and its consequent amendments, relevant mining issues in environmental management and impacts of climate change. The course presents you with a further opportunity to gain insight into the key components of South African environmental legislation if you are engaged in the environmental law or management issues of your company or organisation, whether in the private or public sector.

See also: *Environmental Management and Geophysics*

Recent Advances in Environmental Law


COURSE CODE
 P006103


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The short course in **Recent Advances in Environmental Law** is designed provide you with an understanding of key environmental legislation and recent legislative developments in South Africa since the introduction of the National Environmental Management Act of 1998, including associated Specific Environmental Management Acts (SEMAs). During the course, you will become familiar with the Act's relevant amendments, numerous sets of regulations, norms and standards, as well as listed activities that require licensing. The course therefore specifically aims to update you on the expanding and changing environmental legal landscape and to better navigate it as a member of the regulated community.

See also: *Environmental Management and Geophysics*

Introduction to Medical Law


COURSE CODE
 P002894


MODE OF DELIVERY
 Contact sessions


DURATION
 2 contact days


CERTIFICATE
 Successfully completed

The **Introduction to Medical Law** short course provides you with the complete scope, underlying principles and statutory framework for medical law in South Africa. The course is ideal if you are a legal practitioner who has had little or no exposure to medical law previously and seeks to become familiar with a foundational medico-legal background. The course covers various topics of the South African health system, the Constitution, common law, applicable case law, legislation, ethical considerations, as well as policy documents. You will also have the opportunity to explore practical applications of medical law in both legal and medical practices.

See also: *Health and Health Care*

Public International Law


COURSE CODE
P002063


MODE OF DELIVERY
Contact sessions


DURATION
6 contact days


CERTIFICATE
Successfully completed

The **Public International Law** short course provides you with unparalleled insights to the international legal paradigm and how it not only affects cross-border jurisdiction, but also how it influences the South African legal system. The course covers various topics, including: sources of international law; states and territory; jurisdiction and immunity; state responsibility; international criminal law and international humanitarian law; international organisations; international peace and security; and sea and air law. Presented by the Institute for International and Comparative Law in Africa at the University of Pretoria, the course is aimed at legal professionals active in both private and public sectors.

Sport Law


COURSE CODE
P000117


MODE OF DELIVERY
Contact sessions



DURATION
2 contact days


CERTIFICATE
Successfully completed


The short course in **Sport Law** examines some of the most common legal problems facing those in sport from managers and government officials to participants and administrators alike who deal with sport-related activities both on and off the sportsfield. The course covers specific topics of sport-related issues, including: contractual relations; the role of the agent in professional sport; labour law in professional sport; disciplinary proceedings and alternative dispute resolutions; the legal aspects of sport injuries; liability regulations regarding drug-use in sport; sport sponsorships; and constitutional issues in sport. You will also gain insights to the various representative sporting codes and federations.

See also: *Sport, Tourism, Arts and Culture*

Advanced Course in Debt Review


COURSE CODE
P005362


MODE OF DELIVERY
Blended (Contact and online)


DURATION
6 contact days (alternate Saturdays) and online application


CERTIFICATE
Successfully completed

The **Advanced Course in Debt Review** provides you with a progressive training opportunity to cultivate much needed technical skills and proficiency in the process of debt review in your role as current (or prospective) debt review practitioner. This programme is specifically designed to allow you to unpack the National Credit Act 34 of 2005 by probing into case law and discussing contemporary contentious issues facing the South African banking sector. During the course, you will also become more familiar with some of the key applications and treatment of case law that covers over-indebtedness, reckless lending, court processes and exit mechanisms.

See also: *Financial Management and Taxation*

Certified Rescue Analyst Programme


COURSE CODE
P003514


MODE OF DELIVERY
Contact sessions


DURATION
8 contact days


CERTIFICATE
Successfully completed

The **Certified Rescue Analyst Programme** will introduce you to the newly established rescue regime following amendments to the Companies Act 71 of 2008 with the aim to ultimately gain levels competency and proficiency in preparation for the eventual qualification of certified business rescue practitioner. The programme therefore prepares you with the knowledge of all issues relevant to the business rescue practitioner through basic theory and practice examples. During the programme you will also gain the necessary skills to demonstrate your understanding of all the elements of and relevant to the tasks that are commonly executed by the business rescue practitioner.

See also: *Business Management and Entrepreneurship*

Contract Management


COURSE CODE
P00287


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Contract Management** is ideal if you seek to acquire the necessary practical skills in effectively managing and administering contracts for goods and services. Contract management refers to the process of systematically and efficiently managing contract creation, execution and analysis for the purpose of maximising financial and operational performance while minimising risk. Whether it is through great interpersonal and negotiation skills, or the ability to establish and maintain powerful business relationships, this course will equip you with an in-depth understanding of the industry and business in which you operate as contract or business manager.

See also: *Business Management and Entrepreneurship* | *Supply Chain Management and Logistics*

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Decoding the Consumer Protection Act


COURSE CODE
P001781



MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Attendance


The **Decoding the Consumer Protection Act** workshop provides you with a comprehensive overview of the purpose and application of the Consumer Protection Act 68 of 2008 (as amended), including the material substance and effect of its provisions. During the workshop, you gain specialised skills to practically employ your knowledge in determining whether the Act applies to a specific transaction, come to understand which specific consumer rights are protected, and what effect it has on franchise agreements. You will also be equipped with the skills to determine the scope of liability and accountability in terms of the Act to ensure compliance.

Decoding the Protection of Personal Information Act


COURSE CODE
P003387


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Attendance

The **Decoding the Protection of Personal Information Act** workshop provides you with the scope and insights to the Protection of Personal Information Act 14 of 2013 by giving uncomplicated, practical guidelines for compliance. Most organisations collect, use and process personal information for one reason or another, and therefore have to ensure that they comply with the Act's provisions. During the workshop, you will become familiar with all new obligations imposed on businesses, and what consequences they might face for non-compliance. You will also gain the requisite knowledge to ensure that your organisation and employees understand the implications of this legislation.

Law for Commercial Forensic Practitioners


COURSE CODE
P003178


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Law for Commercial Forensic Practitioners** short course familiarises you with the pertinent legal issues and consequent legislation of fraud and corruption. During the course, you will gain knowledge and insights to the nature of criminal conduct, the legal mechanisms used to obtain evidence, and other issues that must be considered when witnesses or suspects are interviewed. The course also looks at how evidence obtained through more unconventional investigative techniques are admissible in court, which labour law pitfalls stand in the way of a successful disciplinary hearing and which reporting duties are activated in the course of such an investigation.


See also: *Financial Management and Taxation* | *See index


National Credit Regulator (NCR) Debt Counselling Training Course




COURSE CODE
P002167


MODE OF DELIVERY
Contact sessions or fully online



DURATION
2 study blocks of 5 days each or 8 weeks online



CERTIFICATE
Successfully completed


The **National Credit Regulator (NCR) Debt Counselling Training Course** provides you with an opportunity for assessing your competency in and registering with the National Credit Regulator (NCR) as a certified debt counsellor. During the course, you will be able to demonstrate your knowledge in identifying when and how a consumer can apply for debt review or when it is necessary to assist over-indebted consumers. The course specifically looks at aspects of debt legislation, over-indebtedness, reckless lending, consumer credit information, codes of conduct, the debt counselling process and court applications and the way forward.


See also: *Financial Management and Taxation*

Practical Implications of the National Credit Act


COURSE CODE
P001337



MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Attendance


The **Practical Implications of the National Credit Act** short course provides you with a comprehensive overview of the National Credit Act 34 of 2005 and its subsequent amendments (and practical implications) affected by the National Credit Amendment Act 19 of 2014. During the course, you will gain requisite insights to recent court decisions and relevant legal publications relating to the Act, and – specifically – its impact on legal practitioners and other role-players in the consumer credit industry. The course will also enable you to identify unlawful agreements and/or provisions in credit agreements in order to determine authoritative non-compliance to the Act.

Programme in Competition Law


COURSE CODE
P001453


MODE OF DELIVERY
Contact sessions


DURATION
13 study blocks with 1 contact day each


CERTIFICATE
Successfully completed

The **Programme in Competition Law** provides you with an in-depth exploration into mergers and merger control, as well as the regulation of competitive behaviour in terms of the Competition Act 89 of 1998 (as amended). As it becomes more important in a highly-competitive business environment to take cognisance of the dynamic and relevant aspects of competition law, this programme equips you with the requisite knowledge and skills for the current business environment. The programme covers aspects of the economics of competition law, merger control, restrictive horizontal and vertical practices, the abuse of a dominant position and remedies for challenging situations.

Construction Contract Administration and Management


COURSE CODE
P003342


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The short course in **Construction Contract Administration and Management** is a practical course that has been designed to provide you with a sound understanding of the importance of construction contracts in the built environment. During the course, you will explore the project lifecycle to help you determine the inherent risks associated with and recognise the contractual tools at your disposal at each stage. Referencing standard form contracts used in the South African construction industry, detailed case studies and proforma administrative documents, you will gain comprehensive knowledge of the legal requirements presented by construction contracts and the potential ramifications of non-compliance.

See also: *Built Environment and Construction*

Construction Contracts


COURSE CODE
 P003379


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The short course in **Construction Contracts** introduces you to the law of contracts and, more specifically, the various types of construction contract used in the current South African construction and built environments. Not only will you gain exposure to different building and contractor agreements, but you will also get access to an in-depth knowledge base of professional liability, professional service agreements (PROCSA) and contract standards such as the Joint Building Contracts Committee (JBCC), New Engineering Contract (NEC), Fédération Internationale des Ingénieurs-Conseils (FIDIC) and General Conditions of Contract (GCC).

See also: *Built Environment and Construction*

Advanced Course in Construction Contracts


COURSE CODE
 P001896


MODE OF DELIVERY
 Contact sessions



DURATION
 5 contact days



CERTIFICATE
 Successfully completed


The **Advanced Course in Construction Contracts** is specifically designed to equip you with more progressive knowledge on contract law and the drawing up of contracts as applicable to the South African construction and built environment. The course particularly looks into the topics (contract types) of: Joint Building Contracts Committee (JBCC); General Conditions of Contract (GCC); New Engineering Contract (NEC); and International Federation of Consulting Engineers (FIDIC). The course will enable you to manage construction projects more effectively based on any one of these types of contracts and concludes with the submission of an individual practical assignment towards successful completion.


See also: *Built Environment and Construction*

Programme in Construction Adjudication


COURSE CODE
 P002828


MODE OF DELIVERY
 Contact sessions


DURATION
 8 study blocks with 2 contact days each


CERTIFICATE
 Successfully completed

The **Programme in Construction Adjudication** provides you with a unique opportunity to examine the various initiatives being implemented in the promotion and application of construction adjudication. This has given rise to a greater need for construction and legal professionals to advise, assist and/or represent parties, and those who already practice or intend to practice as adjudicators to be trained further in the practice of construction adjudication. As it is progressively becoming more entrenched as a procedure for resolving construction disputes across the South African construction industry, this programme aims to assist you in implementing a relevant statutory framework for construction.

See also: *Built Environment and Construction*

Basic Course in Financial Investigation


COURSE CODE
 P003182


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

CREDIT-BEARING*

The **Basic Course in Financial Investigation** provides you with the insights to conduct basic financial investigations by enhancing your understanding of money banking systems, the nature of certain trading entities and basic financial investigative techniques. The course will enable you, as forensic practitioner, to develop detection and investigative skills in order to stay ahead of various economic crimes that are on the increase. During the course, you will therefore be equipped with the necessary skills to effectively follow money trails and obtain relevant evidence in a manner that will ensure its admission to a court of law or disciplinary hearing.

See also: *Financial Management and Taxation* | *See index

Forensic Investigation


COURSE CODE
P005932


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Forensic Investigation** provides you with the practical skills and requisite knowledge to better understand the basics of governing legalities and technicalities in executing sound forensic investigations. The course covers topics of how to deal with interviews, evidence and suspects in such a manner that subsequent judicial scrutiny will uphold and that the obtained evidence can be admitted to a disciplinary hearing or court of law. By following a case-study approach, issues within the fraud risk management scenario are addressed in order to effectively manage the prevention, detection and investigation of fraud and corruption within any organisation.

See also: *Financial Management and Taxation*

Interviewing Skills for Fraud Examiners and Auditors


COURSE CODE
P000886


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Interviewing Skills for Fraud Examiners and Auditors** short course provides you with the necessary skills and knowledge to obtain more reliable information from people to ensure the eventual admission of fraud-related information in a disciplinary hearing or court of law. The success of any investigation, whether criminal, civil, disciplinary, audit or compliance-related, is directly linked to the quality of the information obtained, and during the course, you will become familiar with the behaviours and dynamics people exhibit in order to help you in your role as fraud examiner or auditor to conduct interviews in an ethical and lawful manner.

See also: *Financial Management and Taxation* | *See index

Investigation of Financial Crime


COURSE CODE
P003181


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in the **Investigation of Financial Crime** provides you with practical-orientated training to deal with a number of investigation methodologies, techniques and tools that lead to more effective investigations and risk management strategies in your organisation. Using a case-study approach, the course provides you with an opportunity to upskill and refresh your knowledge of the worldwide impact of financial crime and its unlawful activation for personal gain and/or benefit. During the course, you will gain invaluable insights to the manifestation of fraud activities, insider trading, market manipulation, financial scams, tax evasion, bribery, embezzlement, money laundering, forgery and counterfeiting.

See also: *Financial Management and Taxation* | *See index

Investigation and Management of Cyber and Electronic Crime


COURSE CODE
P000612


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in the **Investigation and Management of Cyber and Electronic Crime** provides you with insights to and knowledge of the legal and practical issues that specifically relate to criminal conduct in the online environment and exponential advancements in information and communication technologies that has given rise to cyber and electronic crime. During the course, you will be equipped with practical skills in the investigation, litigation and risk management of cyber and electronic crime that will lead to the eventual acquisition of admissible electronic evidence of criminal activities that can be used in a court of law or hearing.

See also: *Financial Management and Taxation* |
Information and Communication Technology | *See index

Advanced Course in Insolvency Litigation and Administration Practice


COURSE CODE
 P000621


MODE OF DELIVERY
 Distance learning with limited contact days


DURATION
 12 months self-directed learning followed by 2 contact days


CERTIFICATE
 Successfully completed

The **Advanced Course in Insolvency Litigation and Administration Practice** is designed to facilitate your further legal training and development as attorney in the field of insolvency litigation and administration, or if you are looking to move into this specialised field of financial law. The course specifically covers topics of sequestration and liquidation applications, procedures for business rescue, statutory compromises, as well as intervening applications. You will also become more familiar with the impact of the Companies Act 71 of 2008 on insolvency law, practice and business rescue. This course is presented in conjunction with the Law Society of South Africa.

See also: *Financial Management and Taxation*

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Advanced Course in International Insolvency Law


COURSE CODE
 P000091


MODE OF DELIVERY
 Distance learning with limited contact days


DURATION
 12 months self-directed learning followed by 2 contact days


CERTIFICATE
 Successfully completed

The **Advanced Course in International Insolvency Law** provides you with an in-depth look at international insolvency law trends on a comparative basis as applicable to South Africa, the United States, the United Kingdom, Sweden and Australia. The course will be beneficial to any financial and/or law professional interested in international insolvency as viewed from a southern African perspective. Although the course is mainly based on the rules of cross-border insolvency law, you will gain knowledge of the history of insolvency law, comparative aspects and classification of insolvency systems, the different classes of creditors, core terminology, and South African insolvency legislation.

See also: *Financial Management and Taxation*

Deceased Estates


COURSE CODE
 P003428


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The short course in **Deceased Estates** provides you with insights to the planning and administration of estates, insolvent estates and all insolvent estate entities. The course specifically covers topics of deceased-estate administration procedures, the functions of the Master of the High Court, intestate and testate succession, the law of trusts, sequestration and its consequences, as well as the winding-up of companies and close corporations. You will also gain invaluable knowledge of the appointment and duties of the executor, estate duty, the role of the curator bonis, provisional trustee and trustees' accounts, composition and rehabilitation, as well as capital-gains tax implications.

See also: *Financial Management and Taxation*

SARIPA Programme in Insolvency Law and Practice


COURSE CODE
 P000087 (Contact) P000093 (Distance)


MODE OF DELIVERY
 Contact sessions or Distance learning



DURATION
 10 months self-directed learning with 2 one-day workshops



CERTIFICATE
 Successfully completed


The **SARIPA Programme in Insolvency Law and Practice** provides you with a practice-orientated training intervention in the administration of insolvent estates. The programme covers the effects of insolvency on the insolvent, the solvent spouse and contracts, impeachable transactions, the powers and duties of trustees and liquidators, as well as insolvency meetings. You will also gain insights to proof of claims, interrogations, preferent and concurrent creditors, and drafting of liquidation and distribution accounts. You will also gain a better understanding of sequestration and winding-up procedures. The programme is presented in line with the South African Restructuring and Insolvency Practitioners Association (SARIPA).


See also: *Financial Management and Taxation*

Copyright Law


COURSE CODE
P002996



MODE OF DELIVERY
Contact sessions



DURATION
2 study blocks of 5 days each



CERTIFICATE
Successfully completed


The short course in **Copyright Law** provides you with insights to the legal aspects that govern and inform the personal and/or commercial creation, reproduction and use of artistic or creative works. During the course, you will come to terms with the eligibility for copyright, when and how copyright originates, how long copyright endures, who are considered as copyright owners, and how international treaties affect copyright in South Africa. You will also gain insights to the conditions in which works may be reproduced and used by others, when infringement of copyright occurs, as well as remedies available to deal with infringement.

Patent Law


COURSE CODE
P002997


MODE OF DELIVERY
Contact sessions


DURATION
10 study blocks of 4 days each (4 hours per day)


CERTIFICATE
Successfully completed

The short course in **Patent Law** focuses on the protection for new inventions whereby you will discover which inventions are eligible to be patented, when and how a patent originates, what a patent entails, how long a patent endures and who owns it. You will also gain know-how of circumstances where inventions may be used by others who do not own the patent and when infringement of a patent occurs. The course also looks at remedies available to deal with these infringements and you will gain invaluable knowledge of international treaties and how they influence patents in South Africa.

See also: *Business Management and Entrepreneurship*

Strategic Approach to Intellectual Property Rights Enforcement


COURSE CODE
P003507


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Strategic Approach to Intellectual Property Rights Enforcement** short course provides you with a basic introduction to intellectual property rights and the protective remedies that are available to enforce these rights in the South African business environment. The course provides you with an in-depth look at all the administrative requirements of the Counterfeit Goods Act 37 of 1997 (as amended) – preparing you to not only grasp all the issues relevant to the protection and enforcement of intellectual property rights, but also to give you insights to current thought leadership on a national and international level in this specialised legal field.

Advanced Course in Union Rights and Negotiations


COURSE CODE
P001371


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed

The **Advanced Course in Union Rights and Negotiations** provides you with the knowledge and insights to be able to initialise and maintain collective bargaining structures within the provisions of the Labour Relations Act 66 of 1995 (as amended). The course specifically looks at the collective bargaining process in terms of the workplace environment, organisational rights under the Act, general negotiation principles and strategies, as well as labour relations negotiations. During the course, you will acquire practical skills to negotiate and implement collective labour agreements and become knowledgeable in promoting economic development, social justice, labour peace and democracy in the workplace.

See also: *Human Capital Management*

Advanced Programme in Labour Law


COURSE CODE
P000608


MODE OF DELIVERY
Contact sessions


DURATION
16 study blocks with 1 contact day each


CERTIFICATE
Successfully completed

The **Advanced Programme in Labour Law** provides you with a comprehensive understanding of the legislation around labour issues in South Africa, with the specific aim to correctly implement these principles in your organisation. The programme delves into more progressive aspects of both employees and employers' rights with regard to human resources and legal practice. During the programme, you will therefore gain invaluable insights to the most recent developments in areas of labour law as well as specialised skills in drafting contracts of employment in compliance with the provisions of the Basic Conditions of Employment Act 75 of 1997 (as amended).

See also: *Human Capital Management*

Disciplinary Enquiries in the Workplace


COURSE CODE
P000615


MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Successfully completed


The **Disciplinary Enquiries in the Workplace** short course provides you with invaluable practical skills and knowledge in your role and function as human resources practitioner or manager during the disciplinary process. Fair and impartial disciplinary enquiries establish trust in management and also help avoid the consequences of an unfair dismissal referral that might result in major cost and/or time implications for an organisation. The course specifically covers topics of complaint investigations, drafting of charges and the notification of enquiries, preparing for enquiry procedures, applying basic rules of evidence, as well as cross-examination against the background of relevant labour relations legislation.


See also: *Human Capital Management*

Advanced Programme in Labour Relations Management


COURSE CODE
P000127


MODE OF DELIVERY
Contact sessions


DURATION
5 study blocks of 3 days each


CERTIFICATE
Successfully completed

The **Advanced Programme in Labour Relations Management** provides you with progressive knowledge and skills that are specifically related to labour relations as a core function of contemporary human resources management. In your role as human resources or labour relations practitioner, the programme offers you an opportunity to develop the requisite specialised labour relations skills to apply in the workplace environment. During the programme you also will gain hands-on experience through case studies and simulated role-play that focus on all aspects of modern South African labour relations, including industrial action, dispute resolution, disciplinary action and dismissals, grievances, as well as negotiations.

See also: *Human Capital Management* | *See index

Labour Dispute Resolution for Labour Relations Practitioners


COURSE CODE
P001372


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Labour Dispute Resolution for Labour Relations Practitioners** provides you with the requisite knowledge and skills for conciliation and arbitration in labour dispute enquiries before the Commission for Conciliation, Mediation and Arbitration (CCMA). The course aims to equip you with insights to the legal requirements and guidelines in dealing with industrial action, as well as aspects of relevant legislation and case law as applicable to labour dispute resolution. You will also become familiar with the relevant conciliation and arbitration proceedings and law of evidence with regard to acting as either applicant or respondent during a labour dispute.

See also: *Human Capital Management*

CREDIT-BEARING*


COURSE CODE
 P00096


MODE OF DELIVERY
 Contact sessions


DURATION
 4 contact days


CERTIFICATE
 Successfully completed


The **Labour Relations** short course provides you with insights to the dynamics of the South African labour market. This is an essential competency in the volatile business environment in which contemporary organisations function. The course covers a range of topics related to labour relations in the current labour market, including conflict management, affirmative action, the latest labour legislation, grievances and dismissals, collective bargaining structures and processes, conciliation and arbitration before the Commission for Conciliation, Mediation and Arbitration (CCMA), industrial action and negotiation skills. All these factors play an intricate part in the successful resolution of labour-related issues in the workplace.


See also: *Human Capital Management* | *See index

Programme in Employment Equity


COURSE CODE
 P003191



MODE OF DELIVERY
 Contact sessions



DURATION
 4 study blocks of 3 days each



CERTIFICATE
 Successfully completed


The **Programme in Employment Equity** provides you with an integrated approach to employment equity in the workplace and equips you with the necessary tools and techniques that can be applied in the promotion of equal opportunity and fair treatment of employees. The course delves deeper into the provisions made by the Employment Equity Act 55 of 1998 (as amended) to establish equity as the cornerstone of sustainable growth in South African organisations, and specifically looks at diversity management, equity and social responsibility, future planning, organisational transformation, interpreting and applying legislation to industry charters, and implementing employment equity programmes successfully.

See also: *Human Capital Management*


COURSE CODE
 P002813



MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days



CERTIFICATE
 Attendance


The **Introduction to Trial Advocacy** short course is specifically developed for final-year LLB students to prepare them for legal practice as they are about to enter the workplace. The course provides you with the opportunity to develop trial skills as an advocate in the criminal courtroom based on two specialised categories: (1) the requisite skills to accomplish individual tasks (tactical skills), including delivery of opening statements and closing arguments, as well as cross-examination of witnesses; and (2) the skills to integrate these individual actions to achieve greater effects and to drive unfolding events towards the advocate's desired outcomes and strategy.

New Rules of Cross-Examination


COURSE CODE
 P003028


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Attendance

The **New Rules of Cross-Examination** short course provides you with a range of offensive tactics designed to enhance your theory of a case as cross-examiner. The course offers you practical tips and instructive real-world examples in cross-examination in order to develop straightforward, effective techniques to maximise your perceptive skills, minimise witness evasion and control the runaway witness. You will come to prepare for your next cross-examination with anticipation instead of trepidation, and will be able to construct persuasive cross-examinations through the chapter method and techniques of primacy and recency, while also understanding the cross-examiner's role as teacher in the courtroom.

School for Legal Practice (Law School)



COURSE CODE
P00003



MODE OF DELIVERY
Contact sessions



DURATION
18 study blocks of 4 contact days + alternate Saturdays
(Semester 1 or 2)



CERTIFICATE
Successfully completed

The **School for Legal Practice (Law School)** provides you with a unique training opportunity that will enable you to reduce the duration of your articles of clerkship to one year instead of two by covering the whole ambit of the Attorneys' Admission Examination. Presented by esteemed practitioners renowned for their practical experience and expertise in various fields of law, the School aims to provide you with further applied skills in legal practice, thereby also improving access to the legal profession. **The School for Legal Practice (Law School) is accredited in terms of the Attorneys Act 53 of 1979 (as amended).**

Contract Drafting



COURSE CODE
P002073



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed

The short course in **Contract Drafting** provides you with skills and knowledge of the basic principles, concepts, negotiations, drafting and administration of contracts as non-lawyer or lawyer (as refresher course) alike. The course spends some time on explaining the principles and concepts and how they impact on the interpretation of contracts in order to equip you with the necessary competencies, including practical and conceptual skills, in proper contract drafting. During the course, you will also develop a better understanding of the matters and issues that might occur from time to time in respect of the drafting and interpretation of contracts.

Programme in Legislative Drafting



COURSE CODE
P000078



MODE OF DELIVERY
Contact sessions or Fully online



DURATION
15 contact days or 20 weeks online



CERTIFICATE
Successfully completed

The **Programme in Legislative Drafting** provides you with the requisite skills and competencies to produce clear, effective and implementable legislation and directives that comply with the requirements of the Constitution and based on the Commonwealth system of legislative drafting. Specifically aimed at legislative drafters in government, compliance officers, drafting consultants in private practice, as well as drafters of rules and regulations for other organs of state and/or parastatal bodies, this programme will provide you with the necessary confidence to appropriately translate policy guidelines to new primary and secondary legislation, including the amendment of existing legislation or drafting of new legislation.

See also: *Public Administration and Management*



Marketing, Communication and Languages

As more and more technologies have emerged that offer interaction, engagement and collaboration across the world in real-time, many social media platforms (such as Twitter, Facebook and YouTube) now allow us to transmit information to the masses without any practical limitations. Amid this, traditional forms of individual and mass communications are disappearing as we are witnessing shrinking print readerships, less and less broadcast television viewers and even the decline of fixed-line telephones.¹ However, in the age of the Internet-of-Things we have only begun to fully unearth the power of communications between people, anywhere on the planet, at any time, all simultaneously.

Mainstream media, governments and industries are just starting to grasp the implications of a hyper-connected, (almost) fully mobile, anytime/anywhere world. It is now much harder to conceal things like political corruption, product defects and inadequate service to the general public.² With our products and services in **Marketing, Communication and Languages**, you are sure to be equipped and prepared with the requisite knowledge to promote and stimulate the creation of purposeful marketing as we become more aware of the importance of traction beyond mere promotion (being in a constant state of flux), trying to find new ways to sell, package and communicate.²

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Business Writing


COURSE CODE
P001966



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The short course in **Business Writing** provides you with the requisite skills in applying the general principles of communication in a variety of professional business contexts. Good writing is an important part of career success, yet very few employees receive guidance on the writing and formatting of documents in the workplace. During this course, you will be assisted in writing correct, concise, clear and professional documents by focusing on the business environment, compiling and updating your CV, the writing process, crafting effective messages, compiling and formatting documents, editing and revising communication, as well as responding to various types of materials.

Creative Writing


COURSE CODE
P001293


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Attendance

The **Creative Writing** short course consists of interactive workshops focusing on the writing of poetry and prose (short stories and novels), as well as drama and scriptwriting with sessions presented by published authors. During the course, you will have the opportunity to learn about basic and advanced tenets of various literary genres, as well as publishing opportunities in these fields. Your own texts will be workshopped and there will be opportunities to discuss it with authors/presenters during the course. The overall aim of the course is to stimulate creative input, expand ideas for texts and to improve existing texts/works in progress.

See also: *Education and Teacher Development*

Cross-Cultural Communication


COURSE CODE
P005202


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The short course in **Cross-Cultural Communication** provides you with a framework to negotiate your way in the culturally diverse and complex business environment of the 21st century. During the course, you will gain a better understanding of the meaning of cross-cultural communication by focusing on the various layers, patterns and dimensions of intercultural competence, including the types of communication or discourse that you will typically encounter and the role that cultural standards and multilingualism plays in the workplace. You will also gain an in-depth knowledge of the impact of globalisation and transnationalism, stereotyping and xenophobia, racism and typical conflict scenarios.


**See index*

Presentation Skills for the Workplace


COURSE CODE
P000616


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Successfully completed

The **Presentation Skills for the Workplace** workshop provides you with the requisite knowledge and insights to become more proficient in the art of delivering presentations in any organisation. The workshop covers the various aspects of interpersonal communication and technical skills in order to compile effective presentations, including an in-depth look at the nature and dynamics of various types of presentations that you can employ. You will also develop skills to be better prepared for presentations, communicate and interact more effectively during your own presentations, and evaluate the impact and success of presentations for better performance and delivery in the future.

Professional Communication at Work


COURSE CODE
P002783


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Professional Communication at Work** short course equips you with the essential skills to engage in professional spoken, written and visual communication messages in your workplace. During the course, you will gain insights to your own communication style, interpersonal and intercultural communication, business etiquette, business presentations and effective written messages. You will also have the opportunity to gain practical experience in all these facets by participating in exercises to improve the readability of texts, writing relevant texts/messages for different business purposes, evaluating presentations (your own and those of others), and complete relevant questionnaires to determine your brain and/or personality profiles.

Report Writing


COURSE CODE
P001961



MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Successfully completed


The short course in **Report Writing** provides you with indispensable knowledge and skills to be able to write professional and scientific reports that conform to conventional formats and communicate their message as effectively and efficiently as possible to all stakeholders and/or decision makers. Good report-writing skills have become essential for managers and employees, and this course specifically looks into various report types that require certain research and interpretation methods. You will also become familiar with the different phases in the report-writing process, the main elements that are usually included in reports and the application of in-house styles for report writing.

Thesis and Dissertation Writing


COURSE CODE
P002662



MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
2 contact days



CERTIFICATE
Attendance


The **Thesis and Dissertation Writing** workshop provides you with the necessary insights to enable you to make a breakthrough in your thought processes and compile (or revise) critical parts of your current thesis or dissertation that you find problematic. Following a meta-cognitive approach (thinking about how you think about your research), the workshop includes exercises in solving problems in different facets of the thesis or dissertation writing process. During the workshop, you will also come to understand the different types of research that are usually undertaken (including quantitative, qualitative, mixed-method and meta-research) to enable you deliver a thorough research study.

Customer Complaint Management


COURSE CODE
P005829


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Successfully completed

The **Customer Complaint Management** workshop provides you with the necessary tools and techniques to deal with service delivery failures and customers who lodge complaints where expectations are not met. Very few managers and employees are adequately trained to deal with situations where service delivery goes wrong, and this workshop aims to equip you with the skills to interact – either face-to-face or in writing – in an (often) emotionally driven environment. During the workshop, you will come understand how to defuse confrontational situations to retain customers, manage their expectations and compile a service recovery plan to build stronger relationships with customers.

Customer Experience Management


COURSE CODE
P002145


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The **Customer Experience Management** short course specifically focuses on the development and execution of customer experience management (CEM) measurement, strategies and implementation, and will provide you with a deeper understanding of the essentials of CEM. Organisations are increasingly recognising that customer retention, growth and profitability rely heavily on the quality of customers' interaction with their business environments. This course is designed to address one of the fastest growing needs in modern organisations and aims to help you increase customer retention, growth, loyalty and profitability where you will soon be on your way to become a customer experience specialist or manager.

See also: *Business Management and Entrepreneurship* | *Supply Chain Management and Logistics*

Customer Experience Practice


COURSE CODE
P003092


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

With the short course in **Customer Experience Practice**, you will be able to bridge the gap between theory and practice in the customer experience and service delivery arena by focusing on the implementation of customer experience principles. This course will ultimately enable you to identify needs and then develop and implement customer experience programmes that are relevant to your respective industry and/or workplace. Customer experience management (CEM) has gained popularity in recent years as an effective mechanism for retaining and promoting client loyalty, but many businesses are still struggling with the implementation of CEM principles in their specific business environments.

See also: *Business Management and Entrepreneurship* | *Supply Chain Management and Logistics*

Customer Service Excellence


COURSE CODE
P001638


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Customer Service Excellence** will provide you with a comprehensive understanding of how the roles, attitudes and interactions of customer service consultants ultimately shape your clients' perception and value assessment of your organisation in presenting a unique product and/or service proposition. The course specifically focuses on identifying and modelling customer service delivery from a best-practice viewpoint while it also looks at how to motivate and maintain the morale of customer service staff and/or teams. The course further looks at methods of inspiring others to always deliver consistently and with high-quality service excellence always top of mind.

See also: *Business Management and Entrepreneurship* | *Supply Chain Management and Logistics*

Relationship Marketing: Building Strong Relationships with Customers


COURSE CODE
P005831



MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Successfully completed


The short course in **Relationship Marketing: Building Strong Relationships with Customers** provides you with the knowledge and skills to better understand customers' needs in order to use relationship marketing as a customer retention measure in your business environment. Building long-term relationships with reciprocal customers is one way to effectively manage customer retention in an increasingly competitive and global market. During this course, you will gain practical insights to deal with customers and manage relationships by building trust, fostering commitment, ensuring efficient service delivery and maintaining customer satisfaction. Most importantly, the course develops your understanding of customers and their decision making.

Afrikaans Language Course for Beginners


COURSE CODE
P000252


MODE OF DELIVERY
Contact sessions


DURATION
10 study blocks with 1 day contact day each



CERTIFICATE
Successfully completed

The **Afrikaans Language Course for Beginners** provides you with a sufficient foundation in the grammar and vocabulary of Afrikaans to express yourself comfortably in both social and business contexts. The course equips you with the necessary language skills to read, write and understand Afrikaans through various practical exercises – even if you have no or little prior knowledge of the language – and the confidence to partake in dialogue, one-on-one interactions and group discussions. An emphasis is placed on fluency and grammatical correctness in both oral and written work, while aiming to improve proficiency with the help of audio-visual material and exercises.

Basic South African Sign Language Course


COURSE CODE
P005183


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Attendance


The **Basic South African Sign Language Course** will equip you with sign language skills in order to communicate with people who are deaf and/or hard of hearing. The course consists of practical communication sessions to fast track and enhance your skills in using South African Sign Language (SASL). During the course, you will gain insights into the different aspects of sign language and acquire the confidence to communicate proficiently by means of manual communication (i.e. hand gestures, facial expressions and body movement). SASL is also acknowledged as a language of instruction in the education of deaf learners in South Africa.


See also: *Education and Teacher Development*

IsiZulu Language Course for Beginners


COURSE CODE
P001366



MODE OF DELIVERY
Contact sessions



DURATION
24 study blocks with 1 contact day each



CERTIFICATE
Successfully completed


The **isiZulu Language Course for Beginners** provides you with some fundamental communication skills in the grammar and vocabulary of isiZulu – even if you have no or very little prior knowledge of the language – including suitable expressions for everyday use. The course focuses on pronunciation and sounds, specific speech acts and producing simple sentences in the three basic tenses. You will also be able to develop your language skills to formulate and answer questions, give commands and make statements, while demonstrating your knowledge of the structure and meaning of selected linguistic phenomena by employing exercises for both oral and written facets.

Japanese Language Course


COURSE CODE
P002967 (Part 1), P003109 (Part 2), P003175 (Part 3)



MODE OF DELIVERY
Contact sessions



DURATION
20 study blocks with 1 contact day each (per part)



CERTIFICATE
Successfully completed


The **Japanese Language Course** is ideal whether you are looking to acquire Japanese for the purpose of business, travel or personal interest. From delicious sushi and tea, to the brave samurais and beautiful geishas of ancient Japan, this three-part course (basic, intermediate and advanced) will provide you with the knowledge and skills you need to communicate in this exciting language. During the course, you will be able to broaden your understanding of the Japanese language and culture, while learning the Hiragana and Katakana (Japanese characters) for writing and reading. You will also develop basic communication skills in listening, speaking, reading and writing in Japanese.

Spanish Language Course for Beginners


COURSE CODE
 P001210 (Module 1)


MODE OF DELIVERY
 Contact sessions


DURATION
 20 study blocks with 1 contact day each


CERTIFICATE
 Successfully completed

The **Spanish Language Course for Beginners** develops your ability and confidence in Spanish grammar and vocabulary that can be used in everyday communication, whether you have little or no prior knowledge of the language. Spoken in more than 24 countries around the world, Spanish has a far-reaching influence on commerce and societies that stretch from South America to Europe. This course provides you with a unique opportunity to acquire Spanish as an additional language for travel, personal or business purposes. You will also be able to explore the diverse cultures, ways of life, customs and traditions of the Spanish-speaking world.

Communication and Sales Toolkit for Start-up Companies


COURSE CODE
 P003516


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The **Communication and Sales Toolkit for Start-up Companies** short course is aimed at coaching members of start-up companies in practical yet effective communication and sales tools (as instruments of engagement) that can be used to present products or services to prospective clients with considerable confidence and higher levels of engagement. The engagement with prospective clients is about more than mere promotional meetings, and during this course you will be introduced to the tools, techniques and skills that are important to affect an impactful encounter driven by appropriate presentation strategies and promotional tools that can be used to your advantage.

See also: *Business Management and Entrepreneurship*

Compiling a Marketing Plan


COURSE CODE
 P005828


MODE OF DELIVERY
 Contact sessions


DURATION
 2 contact days


CERTIFICATE
 Successfully completed

The short course in **Compiling a Marketing Plan** provides you with an overview of how to effectively compile and present a marketing plan that is guaranteed to yield a return-on-investment. During the course, you will acquire skills to formulate marketing objectives, analyse the current market situation, identify key constructs to perform a SWOT analysis and position your business or products appropriately. You will also gain insights to suitable target segmentation, distribution strategies, different pricing methods, as well as marketing communication channels – specifically focusing on how the marketing plan is used to provide an operational blue print for the marketing function.

Digital Market Insights and Data Science


COURSE CODE
 P006277


MODE OF DELIVERY
 Contact sessions


DURATION
 10 contact days spread over 3 months


CERTIFICATE
 Successfully completed

The short course in **Digital Market Insights and Data Science** provides you with the latest updates and skills in digital markets innovation based on data-driven approaches, using algorithms to analyse data sets and being able to run basic social media analyses as a market researcher. During the course, you will gain insights to customer-centric data analysis, talking to clients about data trends and identifying business challenges in your environment. You will also be empowered to run more effective and impactful market research projects that address the changing needs of your clients and obtain data-driven results from a user experience perspective.

See also: *Information and Communication Technology*

Introductory Course in Events Management


COURSE CODE
P001423


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Introductory Course in Events Management** provides you with a basic overview of events coordination with a strong focus on the events management process at its core. The course covers specific aspects of events management in a variety of industries – with the application of relevant case studies and practical guidelines – that include planning, project and risk management, marketing and budgeting, and event legalities/evaluation. During the course, you will gain the requisite skills and knowledge to successfully bring a concept to life, plan accordingly to execute seamless and memorable events, and coordinate the full scope of events from beginning to end.

Advanced Course in Events Management


COURSE CODE
P001424



MODE OF DELIVERY
Contact sessions


DURATION
9 contact days



CERTIFICATE
Successfully completed


The **Advanced Course in Events Management** provides you with more progressive insights to the events management industry and focuses on the business aspects (and the importance of the events manager) to successfully deliver an events project from start to finish. During the course, you will acquire the skills to prepare and present persuasive event proposals, structure and manage an event as a project, and design and implement all aspects of the event planning process. You will also gain in-depth knowledge of the relevant procurement, contracting, risk planning, marketing, financial and logistic aspects that the events manager should be aware of.

Introductory Course in Marketing Management


COURSE CODE
P005832


MODE OF DELIVERY
Contact session (Workshop)


DURATION
1 contact day


CERTIFICATE
Successfully completed

The **Introductory Course in Marketing Management** provides you with an overview of the fundamentals of marketing management and the multifaceted (and interconnected) role it plays in all other business functions of an organisation. During the workshop, you will gain the necessary insights to identify customer needs and how to address these needs through an integrated and coherent marketing management approach. You will also gain a better understanding of customer expectations, product and price, distribution, promotion, people and processes, as well as physical evidence for appropriate marketing planning purposes that are often neglected during the normal management practices of an organisation.

Advanced Course in Marketing Management


COURSE CODE
P005833


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Marketing Management** provides you with a more progressive understanding of the interrelated issues impacting on customer retention and dealing with customers from a marketing perspective. The course focuses on marketing management as much more than just a combination of strategies, and includes topics of building relationships with customers, providing excellent service and also dealing with customer complaints. This complicated process requires a variety of skills, and the course assists you in improving marketing management responsibilities through principles of marketing management, relationship strategies, service delivery concepts and complaint management that can be integrated into one marketing plan.

Performing Practical Primary Marketing Research


COURSE CODE
 P005830



MODE OF DELIVERY
 Contact sessions



DURATION
 2 contact days



CERTIFICATE
 Successfully completed


The short course in **Performing Practical Primary Marketing Research** provides you with an overview of the marketing research process and how to perform a primary research study more effectively. During the course, you will acquire a number of skills that enable you to conduct secondary and primary research projects, including distinguishing between qualitative and quantitative research designs, sampling methods, compiling questionnaires, as well as analysing and interpreting research results. The insights gained from conducting proper marketing research can be used to draft business and marketing plans, identify opportunities and threats in the market, gain valuable consumer insights and recognise trends.

Online Course in Big Data Science


COURSE CODE
 P006297


MODE OF DELIVERY
 Fully online (Instructor-led)


DURATION
 5 weeks online


CERTIFICATE
 Successfully completed

The **Online Course in Big Data Science** provides you with the latest scientific investigation techniques to employ innovative approaches and algorithms for processing and analysing big data in order to reveal patterns, trends and associations – especially relating to human behaviour and interactions. During the course, you gain will exposure to the different application domains of big data, data management, machine learning and predictive modelling, as used in the fields computer science, statistics, informatics, computational biology, mathematics, EECE (Data Fusion) and sport and exercise science. You will also gain insights to industry-related data applications, such as insurance and social media platforms.

See also: *Information and Communication Technology*

A Practical Guide to Successfully Collect and Analyse (Usable) Data


COURSE CODE
 P005834


MODE OF DELIVERY
 Contact sessions


DURATION
 2 contact days


CERTIFICATE
 Successfully completed

The short course, **A Practical Guide to Successfully Collect and Analyse (Usable) Data**, provides you with invaluable insights to develop effective measures to collect data and ensure that meaningful statistical analyses can be performed for the purpose of marketing research outputs. The course covers various aspects of the marketing data collection process, including distinguishing between primary and secondary data, choosing different sampling methods, formulating research objectives and hypotheses, and statistical techniques that can be used to analyse data. During the course, you will also acquire skills in using Qualtrics software to develop questionnaires to measure relevant constructs of your study.

Strategic Tourism Destination Marketing


COURSE CODE
 P000595


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The **Strategic Tourism Destination Marketing** short course provides you with an opportunity to explore different approaches to trends in destination marketing, while building up a practical framework for promoting your own destination more strategically for tourism. During the course, you will acquire the appropriate insights to analyse, interpret and select the right markets, execute suitable destination branding and position your destination more competitively through integrated marketing and communication strategies. The course specifically focuses on international best practices, relevant case studies and practical guidelines to impart the requisite knowledge and skills of destination marketing approaches and principles of tourism promotion.

See also: *Sport, Tourism, Arts and Culture*

Community Radio Broadcasting


COURSE CODE
P003593


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Community Radio Broadcasting** short course provides you with an introduction to the medium of radio as one of the most far-reaching communication platforms in South Africa. The course specifically looks at the basic operations associated with radio broadcasting, highlights the different types of radio stations, gives a breakdown of the various departments within a radio station, and touches on the typical legislation that governs the local radio industry. During the course, you will also develop creative techniques to broadcast appropriate programming aimed at your own community or niche market, gaining hands-on experience in creating content that grabs listeners' attention.

Fundamentals of Digital Television


COURSE CODE
P005899


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Fundamentals of Digital Television** short course provides you with a comprehensive overview of new television broadcast workflows – from production to delivery – and aims to equip you with specific insights to future innovations in television and its effects on the broadcaster. As either technical or non-technical professional currently or aspiring to work in the television broadcasting space, this course provides you with a better understanding of the entire Digital Terrestrial Television (DTT) value chain, including digital and analogue terminology, compression standards and signal distribution, as well as relevant communication plans of digital television as an advancement of traditional analogue broadcasting.

Introduction to Audio-Visual Translation and Subtitling


COURSE CODE
P003627



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Introduction to Audio-Visual Translation and Subtitling** short course provides you with specialised knowledge of audio-visual translation (AVT) and subtitling as an increasingly popular form of translation for recreational and broadcast purposes. Subtitling has a myriad of practical uses in the promotion of literacy, multilingualism, language rights and access for the disabled. The course covers topics of the history of audio-visual translation, the use of this technology on a global scale and its potential application in the South African context by looking at the principles and techniques of subtitling and creating your own set of subtitles using readily available freeware.

Kick-start your Professional Network Using LinkedIn


COURSE CODE
P003438



MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Attendance


The **Kick-start your Professional Network Using LinkedIn** workshop aims to help you unearth your personal identity and build your professional online presence using the right tools and techniques for maximum exposure. As a social media platform for networking, this workshop provides you with the necessary insights to capitalise on the multitude of connections that LinkedIn offers, and gives you a step-by-step guide to enable you to build a complete, competitive and comprehensive profile. You will be able to exploit all the features of LinkedIn to its full advantage while also making yourself more visible to potential employers and/or networking partners.

Migration to Digital Radio


COURSE CODE
 P005994 (DTT), P006011 (DAB)


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The **Migration to Digital Radio** short course provides you with an introduction to the development of standards for digital audio broadcasting (DAB and DAB+) at the point where traditional analogue broadcasts are becoming obsolete across the globe. The course specifically delves into possible future innovations in the radio broadcasting space, and aims to equip both technical and non-technical professionals with a better understanding of the differences between digital and analogue radio broadcasting by highlighting how the switch to digital will affect broadcasters in the long-run. This course also has two delivery options for both operational (DTT) and technical (DAB) training.

Migration to Digital Television


COURSE CODE
 P005955


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Migration to Digital Television** short course provides you with an overview of the imminent switchover to high-definition digital video broadcasting (DVB) standards in view of the gradual detractor of the analogue television broadcasting standard (PAL 625). The course covers various aspects of television broadcasting, including video compression, digital terrestrial television (DTT) systems and standards (such as DVB-T2 and DVB-S2), and the development of consequent communication plans. During the course, you will gain invaluable insights to future innovations in television broadcasting and direct-to-home transmission, and a better understanding of the move to digital television and its pending impact on broadcasters.

Radio Ministry


COURSE CODE
 P001599


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The **Radio Ministry** short course provides you with a unique training opportunity to acquire new skills in presenting religious programmes on the radio. During the course, you will gain exposure of the different ways that radio can be used as communication medium to spread the Gospel through radio scripting, religious messaging and creative content that is appropriate in a religious context. You will further gain insights to the relationship between church and radio, ethics of religious broadcasting, the presentation of a sermon or liturgy over the radio, the recording of services and studio messages, as well as high-quality radio production.

See also: *Social and Religious Studies*

Vision Control and Mixing


COURSE CODE
 P005895


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Vision Control and Mixing** short course provides you with insights to the techniques used for vision control and mixing by means of the operations control panel (OCP), camera control unit (CCU) and camera setup to ensure technical quality and continuity during television productions. During the course, you will come to understand all the relevant aspects of transmitting a television signal from both the studio and outside broadcast vehicle, including practical guidance in controlling and correcting defects of the broadcast. You will also become familiar with the various methods in selecting and manipulating video sources on air or during production.

Copy Editing for Electronic Publications


COURSE CODE
P003490


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days



CERTIFICATE
Successfully completed


The short course in **Copy Editing for Electronic Publications** provides you with technical skills in editing electronic files with appropriate HTML mark-up (tagging) in order to develop fully-functioning HTML compatible documents set for publication. The course is specifically aimed at freelance editors or in-house copy editors who are seeking to update and/or develop their HTML knowledge and capabilities to stay relevant in the publishing industry. You will acquire the requisite skills and knowledge of a basic HTML structure, applying tags to develop and mark-up new content, adjust existing content for digital platforms, and other appropriate methods to mark-up digital content.

Editing Principles and Practice


COURSE CODE
P000293


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
14 study blocks with 1 contact day each


CERTIFICATE
Successfully completed

The **Editing Principles and Practice** workshop-styled course provides you with the requisite skills and knowledge to use language as a tool to better present content and information to a relevant readership or target market. The course includes a brief revision of English grammar and problems that are frequently found in South African writing. You will also gain a better understanding of register and tone, structuring of arguments and the sectioning of content (chunking) for better logic. During the course, you will be guided through hands-on exercises and gain exposure to a variety of texts for a wide scope of editing opportunities.

Introduction to the Principles and Techniques of Translation


COURSE CODE
P003628


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Introduction to Principles and Techniques of Translation** short course provides you with a historic context of language translation and equips you with relevant methods and techniques to apply in your own translation practice. The course covers topics of technological advances in translation, resources for translation-related research, language transfer in the 21st century, and the importance of the human factor in the translation of texts. During the course, you will not only become familiar with the legal framework in which translators in South Africa function, but you will also be able to critique translated texts accordingly based on these principles.

A group of people are gathered around a table in a meeting room, looking at documents and papers. The scene is dimly lit, with a focus on the hands and papers. The background is slightly blurred, showing other people and office furniture. The overall atmosphere is professional and collaborative.

Project and Risk Management

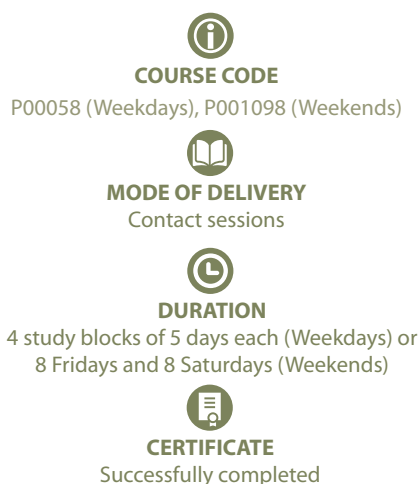
By embracing innovation and new technologies, many businesses – whether in construction, infrastructure network or industrial operations – have an obligation to ready themselves for the future and face the challenges of enhanced productivity. Equally important – and at the heart of any project – are the prospects of always delivering on time, on budget and in line with projected quality.¹ This accounts for a significant share of any project’s lifecycle costs, but with new collaboration tools becoming more commonplace during the Fourth Industrial Revolution, many organisations should foster talent development and continuous learning to this end.

It will become crucial to take more and more proactive steps to keep projects coordinated and aligned through rigorous project management processes to adhere to the successful workflows: project delivery, lifecycle performance, sustainability, affordability, resilience and flexibility.² Our products and services in **Project and Risk Management** will not only help you to define required deliverables and timelines for the overall feasibility of your projects, but will also enable your support teams to draw up action plans and detailed tasks, milestones, accountabilities and risks aimed at meeting these future challenges head-on.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Programme in Project Management

PPM



During the **Programme in Project Management** you will not only gain the requisite skills to ensure that projects are delivered seamlessly, but you will also be equipped with the necessary tools to manage projects on time and within any allocated budget. This comprehensive programme has been designed to develop both your project management skills and insights, while empowering you with the necessary tools and techniques to successfully deliver any project. The PPM celebrated 20 years of training excellence in 2017, with delegates from a variety of industries and government organisations having already successfully completed and benefitted from the programme since 1997.

Advanced Programme in Project Leadership

APPL

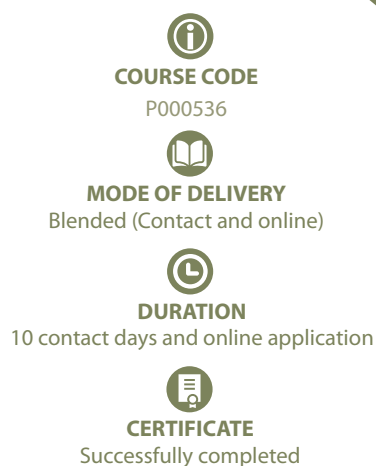


The **Advanced Programme in Project Leadership** provides you with progressive insights to become more effective in your role as project leader or manager appointed to lead complex projects. As engineer or other professional in the field, you might often find that your career trajectories rapidly lead towards management and leadership roles, but as you continue to grow into more complex projects and line functions, your responsibilities start to entail advanced leadership dimensions that need to be honed. **You should have successfully completed the Programme in Project Management (PPM) or Advanced Programme in Project Management (APPM) to enrol in this programme.**

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Advanced Programme in Project Management

APPM



The **Advanced Programme in Project Management (APPM)** takes you beyond the basic project management principles focusing on mastering advanced concepts and the integration of modern technologies and approaches to project lifecycles. Strategic aspects are balanced with practical application through the extensive use of software techniques, while elevating your skills and applying advanced risk and critical chain tools or techniques to project plans, as well as applying negotiating skills and techniques to project contracts. **You should have successfully completed the Programme in Project Management (PPM) or Comprehensive Project Management Programme for Built Environment Practitioners (CPMP) to enrol in the advanced programme.**

See also: *Built Environment and Construction*

Comprehensive Project Management Programme for Built Environment Practitioners

CPMP



The **Comprehensive Project Management Programme (CPMP) for Built Environment Practitioners** presents you with a unique training experience in applying the ten Project Management Body of Knowledge (PMBOK®) areas directly to the built environment by supplementing them with extensive coverage of the law of contracts, standard industry contracts for contractors, agreements for consultants, procurement processes, contract administration, programme management, as well as the principles of property management. The programme further focuses on the topics of project finance, cost estimating, and feasibility studies as well as human resource management to serve as the background to the origin and management of construction projects.

See also: *Built Environment and Construction*

Online Programme in IT Project Management




COURSE CODE
P000275


MODE OF DELIVERY
Fully online (Instructor-led)


DURATION
15 weeks online


CERTIFICATE
Successfully completed

The **Online Programme in IT Project Management** takes you through the entire lifecycle of a project by interacting with real-time challenges and imminent issues that typically crop up during projects. The programme equips you with practical skills to set up a project budget, plan a project, assign resources and make difficult decisions in times of crises. During the programme, you will encounter projects of real clients and stakeholders, while being expected to manage diverse project teams. The programme includes definite deadlines that a project manager must meet to simulate the pressure of making the right decision at the right time.

See also: *Information and Communication Technology*

Advanced Course in Earned Value Management


COURSE CODE
P005461


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Earned Value Management** provides you with an end-to-end view of earned value management and how it should be applied to projects in any industry. During the course, you will become familiar with a value-for-money approach to measure project performance and how it compares to the value delivered to both planned and actual project performance. You will also become competent in forecasting expected project completion dates and costs, provide management with performance indicators and yield the full benefits of using these techniques (and acquisition of the necessary skills) to plan projects in support of earned value management.

Effective Risk Management


COURSE CODE
P002999


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Effective Risk Management** short course will equip you with the relevant knowledge of principles, tools and techniques that would engender overall improved performance in operational risk management. The course focuses on contextual application across a wide variety of industries and you will be exposed to improved organisational performance through better risk management processes that are in line with global best practices. The course also covers the basics of management, strategic management principles, corporate governance and ethics, roles, culture and control in the risk environment, organisational behaviour and risk frameworks, as well as tools and techniques of operational risk management.

See also: *Business Management and Entrepreneurship*

Online Course: Introduction to Project Management




COURSE CODE
P003602


MODE OF DELIVERY
Fully online


DURATION
14 weeks online


CERTIFICATE
Successfully completed

The **Online Course: Introduction to Project Management** provides you with practical skills in the management of the scope and quality, time and cost, risk, human resources, communication and procurement processes of any project. As organisations are increasingly structuring and managing their operations on project management principles, the success of adopting a project approach in all work aspects, and acquiring and mastering project management skills, are increasingly important in today's professional environments. This course offers you the fundamental knowledge base in project management to gain the necessary insights to set you apart in a competitive job market or already established career.

Online Course in Project Risk Management




COURSE CODE
P003257


MODE OF DELIVERY
Fully online


DURATION
5 weeks online


CERTIFICATE
Successfully completed

The **Online Course in Project Risk Management** provides you with the insights and knowledge to better determine and quantify uncertainties in a project, and consequently develop controls or action plans to enhance its chances of success. Whether you need to execute projects successfully, finish on time, within budget and deliver the required performance and quality, this course will help you to obtain the required theoretical knowledge of project risk management with an emphasis on the tools, techniques, procedures and processes to manage various risk factors prevalent in projects. **This course earns you credit towards the Programme in Project Management (PPM).**

Project Management Principles and Practices




COURSE CODE
P000031 (Contact), P005586 (Online)



MODE OF DELIVERY
Contact sessions or Fully online



DURATION
3 contact days or 5 weeks online



CERTIFICATE
Successfully completed


The **Principles and Practices of Project Management** short course provides you with the practical know-how to schedule and authorise projects, allocating resources and setting up cost and time estimations. During the course, you will gain insights to develop a business case for a project, initiate the project, plan its lifecycle phase, manage scope changes and deliver a scope statement, identify work packages and identify stakeholders (including their roles and responsibilities) on a project in your organisation – yielding the benefits of project support systems and specialised management planning techniques. **This course earns you credit towards the Programme in Project Management (PPM).**

Project Management Principles and Practices in Organisations


COURSE CODE
P000725



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The short course in **Project Management Principles and Practices in Organisations** provides you with the tools and techniques to manage projects in any work environment and to understand the role of your organisation (or project support office) in the successful completion of projects. Many organisations turn to project management to help manage their daily business operations, apart from individual projects, and therefore the project manager or team leader should have a complete understanding of what the project management process entails and what their respective responsibilities are in relation. **This course earns you credit towards the Programme in Project Management (PPM).**

Project Management Principles and Practices with Microsoft Project


COURSE CODE
P003082


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Project Management Principles and Practices with Microsoft Project** provides you with the skills to design, implement and manage basic project plans by means of proven project management software. During the course, you will be able to use Microsoft Project as a tool to manage projects in your specific working environment and understand the role of the project support office to successfully complete your projects. Among other topics, you will also gain exposure to project lifecycles and phases, as well as initiating and defining projects. **This course earns you credit towards the Programme in Project Management (PPM).**

Introductory Course in Microsoft Project


COURSE CODE
 P003587


MODE OF DELIVERY
 Contact sessions


DURATION
 2 contact days


CERTIFICATE
 Successfully completed

The **Introductory Course in Microsoft Project** provides you with the fundamental skills and knowledge of a popular project management tool that can be used in the transition from a Work Breakdown Structure (WBS) to a basic project schedule that will help you keep track of projects and stay organised. During the course, you will gain insights to streamlining your project, resource and portfolio management approach by getting familiar with built-in templates, scheduling tools and execution of projects through the software application's interface. You will also gain know-how to evaluate and optimise your own project portfolio to prioritise projects and tasks.

See also: *Information and Communication Technology*

Intermediate Course in Microsoft Project


COURSE CODE
 P003588


MODE OF DELIVERY
 Contact sessions


DURATION
 2 contact days


CERTIFICATE
 Successfully completed

The **Intermediate Course in Microsoft Project** provides you with more progressive skills in the use of this project management application to set up a complete baseline schedule with the allocation of resources and costs that will enable you to successfully track projects and get the results you want. You will also gain insights to the software's built-in reporting tools to seamlessly integrate advanced analytics on the progress of projects, knowledge of how resources are used and how to collaborate with various team members on a project. The course further equips you with organisation and scheduling skills to streamline projects better.

See also: *Information and Communication Technology*

Project Management for Public Officials


COURSE CODE
 P000183


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The short course in **Project Management for Public Officials** provides you with the requisite skills and knowledge in support of your role as government official and/or manager with a focus on policy and planning, programme management, public financial management and planning instruments – including the Medium-Term Strategic Framework (MTSF) and the Medium-Term Expenditure Framework (MTEF). During the course, you will gain the necessary insights to be able to define the concepts of project and project management and consequently discuss the contribution of project management to your own organisational success (with specific reference to project-based public management in any sphere of government).

See also: *Public Administration and Management*

Programme and Portfolio Management


COURSE CODE
 P003559


MODE OF DELIVERY
 Contact sessions


DURATION
 5 contact days


CERTIFICATE
 Successfully completed

The **Programme and Portfolio Management** short course specifically addresses principles and concepts that are commonplace in the management and coordination of different engineering and/or construction programmes and portfolios. Based on international standards and practices, the course focuses on the differences between and interfaces of project outcomes and benefits all the way through to meeting strategic goals with optimal portfolio selection, management and governance in place. The course will not only equip you with the knowledge and skills to apply programme and portfolio management in your work environment more successfully, but will also provide you with its essential tools and techniques.

See also: *Engineering and Technology Management*

Certified Associate in Project Management Preparation

CAPM®



COURSE CODE

P005628



MODE OF DELIVERY

Contact sessions (Workshop)



DURATION

3 contact days



CERTIFICATE

Attendance

The **Certified Associate in Project Management Preparation (CAPM®)** workshop will prepare and assist you to become certified through the CAPM® examination in order to distinguish yourself in the job market and enhance your credibility and effectiveness working as a project manager on or with project teams. Project management is a rapidly growing profession, and with the CAPM® certification you will be able to fast track many new and exciting career opportunities in the field. The workshop addresses the following knowledge areas: project management processes; project integration management; project scope management; project time management; project cost management; and project quality management.

Project Management Professional Exam Preparation

PMP®



COURSE CODE

P001554



MODE OF DELIVERY

Contact sessions (Workshop)



DURATION

3 contact days



CERTIFICATE

Attendance

The **Project Management Professional Exam Preparation (PMP®)** workshop assists you in improving your knowledge of project management in preparation of the PMP® examination. Unlike other certifications that focus on a particular geography or domain, the international PMP® certification can lead to project management work in virtually any industry, using various methodologies and/or in any possible location. The PMP® helps you understand the global language of project management and enables you to better connect with the global project management community. The workshop focuses on the following knowledge areas: initiating projects; planning projects; executing projects; monitoring and controlling projects; and closing projects.



Property, Retail and Facilities Management

Cities and urban spaces are evolving faster than ever in human history, putting them at the point of unprecedented transformation and behavioural shifts in the property development and retail markets.¹ With an estimated 6 billion people living in urban areas by 2050, we will need to develop future-driven solutions to fast-track the delivery of human-centred, innovative, sustainable and affordable urban infrastructures and services that are required to prepare our cities and other living spaces for what lies ahead. If managed in a coordinated manner, this could lead to record growth and prosperity for all on economic, social and environmental levels.

Real estate and retail development are often central to urban development, so we also need to work closely with tenants, local governments, city planners and community stakeholders in achieving benefits of cost savings, building improvements, increased liquidity and lettability, lower depreciation, as well as reduced regulatory risks.² With our product and services in **Property, Retail and Facilities Management**, you will not only be equipped with the tools and skills to make a significant contribution to improvements in this sector, but you will also be able to benefit from the vital insights presented through technological advances and sustainable strategies.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Facilities Management


COURSE CODE
P001310


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Facilities Management** short course covers a comprehensive scope of management, finance, reporting, operating and environmental aspects of facilities management in order to equip you with the skills and integrated knowledge to implement a successful facilities management plan and manage its impact on people and the workplace. The course will provide you with a good understanding of the multidisciplinary activities applicable to facilities management, including efficient and effective delivery of support services in your organisation to ensure the successful integration of people, systems, places, processes and technology that are part and parcel of the responsibilities of the facilities manager. **Presented on an in-house basis only.**

See also: *Built Environment and Construction*

Advanced Course in Facilities Management


COURSE CODE
P003215


MODE OF DELIVERY
Contact sessions



DURATION
4 contact days



CERTIFICATE
Successfully completed


The **Advanced Course in Facilities Management** progresses your skills to a higher level to enable you to control expenditure and improve service delivery while leaving the management of non-core support and associated services to the relevant specialists. The course specifically focuses on more advanced management principles of facilities management, looking at aspects of cash flow, debtors and cost recovery, maintenance principles applicable to facilities, building plans and the measurement of floor areas for leasing. It also gives you an in-depth overview of the environmental aspects of facilities and building projects, as well as the delictual responsibilities of the facilities manager. **Presented on an in-house basis only.**


See also: *Built Environment and Construction*

Introduction to Property Management


COURSE CODE
P000120



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The **Introduction to Property Management** short course provides you with requisite knowledge and skills in the principles and practice of commercial property management in your current or prospective role as property administrator or real estate manager. During the course, you will develop a better understanding of the various property management functions, including: financial management of properties; facilities, asset and maintenance management; risk management of properties; tenant installation; and the management of operating costs. You will also gain insights to the processes, systems and workforce required to successfully manage the lifecycle of all acquired properties. **Presented on an in-house basis only.**

Lease Negotiation


COURSE CODE
P000771


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The short course in **Lease Negotiation** provides you with basic skills in negotiating lease agreements and specifically looks at the impact of the Consumer Protection Act 68 of 2008 (as amended) on the industry. The course covers topics of the legal principles of contract law and the lease agreement, principles of negotiation, the unique nature of the leasing of offices, shopping space and industrial property, as well as common problems encountered in lease administration. You will come to understand the concept of tenancy, problems encountered in lease administration and negotiating terms of a lease. **Presented on an in-house basis only.**

Programme for the Commercial Property Practitioner


COURSE CODE
P000109



MODE OF DELIVERY
Distance learning with limited contact days



DURATION
8 months self-directed learning followed by 4 contact days



CERTIFICATE
Successfully completed


The **Programme for the Commercial Property Practitioner** provides you with a comprehensive training programme in property management presented in cooperation with the South African Property Owners Association (SAPOA). As the premier programme for practitioners and brokers involved in office, retail and industrial leasing (including selling, management and investment), you have the opportunity to gain a strong functional base in commercial property management that includes an introduction to property development, building technology and services, building and design economics, financial mathematics, management accounting, principles of economics, town and regional planning, as well as property law, finance, management, taxation, marketing and valuation.

Spatial Planning, Land Use Management and Urban Development Dynamics


COURSE CODE
P003500


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days


CERTIFICATE
Successfully completed


The short course in **Spatial Planning, Land Use Management and Urban Development Dynamics** is specifically designed to enhance your skills and knowledge as real estate practitioner, property valuer, commercial property broker, estate agent, property developer or property financier in the wake of recent changes in development planning and infrastructure delivery by-laws. The course is ideal if you are involved in real estate or property development and often have to deal with complex processes or sometimes high-risk investment decisions on property deals. The course will provide you with much needed knowledge to counter the effects on your business operations and/or investments.


See also: *Built Environment and Construction*

Fundamentals of Shopping Centre Marketing


COURSE CODE
P000247


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days


CERTIFICATE
Successfully completed

The short course in the **Fundamentals of Shopping Centre Marketing** provides you with insights to several aspects of shopping centre marketing on an introductory level. The course covers topics of the nature of retailing, market segmentation, shopping centre merchandise planning, customer communication, defining the processes of market channels, marketing budgets and the development of a strategic marketing plan. You will also develop a better understanding of shopping centre classifications, merchant associations versus marketing funds, promotions and events planning, media liaison, communications planning in relation to your marketing strategy, preparing and managing budgets, and tenant relations and legislation relevant to marketing.

Programme for Field Marketers and In-Store Consultants


COURSE CODE
P003373


MODE OF DELIVERY
Contact sessions


DURATION
5 study blocks of 2 days each


CERTIFICATE
Successfully completed

The **Programme for Field Marketers and In-Store Consultants** provides you with the essential tools and techniques as brand ambassador to better perform the sales and merchandising function of three-dimensional marketing in a retail environment. The programme specifically covers topics of highly-targeted direct selling promotions, merchandising, auditing, sampling and demonstration, experiential marketing, and organising road shows, events and mystery shopping sprees. During the programme, you will develop a good understanding of retail marketing and its manifestation on an in-store level, conducting eye-ball checks, persuading in-store decision makers to place orders, merchandising of stock, and planning and implementing promotions, among other aspects.

Retail Leadership Development Programme

RLDP


COURSE CODE
P002176


MODE OF DELIVERY
Contact sessions


DURATION
5 study blocks of 2 days each


CERTIFICATE
Successfully completed

The **Retail Leadership Development Programme (RLDP)** provides you with a comprehensive skills development initiative that will not only enhance your leadership abilities, but also improve performance in your business area as a manager or team leader in the retail industry. The programme specifically covers techniques and concepts that are used to navigate this challenging environment, and aims to give you a better understanding of the systems, strategies, approaches and leadership styles that are important in the outcomes of a successful retail endeavour. During a functional analysis of your retail business position, you will also acquire know-how in securing suitable team members.

See also: *General Management and Leadership Development*

Retail Management Development Programme

RMDP


COURSE CODE
P002691


MODE OF DELIVERY
Contact sessions


DURATION
5 study blocks of 5 days each



CERTIFICATE
Successfully completed


The **Retail Management Development Programme (RMDP)** equips you with the requisite skills to become more effective in pursuing excellence in terms of your organisation's goals as middle manager in the retail industry. The programme provides you with an avenue to upskill on your managerial abilities, while focusing on leadership and transformation in retail and wholesale. During the programme, you will gain a better understanding of the manager's role in human resource management, retail in both the global and South African contexts, operations and supply chain management, product research and development, financial management and accounting, as well as sound labour relations.


See also: *General Management and Leadership Development*


Shopping Centre Management

CSCM


COURSE CODE
P000110


MODE OF DELIVERY
Contact sessions



DURATION
7 contact days (Sun to Sat)


CERTIFICATE
Successfully completed

The annual short course in **Shopping Centre Management (CSCM)** provides you with the essential skills and knowledge of the principles and practice of shopping centre management and development. The course particularly delves into the topics of the development of a shopping centre concept, typology and terminology, location theory, research in shopping centre marketing, design principles, services building maintenance and parking management, as well as insurance security management in shopping centres. **This course is presented in cooperation with the South African Council of Shopping Centres (SACSC)** and is aimed at all professionals working in and/or with the retail (shopping centre) environment.

Advanced Course in Shopping Centre Leadership

ACSL


COURSE CODE
P000100


MODE OF DELIVERY
Distance learning with limited contact days


DURATION
8 months self-directed learning with 4 contact days


CERTIFICATE
Successfully completed

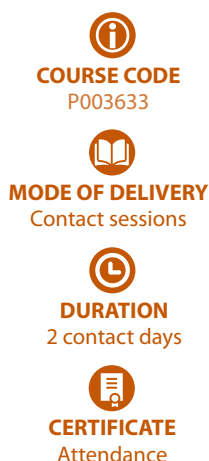
The **Advanced Course in Shopping Centre Leadership (ACSL)** provides you with a more progressive understanding of the various aspects of shopping centre management and leadership development. The strong competition in the retail market and changes in South Africans' shopping patterns have led to a current need for more talented shopping mall managers and/or team leaders. During this course, you will be able to further hone your managerial and business acumen to strategically position shopping centres as a vital component of the retail and property environments. **The course is presented in cooperation with the South African Council of Shopping Centres (SACSC).**

Public Administration and Management

More than ever before, the public sector should become a persistent driver of investment in initiatives and instruments to help channel innovation in response to the Fourth Industrial Revolution.¹ It is no longer merely national, provincial or local governments' responsibility to deliver public infrastructure and services, but through disciplined, responsible and deliberate investment and a mission-orientated approach to drive technological innovation, public-private partnerships will more actively start to shape markets and stimulate economic growth.² The benefits of transformation strategies to overcome municipal budget deficits, maintaining a stream of much needed projects, providing additional investment in the form of private sector capital and fast-tracking economic development are vital.

Meeting such a challenge, however, will require a shift in championing an entrepreneurial public sector and kick-starting a collaboration with private sector to share the responsibility of policies and consequent initiatives that will ensure growth and pro-job forecasts.² With our products and services in **Public Administration and Management**, you will be able to gain invaluable insights, knowledge and skills in policy-making, planning, design, implementation, operation and maintenance, and monitoring, as well as the financing of service delivery in the public-private partnership sphere to meet the challenge head-on and be better prepared for the future.

Audit Readiness: Reporting on Predetermined Objectives



The short course in **Audit Readiness: Reporting on Predetermined Objectives** provides you with preparatory knowledge to conduct successful audits on predetermined objectives for all public sector departments, entities and municipalities. During the course, you will acquire the necessary skills to compile a performance information report in line with stipulations of the Public Audit Act of 2004, with the aim to indicate whether your reported entity performance is reliable, accurate and complete. You will also gain essential information on the importance of compliance regarding reporting requirements, relevant audit processes and objectives, the performance reporting cycle and regulatory requirements, roles and responsibilities.

See also: *Financial Management and Taxation*

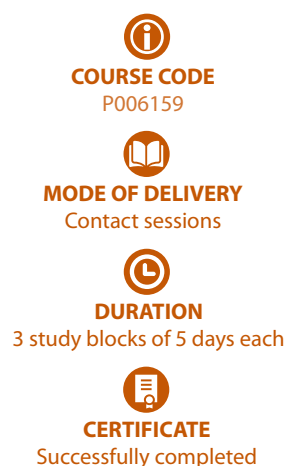
Fiscal Decentralisation and Subnational Government Finance



The **Fiscal Decentralisation and Subnational Government Finance** short course provides you with specific insights to the management of effective public sector reform and the public finance dimension of intergovernmental relations in the African context. During this course, you will not only gain invaluable knowledge of various policies and practical issues that need to be considered with regard to fiscal decentralisation and subnational government expenditure and revenue assignment, but you will also become familiar with intergovernmental transfers, capital financing, borrowing and debt, appropriate sources of revenue for subnational government, and policy and administrative issues regarding property tax as a revenue source.

See also: *Financial Management and Taxation*

GRAP/IPSAS Financial Reporting



The **GRAP/IPSAS Financial Reporting** short course provides you with detailed and in-depth knowledge of the implementation and financial reporting structures of the Generally Recognised Accounting Practice (GRAP) and International Public Sector Accounting Standards (IPSAS) as required of all South African (and international) public sector entities. The course focuses on the recognition, measurement (both initial and subsequent) and disclosure requirements of these standards, and provides you with practical guidance in the preparation and compilation of GRAP/IPSAS compliant annual financial statements. **This course is presented in collaboration with the Ducharme Training Institute.**


See also: *Financial Management and Taxation*

Municipal Cash Handling and Customer Care




The short course in **Municipal Cash Handling and Customer Care** provides you with the requisite knowledge and skills in effectively managing cash flow and customer service in the municipal finance department – with specific relevance to supervisory debtors and payments counter staff. The course covers various topics of effective cash management, duties and responsibilities around cash handling, the cash handling business framework and relevant processes. You will also come to better understand your specific municipality's values, standards and operational controls in relation to cash handling and customer care, including the measurement of customer care success and commitment to customer service excellence.

**LGSETA Certificate:
Municipal Finance Management Programme
(SAQA ID 48965) MFMP**


COURSE CODE
P002803



MODE OF DELIVERY
Contact sessions



DURATION
6 study blocks (28 Unit Standards)



CERTIFICATE
Competent (LGSETA)


The **Municipal Finance Management Programme** provides you with a full scope and understanding of the selected legislative regulatory framework that governs the public sector management and administration environment, enabling you to interpret South African legislation and policies that specifically affect municipal finance management. The programme is presented in support of all requirements of the National Treasury regulations (as stipulated in the Government Gazette) on the minimum competency levels for municipal officials. You will become familiar with aspects of strategic management, budgeting, implementation and performance management, municipal accounting and risk management, cost and capital planning, supply chain management and project management.

**Municipal Public Accounts Committee
Training Course MPAC**


COURSE CODE
P006211


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days (US 116343; 116348; 116358; 119334)


CERTIFICATE
Competent (LGSETA)

The **Municipal Public Accounts Committee Training Course** provides you with insights to the authority, monitoring and reporting functions of the Municipal Public Accounts Committee (MPAC) stipulated in the Local Government Municipal Systems Act (MSA) of 2000 (as amended), the Integrated Development Plan (IDP) and the Service Delivery and Budget Implementation Plan (SDBIP). The course covers all aspects of the interrelationships between and within the three spheres of government and other stakeholders, the concepts and principles of oversight and accountability, communicating with all stakeholders to enhance effective oversight, as well as evaluating issues of service delivery in context of oversight processes.

**Online Course in Supply Chain Management
for Public Officials**


COURSE CODE
P003485


MODE OF DELIVERY
Fully online


DURATION
5 weeks online (US 119345)


CERTIFICATE
Competent (LGSETA)

The **Online Course in Supply Chain Management for Public Officials** provides you with a better understanding of the principles, regulations and legislation specifically underlying Supply Chain Management (SCM) in the public sector that will enable you to further acquire requisite skills in public finance management and administration. The course covers topics of SCM principles, systems and resources and how to secure and manage supplier contracts. You will also gain invaluable insights to the elements of SCM in South Africa, including demand, procurement (acquisition), logistics, disposal and performance management, and guidelines to the legislative framework and policies in the public sector.

**PFMA Supply Chain Management Bid
Committees Course**


COURSE CODE
P002579


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **PFMA Supply Chain Management Bid Committees Course** provides you with the skills and tools needed to operationalise the legislative requirements – as stipulated in the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPFA) and Preferential Procurement Regulations – in order to help you successfully implement supply chain management systems in your municipality and/or organisation. In addition to various aspects of the concept of supply chain management, you will come to understand the delegations, roles and functions of various bid committees (including their meeting procedures), as well as the application of the preference point system and calculation of points.
See also: *Supply Chain Management and Logistics*

Public Financial Management



COURSE CODE

P000167



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Successfully completed

The short course in **Public Financial Management** provides you with the requisite insights to the implementation and implications of the Public Finance Management Act (PFMA) of 1999 (as amended) on your role as middle or senior financial manager in the public sector. The course specifically covers various topics of the basic concepts and principles required for sound public financial management in order to comply with National Treasury regulations, to execute effective reporting and to apply the necessary performance requirements for strategic planning and budgeting, expenditure classification, performance measurement, asset and risk management, as well as internal control for financial accountability.

Public Financial Management for Non-Financial Managers



COURSE CODE

P000196



MODE OF DELIVERY

Contact sessions



DURATION

5 contact days



CERTIFICATE

Successfully completed

The short course in **Public Financial Management for Non-Financial Managers** provides you with knowledge and skills in the basic concepts and principles of financial management in the public sector as general middle or senior manager. The course aims to provide you with a basic introduction to the Public Finance Management Act (PFMA) of 1999 (as amended), together with insights to National Treasury regulations, the Medium-term Expenditure Framework (MTEF) process and effective strategic planning to effectively perform your duties that pertain to financial outcomes. You will also develop a better understanding of financial procedures, calculations and activities of a business enterprise.

Infrastructure Delivery Management Programme: Foundation Course

IDMP



COURSE CODE

P002860



MODE OF DELIVERY

Contact sessions



DURATION

4 study blocks of 5 days each



CERTIFICATE

Successfully completed

The **Infrastructure Delivery Management Programme (IDMP): Foundation Course** provides you with critical insights and enhances your skills in the effective use of the Infrastructure Delivery Management System (IDMS) and Infrastructure Delivery Management (IDM) Toolkit in order to achieve standardised work methods and improved workflow. The course gives specific attention to infrastructure planning and budget alignment with infrastructure delivery. During the course, you will also come to understand the purpose, processes and principles of the IDMS – as highlighted by best-practice methodologies – to familiarise yourself as operational public sector manager with the processes, procedures and guidelines available in the IDM Toolkit.

See also: *Built Environment and Construction*

Infrastructure Delivery Management Programme: Executive Course



COURSE CODE

P006263



MODE OF DELIVERY

Contact sessions



DURATION

5 contact days



CERTIFICATE

Attendance

The **Infrastructure Delivery Management Programme: Executive Course** is aimed at senior managers in the public sector infrastructure environment in order to take advantage of the implementation of the Infrastructure Delivery Management System (IDMS) and subsequent use of the Infrastructure Delivery Management (IDM) Toolkit. The course is designed with the specific aim to familiarise yourself with the IDMS and its processes and procedures as applied to both inter- and intradepartmental decision-making processes on an executive level. During the course, you will become more aware of the advantages of the IDMS and how it specifically impacts on infrastructure delivery and management.

See also: *Built Environment and Construction*

Infrastructure Delivery Management Programme: Planning and Budgeting


COURSE CODE
P006264


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Infrastructure Delivery Management Programme: Planning and Budgeting** provides you with an operational training intervention for managers in the public sector who are responsible for planning and budgeting activities within the different Infrastructure Delivery Management System (IDMS) process levels. This includes areas of portfolio, programme and project management, as well as operations and maintenance, with the aim to foster effective implementation of the IDMS and subsequent use of the Infrastructure Delivery Management (IDM) Toolkit. During the course, you will also be equipped with the standardised work methods and improved workflow that contribute to the implementation of the IDMS.

See also: *Built Environment and Construction*

Infrastructure Delivery Management Programme: Supply Chain Management


COURSE CODE
P006265


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Infrastructure Delivery Management Programme: Supply Chain Management** is designed to provide you with operational level training intervention as manager in the public sector who is responsible for supply chain management activities within the different IDMS process levels, including portfolio, programme and project management, as well as operations and maintenance. The aim of the course is to further foster the effective implementation of the Infrastructure Delivery Management System (IDMS) and use of the Infrastructure Delivery Management (IDM) Toolkit – specifically based on supply chain management – towards the realisation of standardised work methods and improved workflow in infrastructure delivery.

See also: *Built Environment and Construction*

Municipal Integrated Development Planning


COURSE CODE
P001138


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Municipal Integrated Development Planning** short course provides you with an essential overview of the municipal development planning landscape as impacted on recently with the promulgation of the Spatial Planning and Land Use Management Act (SPLUMA) of 2013. The course introduces you to the new SPLUMA by-laws and the new roles and responsibilities of both municipalities and provincial governments in development planning. This has resulted in an entirely new principle-led approach to spatial planning and land use management with a set of application procedures and protocols with their own definite challenges for municipal planners, consulting planners and decision makers.

See also: *Built Environment and Construction*

Board Induction Training Course


COURSE CODE
P003592


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Attendance

The **Board Induction Training Course** provides you with a customised governance and leadership training initiative to effectively embody your role as board member of a Municipal Owned Entity (MOE). This course introduces you to the complex set of strategic aims and demands mandated by various legislative frameworks for Municipal Leaders, including the Municipal Systems Act, Municipal Finance Management Act (MFMA), Companies Act and King Code of Governance Principles (King III). You will also develop a better understanding of the highly regulated environment in which MOEs operate that could hinder performance, but can still effect growth if risks are managed appropriately.

Metro Governance Excellence


COURSE CODE
 P006148


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days



CERTIFICATE
 Successfully completed

The **Metro Governance Excellence** short course provides you with the requisite skills, expertise and knowledge of the municipal context and its dynamics in your role as municipal councillor. During the course, you will develop a good understanding of your oversight and leadership mandate as the community you serve places higher demands on capacity and expectations for service delivery. You will come to understand the core dimensions of (i) acting as legitimate representative of the community you serve, (ii) providing general leadership and monitoring and oversight roles in the council, and (iii) acting as custodian of municipal resources (especially public finances).

Programme in Legislative Drafting


COURSE CODE
 P000078


MODE OF DELIVERY
 Contact sessions or Fully online



DURATION
 15 contact days or 20 weeks online



CERTIFICATE
 Successfully completed


The **Programme in Legislative Drafting** provides you with the requisite skills and competencies to produce clear, effective and implementable legislation and directives that comply with the requirements of the Constitution and based on the Commonwealth system of legislative drafting. Specifically aimed at legislative drafters in government, compliance officers, drafting consultants in private practice, as well as drafters of rules and regulations for other organs of state and/or parastatal bodies, this programme will provide you with the necessary confidence to appropriately translate policy guidelines to new primary and secondary legislation, including the amendment of existing legislation or drafting of new legislation.


See also: *Law and Human Rights*

Executive Development Programme for the Public Sector


COURSE CODE
 P006126


MODE OF DELIVERY
 Contact sessions


DURATION
 3 study blocks of 5 days each



CERTIFICATE
 Successfully completed


The **Executive Development Programme for the Public Sector** provides you with a professional skills development course aligned with the Senior Management Service (SMS) Competency Framework in order to acquire the appropriate skills set at executive level. The programme will equip you as senior manager in the public sector sphere with the requisite knowledge and skills to perform your day-to-day operations effectively in a democratic, developmental state. The programme covers key points of the competency framework, including areas of strategic planning and management, human resource management, financial management and budgeting, programme and project management, as well as knowledge and information management.


See also: *General Management and Leadership Development* |


**See index*

Leadership Development Programme for Municipal Councillors


COURSE CODE
 P005990


MODE OF DELIVERY
 Contact sessions


DURATION
 4 study blocks with 1 contact day each


CERTIFICATE
 Successfully completed

The **Leadership Development Programme for Municipal Councillors** provides you with a comprehensive theoretical understanding of and practical competency assessment in Integrated Development Planning (IDP), Local Economic Development (LED), municipal budgeting and financial management as councillor in the local government sphere. The programme covers all relevant legislation, policies, powers and functions of the intergovernmental relations system (local, provincial and national) of South Africa, and introduces you to key indicators and strategies in municipal planning and project implementation processes, IDP and LED preparation and review processes (including the relevance of the Spatial Development Framework), sustainable municipal budgeting and appropriate financial reporting structures.

Municipal Management Development Programme

MMDP


COURSE CODE
P000348


MODE OF DELIVERY
Contact sessions


DURATION
8 study blocks of 2 days each


CERTIFICATE
Successfully completed

The **Municipal Management Development Programme** provides you with the requisite skills and knowledge of the major managerial and financial management issues of the municipal council in order to enable you to make a meaningful contribution towards the introduction and implementation of the policies (including professional practices) applicable to your role as municipal councillor. The programme covers specific topics of Local Government legislation, strategic management, integrated development planning and management, as well as financial management for non-financial managers. You will also develop a better understanding of leadership, governance and ethics, public management and principles, and policy development in the Local Government sphere.

Executive Leadership Municipal Development Programme

ELMDP


COURSE CODE
P001063


MODE OF DELIVERY
Contact sessions



DURATION
16 contact days



CERTIFICATE
Successfully completed


The **Executive Leadership Municipal Development Programme** provides you with the fundamental background in order to better understand the management function of and intergovernmental relations applicable to Local Governments either in your role as municipal senior manager or leader. The programme is designed to ensure accelerated development of knowledge and skills required for the effective implementation of your municipality's vision and mission by focusing on how the South African government functions, how to effectively manage municipal finances, the theory and practice of municipal policy, political power as opposed to administrative functioning, as well as integrated development planning and municipal service provision.


*See index

Programme in Empowering Responsible Leaders in Local Government


COURSE CODE
P005364


MODE OF DELIVERY
Contact sessions


DURATION
5 study blocks of 3 days each


CERTIFICATE
Successfully completed

The **Programme in Empowering Responsible Leaders in Local Government** provides you with a high-level exposition of both the theoretical and practical aspects of responsible leadership as applicable to the local government sphere. The programme covers specific topics of the meaning and application of public sector leadership, political leadership and how these various aspects of leadership can be applied in the workplace. You will also gain invaluable insights to ethical leadership, accountability, social justice and equity as the basis for good governance, and therefore, a clean, transparent and effective local government system that is aligned with the National Development Plan (NDP).


See also: *General Management and Leadership Development* |


*See index


Public Management Development Programme


PMDP

CREDIT-BEARING*


COURSE CODE
P00185


MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks of 4 days each (4 Unit Standards)



CERTIFICATE
Successfully completed


The **Public Management Development Programme** provides you with the required working knowledge and understanding of major managerial and financial management issues encountered in your capacity as public sector councillor or senior manager. The programme specifically covers various aspects of strategic operations management and service delivery, knowledge management and organisational transformation, public financial management, programming and project management, as well as secure delivery management and problem solving. During the programme, you will also get a better grip on administrative law and governance, apply the principles of sound people and performance management, and identify and apply principles of effective leadership and management.


**See index*


Executive Public Management Development Programme

CREDIT-BEARING*


COURSE CODE
P001141


MODE OF DELIVERY
Contact sessions



DURATION
8 study blocks of 3 days each + 1 study block of 4 days



CERTIFICATE
Successfully completed

The **Executive Public Management Development Programme** provides you with the necessary insights and knowledge as public sector senior manager to be able to create dynamic teams, promote innovation and risk taking, and implement continued organisation-wide learning strategies. During the programme, you will gain exposure to new ways of thinking and operations in a changing work environment and acquire the requisite skills to take on your managerial role with more confidence, make the right decisions at the right time and unlock your creative powers in the process of bringing about change – whether in your department, organisation, teams or in individual members. **See index*


Knowledge and Information Management for Senior Managers

CREDIT-BEARING*


COURSE CODE
P005869


MODE OF DELIVERY
Blended (Contact and online)


DURATION
3 contact days and online application



CERTIFICATE
Successfully completed


The **Knowledge and Information Management for Senior Managers** short course provides you with requisite skills to enhance your knowledge-based management capabilities by means of both an academic and practical approach to knowledge and information management in the public sector. The course focuses on topics of decision making and policy advice, implementing information systems based on needs and development analyses, as well as contributing to the creation and sharing of knowledge in the public sector environment. This course is aligned with the Senior Management Service (SMS) Competency Framework in order to acquire the appropriate process competency skills set on a senior manager level.

**See index*


People Management and Empowerment for Senior Managers

CREDIT-BEARING*


COURSE CODE
P005881


MODE OF DELIVERY
Blended (Contact and online)


DURATION
3 contact days and online application


CERTIFICATE
Successfully completed

The **People Management and Empowerment for Senior Managers** short course provides you with requisite skills to enhance your skills in managing teams and individuals by setting goals that take various individual approaches and levels of responsibility into account. The course focuses on topics within the human resource practice setting and empowering employees to make purposeful contributions, allocating relevant resources and solving problems in an effective way by taking accountability for their time and duty served. This course is aligned with the Senior Management Service (SMS) Competency Framework in order to acquire the appropriate core competency skills set on a senior manager level.

**See index*

Strategic Capability and Leadership for Senior Managers

CREDIT-BEARING*


COURSE CODE
P005868


MODE OF DELIVERY
Blended (Contact and online)


DURATION
3 contact days and online application


CERTIFICATE
Successfully completed

The **Strategic Capability and Leadership for Senior Managers** short course provides you with requisite skills to enhance your strategic leadership capabilities in your role as a public sector senior manager. The course specifically emphasises the process of strategic thinking within the public sphere, implementing strategic planning and reporting, as well as executing tasks aligned with government strategies that are in line with the most current theories of management and leadership locally and internationally. This course is aligned with the Senior Management Service (SMS) Competency Framework in order to acquire the appropriate core competency skills set on a senior manager level.

*See index

Asset Management for the Public Sector


COURSE CODE
P000360


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Asset Management for the Public Sector** is specifically designed to assist you in gaining the requisite knowledge and insights in the management of physical assets by developing your management skills and equipping you with particular tools and techniques that you will need to succeed in the management of public sector assets. Unlike the private sector, the imperative for managing public assets is not profit, but quality of service delivery. The course therefore delves deeper into the cross-disciplinary practices of asset and maintenance management, as well as public service, by practical application in the public sector sphere.

See also: *Engineering and Technology Management*

Business Presentation and Public Speaking in the Public Sector


COURSE CODE
P003508


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Business Presentation and Public Speaking in the Public Sector** short course provides you with the skills and insights to communicate more effectively as part of your organisation or public department's strategy for visibility, profitability and industry leadership. During this course, you will learn how to set yourself apart by focusing on designing and delivering concise and informative presentations, speaking confidently and communicating (interacting) more effectively, and evaluating the impact and success of your presentations. You will also come to understand the nature and dynamics of various types of presentations and learn to make use of the Story Strategy method.

Capacity Building for Tourism Practitioners


COURSE CODE
P003015


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Capacity Building for Tourism Practitioners** short course provides you with the requisite insights to implement effective tourism-orientated development initiatives within the local sphere of government by enhancing your knowledge in all facets of the tourism environment. Tourism is a very profitable economic sector in South Africa, where people in both a local and international context can explore thriving natural and cultural gems. The course therefore covers a range of topics that will introduce you to tourism and include tourism legislation, integrated tourism planning, tourism research and statistics, tourism asset and infrastructure management, tourism marketing and information provision for tourism.

See also: *Sport, Tourism, Arts and Culture*

Capacity Building for World Heritage Sites and Visitor Information Centres


COURSE CODE
P002992


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Capacity Building for World Heritage Sites and Visitor Information Centres** short course provides you with the necessary skills and knowledge to undertake effective tourism promotion and marketing, including the dissemination of information, for world heritage sites and visitor centres. The course covers various topics of customer service, communication, presentation, time management, as well as business management and research skills. You will also gain insights to government, the private sector and the civil sector to grow a domestic tourism economy, including knowledge of policies that impact on the role of centres within the tourism value chain and critical tourism assets.

See also: *Sport, Tourism, Arts and Culture*

Implementation of Public Service Standards


COURSE CODE
P002182


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in the **Implementation of Public Service Standards** provides you with the necessary knowledge of how public service standards can be practically applied to service delivery in the public sector and how to ensure that a more structured process is followed. The course specifically looks at standards that are anchored in goals and objectives, have a bearing on current and emerging policy issues, are both valid and reliable, and are quantifiable in the measurement of observed behaviour. You will also become familiar with service standards applicable to both internal and external clients and the compilation of accessible standards.

Integrated Public Sector Risk Management


COURSE CODE
P006143


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days (US 116339)


CERTIFICATE
Competent (LGSETA)

The **Integrated Public Sector Risk Management** short course provides you with the knowledge and insights to enable the implementation and maintenance of effective risk management systems for public sector entities (including municipalities) based on the principles of Enterprise Risk Management (ERM). The course specifically aims to effectively deal with uncertainty-associated risk and/or opportunities by enhancing institutional capacity and focuses on establishing organisational and governance risk structures, developing risk policies and procedures, applying risk management approaches and setting risk appetite and tolerance levels. You will also be able to identify and assess risks and employ international best-practice risk controls.

Monitoring and Evaluation for the Public Sector


COURSE CODE
P003419


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Monitoring and Evaluation for the Public Sector** provides you with the requisite skills to effectively execute monitoring and evaluation (M&E) processes that can assist in assessing performance and identifying contributing factors to public service delivery. During the course, you will gain invaluable insights to the importance of M&E as a tool for the public sector to manage performance-related processes of policy implementation, strategic management and programme/project management. You will also come to understand the roles and responsibilities of government officials as implementing agents of M&E, including the composition of the government-wide M&E framework and its intended outcomes.

Municipal Asset Management


COURSE CODE
P006168


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days (US 116362)


CERTIFICATE
Competent (LGSETA)

The **Municipal Asset Management** short course provides you with the requisite knowledge of strategic planning, budgeting and resource allocation in relation to performance-related policy planning processes in order to develop and implement assets and liability management policies within municipalities. During the course, you will come to better understand aspects of the preparation and assessment of banking finance, municipal liabilities management, municipal assets leasing, as well as municipal assets management and planning. You will also gain the necessary know-how to develop a municipal asset management plan, including aspects of planning, acquisition, maintenance, disposal and asset lifecycles in asset management.

Policy Management, Implementation and Analysis in the Public Sector


COURSE CODE
P000265


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The short course in **Policy Management, Implementation and Analysis in the Public Sector** provides you with the necessary knowledge to diagnose and identify current public policy issues, possible problems that may arise in policy formulation and implementation, as well as specific needs with regard to current situations in all three spheres of government. During the course, you will not only gain the skills to solve basic operational problems related to service delivery and the delegation of tasks, but you will also gain insights to best-practice techniques and methods that can be used to formulate effective policies for the public sector.

Project Management for Public Officials


COURSE CODE
P000183


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Project Management for Public Officials** provides you with the requisite skills and knowledge in support of your role as government official and/or manager with a focus on policy and planning, programme management, public financial management and planning instruments – including the Medium-Term Strategic Framework (MTSF) and the Medium-Term Expenditure Framework (MTEF). During the course, you will gain the necessary insights to be able to define the concepts of project and project management and consequently discuss the contribution of project management to your own organisational success (with specific reference to project-based public management in any sphere of government).

See also: *Project and Risk Management*

Public Policy: Public–Private Partnerships


COURSE CODE
P002782


MODE OF DELIVERY
Contact sessions


DURATION
2 study blocks of 5 days each


CERTIFICATE
Successfully completed

The **Public Policy: Public–Private Partnerships** short course provides you with a comprehensive overview of the steps involved in assessing, planning, developing and implementing public-private partnerships (PPPs) among government, businesses and various non-governmental organisations (NGOs). During the course, you will gain invaluable exposure to the contractual aspects of PPPs between public sector institutions or municipalities and private parties, including the financial, technical and operational risk factors that are involved. The course also provides you with the opportunity to develop competencies that relate to PPPs through the development and implementation of the Work Plan on Return (WPR) as well as Toolkits.

Strategic Planning and Policy Formulation for Public Officials



COURSE CODE

P002870



MODE OF DELIVERY

Contact sessions



DURATION

5 contact days (US 120307; 120301; 114585; 120311)



CERTIFICATE

Competent (PGSETA)

The short course in **Strategic Planning and Policy Formulation for Public Officials** provides you with a sound understanding of strategic management, annual performance planning and the basic aspects of policy formulation and implementation for the public sector. The course specifically focuses on the Acts that inform the Annual Performance Plan (APP), various aspects relating to budgeting and the achievement of outputs, as well as relevant decision-making tools, including: the strengths, weaknesses, opportunities and threats (SWOT) analysis, how an organisation's mission, vision and value system are determined; and utilising different policies aligned to the needs of your department and/or public entity.

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Tourism Capacity Building for Policy Makers at Local Government



COURSE CODE

P003230



MODE OF DELIVERY

Contact sessions



DURATION

2 contact days



CERTIFICATE

Successfully completed

The **Tourism Capacity Building for Policy Makers at Local Government** short course provides you with the requisite insights to all facets of tourism relevant to the development of a robust tourism industry in your respective municipality. Tourism requires the support of official structures and policies in order to remain competitive in an ever-changing global tourism market, and this course therefore considers the importance of tourism as an economic sector, specific roles of government and the private sector, tourism master planning, integration of tourism into the Integrated Development Plan (IDP), and ways of supporting development of tourism at Local Government level.

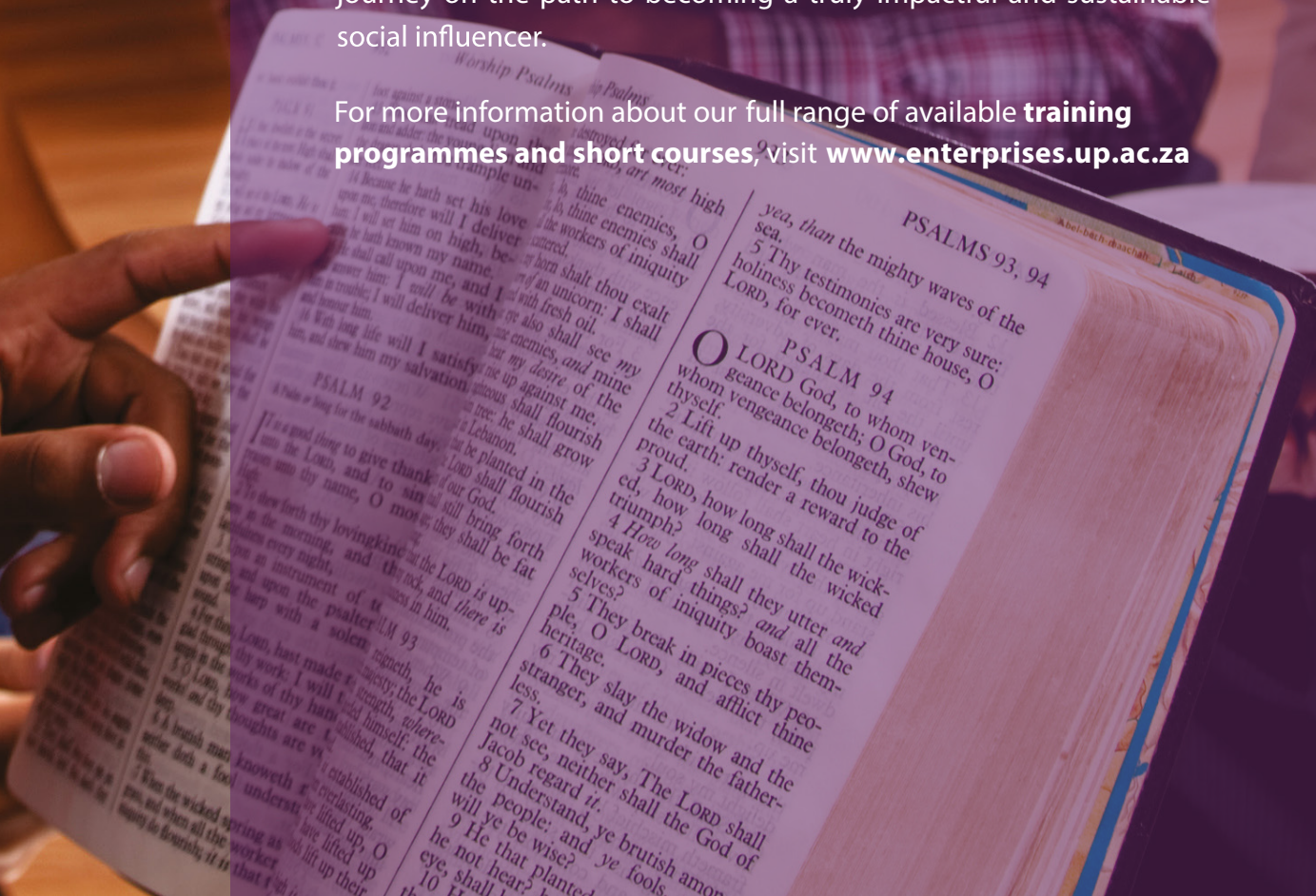
See also: *Sport, Tourism, Arts and Culture*

Social and Religious Studies

As community and social leaders of the future we need to start thinking of ourselves as social entrepreneurs; looking for strategies, tools and innovative ways that can influence the broader system in which we operate.¹ As such, we need to start sharing a common language around systems change in order to generate momentum for more effective systems change strategies and approaches – whether it comes from social influences, religious convictions or community upliftment projects – that include education programmes for social drivers and those concerned with the spiritual, environmental and physical wellbeing of the world's growing populace.

Increasing income inequalities, however, can contribute social and political unrest, which in turn can threaten our economic futures and general wellbeing in the long-run.² Religious and other socially-driven organisations have a tremendous capacity for doing good, with many of these groups being known for their initiatives to address poverty and care for the poor. Our products and services in **Social and Religious Studies** provide you with necessary backdrop, insights and practical outcomes to enable you to make a difference and start a journey on the path to becoming a truly impactful and sustainable social influencer.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za



Advanced GROW Coaching


COURSE CODE
P003569


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The short course in **Advanced GROW Coaching** provides you with the knowledge and practical skills to apply the GROW coaching model in executive coaching for leadership, management and teams, performance coaching and the structuring of mentoring conversations. The course looks at coaching approaches that are relevant to organisational and personal settings, but specifically focuses on the topics of meaning, purpose and spirituality (particularly workplace spirituality and cultural sensitivity). During the course, you will also explore the coaching context as framed by spiritual aspects in order to enhance your and your mentees' self-awareness and commitment to progress, solutions, actions and activities.


See also: *General Management and Leadership Development | Human Capital Management*

Career Construction Counselling Using Early Recollections


COURSE CODE
P005104


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Attendance

The workshop in **Career Construction Counselling Using Early Recollections**, based on Mark Savickas' Career Construction Interview (CCI), will enable you to integrate aspects of career construction and self-construction with unique factors in an individual's life to effectively describe vocational behaviour and its development. As career counsellor or relevant workplace practitioner, the workshop provides you with the opportunity to update your knowledge and skills that are necessary to elicit adequate responses to new developments in careers, career choice and career execution. This will lead clients/employees to a clear sense of identity, connect their career-life themes and enable career-life decisions in themselves.

See also: *Human Capital Management*

A Contextual–Collaborative Approach to Coaching


COURSE CODE
P003566


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course, **A Contextual–Collaborative Approach to Coaching**, provides you with a platform to capitalise on your own life and work experiences (and relationships) by developing a local coaching model. To effectively develop such a model, this course will help you develop a sensitivity towards the reality and sense-making structures of those you are coaching, while effectively collaborating on the coach–coached relationship and outcomes. The course delves deeper into various psychological theories and popular coaching approaches in a very practical manner, while also focusing on aspects of setting up professional practices, core competencies, ethics, contracts, branding and technological applications.

See also: *General Management and Leadership Development | Human Capital Management*

Career Counselling: Connecting Life Themes to Construct Life Portraits


COURSE CODE
P000503


MODE OF DELIVERY
Contact sessions



DURATION
2 contact days



CERTIFICATE
Attendance


The short course in **Career Counselling: Connecting Life Themes to Construct Life Portraits** equips you with the necessary skills to become an effective career/workplace counsellor who can adapt to the complexities (and changes) of the South African job environment and impart that knowledge and experiences on your clients/employees. The rapidly changing career setting demands a contemporary approach that connects career-life themes and help those affected to adapt and accommodate changes in constructing their life portraits. The course is mainly based on Mark Savickas' Career Construction Interview (CCI) and focuses on critically evaluating approaches to career counselling, development and decision making.


See also: *Human Capital Management*

Career Counselling: Combining the Maree Career Matrix and the Career Interest Profile


COURSE CODE
P005105


MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Attendance


The workshop in **Career Counselling: Combining the Maree Career Matrix and the Career Interest Profile** provides you with the platform to look at career counselling from a more holistic, contextual and multicultural perspective in order to employ aspects of the third-wave, narrative, life-story and postmodern approaches in your professional practice. During the workshop, you will come to understand the rationale behind and need for implementing an integrated, quantitative and qualitative approach to career counselling, development and decision making by administering both the Maree Career Matrix (MCM) and Career Interest Profile (CIP) instruments either to individuals or in a group context.


See also: *Human Capital Management*

Life Design Counselling


COURSE CODE
P006623


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day



CERTIFICATE
Successfully completed

The **Life Design Counselling** workshop provides you with the fundamental knowledge to help people understand themselves better and construct new selves, broaden their perspectives on career-life issues and facilitate change in their lives. The workshop will equip you with the know-how to empower your clients to deal with change and is based on the emergence of Self and Career Construction in response to changes in the world of work. You will be able to advance your practice of career counselling in the 21st century and successfully deal with the re-emergence of adaptability as a pivotal survival skill in various contexts.

Programme in Personal and Corporate Coaching


COURSE CODE
P002689


MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks of 4 days each


CERTIFICATE
Successfully completed

The **Programme in Personal and Corporate Coaching** provides you with the required exposure to the wide fields of life coaching for application in both personal and business contexts. The programme specifically focuses on the narrative practice of coaching, spirituality as part of our diversity and the incorporation of the African context in coaching. During the programme, you will be able to develop the requisite skills and knowledge to provide professional coaching services while executing responsible and competent coaching practices. You will also be able to draw from a variety of underlying world views that inspires independent thought and interdisciplinary perspectives.

Arts and Play Therapy with the Traumatized Child


COURSE CODE
P000115


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Arts and Play Therapy with the Traumatized Child** short course provides you with insights to the impetus of practical arts and play-based therapy instead of only focusing on theoretical aspects. During the course, you will gain in-depth knowledge of play techniques that are introduced as a means of improved assessment and treatment of the traumatized child. The course will also equip you with the tools and techniques needed to successfully use various forms of art and play in your current practice, explore the integration of creative arts in your therapy approach, and the role of decentralisation and triadic relationships.

Childcare that Inspires: Basics of Early Childhood Development


COURSE CODE
P003555


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Childcare that Inspires: Basics of Early Childhood Development** short course is specifically designed to help early childhood development (ECD) facilitators and teachers to focus on the critical knowledge and skills that will enable them to make a real difference in the early years of children's development. Often overwhelmed by all the theoretical knowledge and practical tasks involved in their work – poverty and a lack of resources also often take their toll – many ECD facilitators and teachers merely revert to keeping the children safe from harm, with the minimum stimulation and development taking place. This course aims to change that.

See also: *Education and Teacher Development*

Children, Faith and Society


COURSE CODE
P003623



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Children, Faith and Society** short course provides you with the knowledge and insights to deal with more in-depth issues related to children, child development and justice from both an integrated faith and legal perspective. The course is specifically tailored to those who deal with child-based matters on a daily basis and who are committed to the sociopolitical and theological wellbeing of children as a priority in our communities. During the course, you will become familiar with all aspects of keeping our children safe, giving the appropriate care when and where needed, children's rights and advocacy for, with and by children.

Early Childhood Development


COURSE CODE
P002916


MODE OF DELIVERY
Contact sessions


DURATION
2 study blocks of 5 days each


CERTIFICATE
Successfully completed

The **Early Childhood Development** short course is aimed at caregivers of young children who have had little or no training in the past. Young children who receive the right preparation during early childhood are equipped with the expertise that is needed to develop literacy and reading skills, as well as numeracy and basic life skills. A child's readiness for school encompasses the whole range of physical, social, emotional, language and cognitive skills that children need to thrive. The course will make you aware of opportunities and risks, while providing guidelines to develop basic skills in the work that you do.

See also: *Education and Teacher Development*

Life-Giving Faith


COURSE CODE
P003469


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The short course in **Life-Giving Faith** provides you with essential skills and insight to be able to read the signs of the times, discern the spirits of our world and create restorative and life-giving spaces as pastor, educator or community leader in an attempt to improve the spiritual wellbeing of learners and young people in schools and communities at large. The course aims to assist you in strengthening faith foundations and equip you with the tools that are required to create safe spaces to learners to explore their faith and affirm the agency of every individual who traverse those spaces.

Youth Ministry



COURSE CODE

P000084 (Contact) P003525 (Online)



MODE OF DELIVERY

Contact sessions or Fully online



DURATION

Year course (10 contact days + distance learning) or 26 weeks online



CERTIFICATE

Successfully completed

The **Youth Ministry** short course provides you with the requisite skills and mindset to successfully bring your ministry to children, teenagers and young adults through an inclusive congregational approach. The course specifically delves into biblical and contextual perspectives on youth ministry to entice these young minds to become lifelong learners of Christ and enables you as youth pastor or leader to move from a ministry for youth to a ministry with youth. The course therefore aims to better equip you with both a theoretical and practical background of youth ministry, but also to enhance your ability to deliver a life-changing experience.

Youth Ministry as an Inclusive Relational Approach



COURSE CODE

P000046



MODE OF DELIVERY

Contact sessions



DURATION

5 study blocks of 5 days each



CERTIFICATE

Successfully completed

The programme in **Youth Ministry as an Inclusive Relational Approach** provides you with an opportunity to successfully bring your ministry to today's youth in the larger southern African context. The programme will equip you with the practical skills to provide an effective ministry to children, teenagers and young adults (either as pastor or congregational youth leader) as part of the local faith community. During the programme you will come to better understand both the theoretical and practical aspects of youth and family ministry, but develop your overall capacity to deliver a meaningful and truly impactful service as part of your ministry.

Youth at Risk



COURSE CODE

P003050



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Successfully completed

The **Youth at Risk** short course provides you with insights to means of supporting and assisting young people who are most likely at risk due to their circumstances and/or choices that could have a major effect on their physical, mental, social and spiritual development. During the course, you will become familiar with both proactive and reactive skill sets to not only avert possible risk factors or crisis situations, but also to monitor and assess certain mental and social circumstances that might have an influence on children, teenagers and young adults in their life choices that could prove destructive later in life.

Approaches to Community Transformation



COURSE CODE

P002942



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Successfully completed

The short course in the **Approaches to Community Transformation** provides you with a basic introduction to community development and transformation – including different approaches and tools that can be deployed – to develop your own reflective practice as congregational or community leader. The course specifically focuses on various strategies for community transformation, the role and person of the community development practitioner, the praxis-cycle and how to use it, as well as developing an “alternative imagination” for communities. You will also come to better understand the concept of sustainable communities, create new visions for communities and translate visions into practical plans of action.

Basic Course in Faith Communities and Missional Leadership



COURSE CODE
P00022



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed

The **Basic Course in Faith Communities and Missional Leadership** provides you with fundamental insights and skills to edify and equip (build up) your local church to be able to effectively deal with the imminent burdens of contemporary society. Congregational development is a challenging task, and this course provides you with the requisite knowledge to go out and make a difference in your local community by integrating and coordinating diverse congregational memberships, various church events and activities, while also providing the necessary direction and leadership in formulating sound mission statements and visions in the process of building up a local church.

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Faith Communities and Missional Leadership Programme



COURSE CODE
P001598



MODE OF DELIVERY
Contact sessions



DURATION
5 study blocks of 4 days each



CERTIFICATE
Successfully completed

The **Faith Communities and Missional Leadership Programme** provides you with the necessary insights and specialised knowledge as Christian leader within a faith community to develop the capacity to critically reflect and better discern congregational leadership – in contrast to other types of leadership – in your specific context. During the programme, you will come to better grasp the concept of integrating your own narrative and spirituality, have a better understanding of your institutional and contextual environments, as well as engaging in more hopeful, innovative and transforming methods within your community and/or context by applying the appropriate tools, techniques, resources and gained insights.

Building Sustainable Urban Community Organisations



COURSE CODE
P002943



MODE OF DELIVERY
Contact sessions



DURATION
10 study blocks with 1 contact day each



CERTIFICATE
Successfully completed

The short course in **Building Sustainable Urban Community Organisations** equips you as (emerging) leader of your community or non-profit organisation to build sustainable community organisations within identified city spaces. The course focuses on providing the appropriate techniques for applying theology in context, reading local contexts, getting an understanding of citizenship, organisation and good cities, receiving an introduction to issues related to urban justice – such as race, class, gender and space – community development, social entrepreneurship, organisational development and management and the tools to develop a basic organisational development plan. **This course is presented in collaboration with the Institute for Urban Ministry.**

Introduction to Urban Ministry



COURSE CODE
P003624



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed

The **Introduction to Urban Ministry** short course provides you with an overview of the various challenges of ministry in a city and looks at innovative urban ministry models for its successful implementation. You will be introduced to the global and local challenges of cities, unique challenges of ministry in different urban contexts, a contextual method for doing theology in the city and different future models for urban ministry for use in your practice. You will also explore experiences of the person and spirituality of the urban ministry worker. **This course is presented in collaboration with the Institute for Urban Ministry.**

Leadership Programme in Urban Transformation


COURSE CODE
P002937


MODE OF DELIVERY
Contact sessions


DURATION
5 study blocks of 4 days each


CERTIFICATE
Successfully completed

The **Leadership Programme in Urban Transformation** provides you with the necessary values, knowledge and skills to enable you to serve as an incarnational and transformational spiritual leader in your daily encounters of current urban challenges. The programme will enable you to read, reimagine and reconstruct your specific urban community in order to connect with the myriad of people who inhabit the space. Drawing from stories of hope from across the world, the programme provides you with an opportunity to implement a better approach in your faith-based organisation, community outreach project or urban congregation to make your community more socially inclusive.

Starting and Sustaining Community Projects


COURSE CODE
P002945



MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed


The **Starting and Sustaining Community Projects** short course provides you with the requisite skills to enable you to start sustainable community projects by understanding the basic and critical elements in project development. The course covers topics of community analysis, strategic planning, action planning, mobilising local assets, networking and partnerships, resource development, monitoring and evaluation, proposal writing and leadership development. You will also come to understand the challenges of starting up community projects and possible pitfalls. The course will further introduce you to key aspects of sustainable project development. **This course is presented in collaboration with the Institute for Urban Ministry.**

Urban Incarnations


COURSE CODE
P003495


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days per month (over 6 months)


CERTIFICATE
Successfully completed

The **Urban Incarnations** short course provides you with the requisite skills and knowledge to understand the nature of cities and urban spaces where they feel a calling to make an impact and render a much needed service to neglected or forgotten sectors of society. During the course, you will be enabled to make more informed decisions with the expectation that more thorough contextual familiarity will lead to greater vocational success and community development in your role as ministry worker or church leader. The course also offers informed participation in a conversation about biblical, sociological and legal readings of the urban context.

Church-Based Care Centre Management


COURSE CODE
P001833


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Church-Based Care Centre Management** short course equips you with the skills, knowledge and practical experiences that will enable you to develop and manage a structured, self-sustainable and multi-disciplinary church-based counselling ministry in your local congregation. The course is specifically designed to assist the church in using the skills, expertise and resources of professionals, lay people, community service providers, institutions of higher learning and businesses to the benefit of a self-sustainable, easily accessible, professional, volunteer-driven, partner-intensive and integrated local church-based counselling ministry. The course also explores current management practices employed in the local church and effective responses to community needs.

Crisis and Trauma Support



COURSE CODE

P002944



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Successfully completed

The short course in **Crisis and Trauma Support** provides you with the requisite skills and knowledge as community leader, caregiver or counsellor to offer trauma support in a caring environment by assisting distressed victims in the process of recovery and healing. During the course, you will come to better understand and describe trauma in general terms, look at the impact of trauma on the lives of individuals and the community, as well as gaining insights to identify, understand and describe typical trauma situations in your community. You will also become familiar with the difference between trauma support and trauma counselling.

Hopeful Compassion: Counselling and Care for People Living with HIV and AIDS



COURSE CODE

P002918



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Successfully completed

The **Hopeful Compassion: Counselling and Care for People living with HIV and AIDS** short course prepares you with the skills and knowledge to provide compassionate, emotional and spiritual care/counselling for people living with HIV and AIDS. You will come to better understand the circumstances of these persons and their families, the emotional, relational and spiritual impact of the disease, as well as the nature and impact of resulting loss. You will become familiar with the principles of counselling people living with life-threatening illnesses by integrating their emotional and spiritual needs in caring. **This course is presented in collaboration with HospiVision.**

Introduction to Narrative Pastoral Practices



COURSE CODE

P003468



MODE OF DELIVERY

Contact sessions



DURATION

11 study blocks with 1 contact day each



CERTIFICATE

Successfully completed

The **Introduction to Narrative Pastoral Practices** short course provides you with a experiential learning intervention that introduces you to pastoral narrative ideas. You will become familiar with the values that support narrative practices, the importance of community, narrative maps, the values that supported Jesus in his ministry and socially constructed discourses (both historically in the times of Jesus and today), and the way they influence people and stories. You will also come to know what it means to really listen and explore narrative practices of deconstruction and externalisation. **This course is presented in collaboration with Coram Deo Pastoral Care Centre.**

Narrative Group Counselling



COURSE CODE

P002751



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE


Successfully completed

The **Narrative Group Counselling** short course provides you with the intricate details of group counselling to be able to integrate it in your existing pastoral care and counselling practice in a congregation or caring environment. During the course, you will come to understand what impactful role a narrative practice can play in the counselling of a group of people who have had similar experiences, providing them with an opportunity to seek perspective and healing together. The course specifically focuses on the three themes of: group counselling as part of pastoral care; the narrative approach; and pastoral care through group counselling.

Narrative Pastoral Counselling

 **COURSE CODE**
P001875


 **MODE OF DELIVERY**
Contact sessions


 **DURATION**
Two-year course (3-hour seminars over 36 weeks per year)


 **CERTIFICATE**
Successfully completed


The short course in **Narrative Pastoral Counselling** provides you with an exploration into the key aspects of pastoral care and counselling that can be consequently implemented in your own practice. The course specifically delves into topics of the development of a narrative approach in trauma and grief or loss therapy with reference to some of the thoughts developed by Michael White. You will also be introduced to narrative epistemology, child therapy and theology that subjugates power discourses in the theology narrative, social constructionism and postmodernism, while discovering post-foundational theology that interweaves the narrative and creative media in the therapeutic approach. **This course is presented in collaboration with Coram Deo Pastoral Care Centre.**

Narrative Pastoral Experiences

 **COURSE CODE**
P003465


 **MODE OF DELIVERY**
Contact sessions


 **DURATION**
6 study blocks with 1 contact day each


 **CERTIFICATE**
Successfully completed


The **Narrative Pastoral Experiences** short course provides you with a participatory, experiential learning intervention that scaffolds conversation with theory, articles, practice and the witnessing of conversation to advance pastoral narrative ideas and practices. During the course, you will become familiar with the essential body of theory that supports, among others, pastoral and narrative practice, the experience of outsider witness practices, metaphors in pastoral narrative conversations, rituals and ceremonies, as well as thickening alternative stories. The course builds on basic narrative ideas and practices that are currently widely used. **This course is presented in collaboration with Coram Deo Pastoral Care Centre.**

Online Course in Biblical Counselling for Beginners

 **COURSE CODE**
P003269 (English), P002985 (Afrikaans)


 **MODE OF DELIVERY**
Fully online


 **DURATION**
8 months online


 **CERTIFICATE**
Successfully completed


The **Online Course in Biblical Counselling for Beginners** provides you with a fundamental knowledge base to better understand the complexity of the experience of misery or suffering in order to lend a helping hand or to give appropriate advice and guidance in times of turmoil. As a first of its kind in Africa, the course provides you as aspiring counsellor with training in the basic concepts of involvement, sense-making and the general field of counselling as those who struggle often feel the need to reach out to fellow believers and Christian counsellors. **This course is also fully presented in Afrikaans.**

Pastoral Care Programme

 **COURSE CODE**
P000044

 **MODE OF DELIVERY**
Contact sessions

 **DURATION**
12 study blocks with a 3-hour session each

 **CERTIFICATE**
Successfully completed

The **Pastoral Care Programme** provides you with the essential tools and motivation as pastor or community leader to be able to provide more effective pastoral care initiatives in the South African context. Often challenged by the need for emotional, relational and spiritual healing and restoration, you will be able to better understand pastoral care as a ministry and be able to provide primary care to congregational members and non-members alike. The course covers the basic points of departure in pastoral care, as well as specific areas to enable you to discern when and where further professional help might be needed.

Pastoral Counselling in Loss, Death and Bereavement


COURSE CODE
P002917


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Pastoral Counselling in Loss, Death and Bereavement** provides you with the compassionate, emotional and spiritual care capabilities to counsel people in the event of experiencing heartfelt loss, dying and the death of friends and loved ones. During the course, you will increase your own understanding of loss, death and bereavement through the use of life maps and memory work as a structure for life stories in pastoral counselling and spiritual care, and you will be equipped with creative techniques to use in your own care and counselling practice. **This course is presented in collaboration with HospiVision.**

Advanced Course in Clinical Pastoral Counselling


COURSE CODE
P003466



MODE OF DELIVERY
Contact sessions



DURATION
4 contact days



CERTIFICATE
Successfully completed


The **Advanced Course in Clinical Pastoral Counselling** provides you with a progressive understanding of care and counselling through personal and pastoral reflection on specific situations of persons in crisis. The course specifically looks at spirituality and the search of meaning in the midst of dealing with illness, suffering and death in a clinical context. For most pastors, ministers, spiritual leaders, volunteer and lay counsellors, as well as other helping professions (social workers, psychologists, medical and nursing practitioners) this is a daily reality and needs to be dealt with the utmost sensitivity. **This course is presented in collaboration with HospiVision.**

Programme in Pastoral Care and Counselling


COURSE CODE
P000043


MODE OF DELIVERY
Contact sessions


DURATION
5 study blocks of 4 days each


CERTIFICATE
Successfully completed

The **Programme in Pastoral Care and Counselling** provides you with the requisite theory and practice in narrative pastoral care and counselling to enable you as counsellor or therapist to bring hope and healing in a wide variety of circumstances and/or contexts. During the programme, you will be equipped with the skills to meet the growing need for emotional, relational and spiritual healing and restoration in our communities. You will also be able to develop the necessary understanding of pastoral care in order to offer responsible counselling services to members of your congregation or those in need within your wider community.

Spiritual Care and Counselling for the Sick


COURSE CODE
P003467


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Spiritual Care and Counselling for the Sick** provides you with the essential skills to mobilise a persons' spiritual, emotional and social resources to achieve optimum healing and health. Helping you to unlock your potential as counsellor involved in care for the sick, the course explores topics of pastoral work in health care, the goal of pastoral care for the sick, illness and healing in the African context, as well as understanding the health care environment and human behaviour in crisis situations by addressing emotional and spiritual needs of sick people. **This course is presented in collaboration with HospiVision.**

Supervision for Pastoral Therapists



COURSE CODE

P003621 (Introductory) | P003622 (Advanced)



MODE OF DELIVERY

Contact sessions



DURATION

Introductory: 12 contact sessions spread over 10 months
Advanced: 30 contact sessions spread over 18 months



CERTIFICATE

Successfully completed

The **Supervision for Pastoral Therapists** training programme provides you with an opportunity to improve your conversational expertise in narrative counselling that will lead to more effective participation and positive outcomes in your role as pastoral counsellor. The programme is specifically aimed at practitioners who have had little to no previous opportunity to enter a supervision programme in order to become certified therapists. The programme aims to provide you with the necessary skills, knowledge and know-how to deliver appropriate counselling services as needed and establish a professional counselling practice. **This programme is presented in collaboration with Coram Deo Pastoral Care Centre.**

To Believe in Sunshine: A Narrative Approach to the Journey with Depression



COURSE CODE

P003546



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Successfully completed

The short course, **To Believe in Sunshine: A Narrative Approach to the Journey with Depression**, provides you with a fundamental framework as pastor, counsellor or caregiver to effectively deal with depression and provide necessary care to those who suffer from the burden of this mental illness. The course takes you on a creative approach in dealing with depression and employs narrative practices in the field of psychiatry and mental health to explore various ways in which you can support those suffering from the illness in their daily lives and/or phases of experiencing "down time". **This course is presented in collaboration with HospiVision.**

Trauma Counselling



COURSE CODE

P000041



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days



CERTIFICATE

Successfully completed

The short course in **Trauma Counselling** provides you with the requisite skills to deal with the process of facilitating recovery and healing after a traumatic experience or setback. As a pastoral counsellor equipped with the appropriate insights and knowledge, you can successfully act as an "immediate" source of support and guidance to those in need. During this course, you will come to better understand the nature and impact of trauma, the concept of trauma counselling, care for the caregiver, the impact of trauma on an individual and their family, learning to defuse and debrief after trauma and post-traumatic stress disorder.

Trauma Counselling in an Accident and Emergency Unit



COURSE CODE

P002934



MODE OF DELIVERY

Contact sessions



DURATION

3 contact days





CERTIFICATE


Successfully completed


The short course in **Trauma Counselling in an Accident and Emergency Unit** provides you with the necessary skills and insights to be able to provide basic victim support and counselling services in the event of traumatic or life-threatening experiences. The course focuses on the nature of victim empowerment in South Africa and the reason for its emergence, and introduces you to the needs and rights of victims and categorisation of victimisation. You will also be able to provide holistic support to victims of crime and violence and community-based support in various contexts. **This course is presented in collaboration with HospiVision.**

The Bible and its Message


COURSE CODE
 P001834



MODE OF DELIVERY
 Contact sessions



DURATION
 32 study blocks with a 2-hour session each



CERTIFICATE
 Successfully completed


The training programme in **The Bible and its Message** equips you with the necessary practical know-how to be able to relay the message of the Bible in your role as pastor or congregational leader in the execution of your own church's Bible school or study groups. Covering both the Old and New Testaments, the programme provides you with an in-depth exploration of selected books as an introduction to biblical hermeneutics as a means to understand and read the Bible contextually and purposefully. **The programme is presented on an in-house (on-request) basis only and can also be fully presented in Afrikaans.**

Contextual Preaching


COURSE CODE
 P000045



MODE OF DELIVERY
 Contact sessions



DURATION
 Year course (2 contact sessions of 4 days each)



CERTIFICATE
 Successfully completed


The short course in **Contextual Preaching** provides you with the essential skills to communicate more effectively in spreading the Gospel in a South African context. As a major responsibility of the pastor or congregational leader, preaching the Gospel can be perceived as a highly complex exercise, and during this course you will come to understand the communication approach that can be followed to successfully impart the Message of the Bible, interpreting the Message in a responsible way, and preparing and delivering the Good News through a hermeneutical process that will fulfil both person and spirituality of members of the congregation.

A Contextual Reading of the Bible


COURSE CODE
 P002927


MODE OF DELIVERY
 Contact sessions


DURATION
 2 study blocks with 5 contact sessions each (Evening classes)


CERTIFICATE
 Successfully completed

The short course, **A Contextual Reading of the Bible**, provides you with an introduction to a theological reading of both the Old and the New Testaments within the contemporary contexts that you may potentially serve. The course focuses, among other aspects, on the basic study methods and basic terminology in biblical studies, the first five books of the Bible (the Pentateuch) and the historical books of the Old Testament, poetry and wisdom in the Old Testament, the Gospels and the Acts of the Apostles, the letters of Paul and other letters of the New Testament, including the Book of Revelation.

Constructing Local Theologies: An Introduction to Contextual Theology


COURSE CODE
 P002915


MODE OF DELIVERY
 Contact sessions


DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The short course, **Constructing Local Theologies: An Introduction to Contextual Theology**, equips you with the tools and techniques to construct local theologies that are connected with personal, congregational and community transformation against a background of different expressions of contextual theology. During the course, you will be able to gain a better understanding of contextual methods of theology after the importance of a contextual approach is explored. You will also be introduced to examples of contextual theologies (including liberation, feminist, black, womanist, and urban theology) in order to formulate a critical appreciation and integrate new insights to your own theological development.

Faithful Witnesses


COURSE CODE
P000162



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The **Faithful Witnesses** short course equips you with the requisite skills to teach others by focusing on faith-sharing and interpersonal communication of the Gospel in a relational and non-confrontational way. During the course, you will come to know the local faith community as the primary communicator of the Good News and understand the importance of listening and learning in order to listen better, know that faith is a gift from God and comprehend what faith-sharing entails. The course will also help you to better communicate the Gospel with a new enthusiasm and in a spirit of genuine care and service.

Interim Ministry


COURSE CODE
P001151



MODE OF DELIVERY
Contact sessions



DURATION
6 months self-study (2 contact sessions of 4 days each)



CERTIFICATE
Successfully completed


The short course in **Interim Ministry** provides you as member of the congregation or church council with the necessary know-how to be able to support and “accompany” the congregation when a pastor departs their post. During the ensuing period of vacancy, the congregation should be supported with encouragement and leadership as they come to the realisation that the previous ministry period has come to an end. During this course, you will be trained as “bridging minister” in the various phases of the process of motivation and identity development, changing culture or congregation development, conflict management, change management and missionary identity.

Introduction to Ministry


COURSE CODE
P002933



MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks with 3 contact days each


CERTIFICATE
Successfully completed


The **Introduction to Ministry** training programme provides you with an in-depth overview of all aspects related to the identity and person of the minister, the church as body, institution and movement, Kingdom and community, as well as the witness of the church as servants. From the outset, the programme adopts the approach that the followers of Jesus gather as churches to minister in upward, inward and outward dimensions, and therefore aims to equip you with the basic concepts, methodologies and resources that pertain to a contemporary Christian ministry and to express the faith as a prototype of being the Great Commission.

Marriage Ministry


COURSE CODE
P002858


MODE OF DELIVERY
Contact sessions



DURATION
Year course (2 contact sessions of 4 days each)



CERTIFICATE
Successfully completed


The short course in **Marriage Ministry** introduces you to a comprehensive approach to marriage ministry in your congregation or church that includes aspects of: (i) marriage preparation; (ii) marriage enrichment; (iii) counselling in situations of “normal” marital stress; and (iv) dealing with trauma in marriage. The course also focuses on developing your understanding of community-specific and cultural marriage practices, including appropriate ministry responses to marital needs and realities. You will also become familiar with the narrative approach to marriage counselling, certain modes of pre- and post-marital support, implementing a marital preparation programme, and the necessity of care for the caregiver.

Parenting Ministry


COURSE CODE
P002919



MODE OF DELIVERY
Contact sessions


DURATION
Year course (1 week of contact sessions at the start and end of the course)


CERTIFICATE
Successfully completed

The **Parenting Ministry** short course equips you with the skills and knowledge to implement a focused family and parenting ministry service in your congregation or church. Many parents experience a need for support in their parenting roles in order to guide their children more effectively towards a fulfilled and responsible adult life, and this course aims to provide you with the key steps in establishing a support structure that will help you explore, identify and define the challenges of parenting in a contemporary setting. During the course, you will also gain the requisite skills to develop your own parenting workshops.

Preaching and Worship in Africa


COURSE CODE
P000042


MODE OF DELIVERY
Contact sessions


DURATION
4 study blocks of 5 days each


CERTIFICATE
Successfully completed

The training programme in **Preaching and Worship in Africa** provides you with the insights to appreciate, understand and lead worship in communicating the Message of the Gospel in a (southern) African context. During the programme, you will not only be motivated to employ the communication process fully, but also to communicate the Message plainly and effectively in a responsible way. The course also focuses on worship and liturgy both locally and globally, communication from a homiletic perspective, the hermeneutical process, perspectives on self and worshippers, theology and history of worship, as well as the sacraments, elements and order of worship.

Radio Ministry


COURSE CODE
P001599


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Radio Ministry** short course provides you with a unique training opportunity to acquire new skills in presenting religious programmes on the radio. During the course, you will gain exposure of the different ways that radio can be used as communication medium to spread the Gospel through radio scripting, religious messaging and creative content that is appropriate in a religious context. You will further gain insights to the relationship between church and radio, ethics of religious broadcasting, the presentation of a sermon or liturgy over the radio, the recording of services and studio messages, as well as high-quality radio production.

See also: *Marketing, Communication and Languages*

From Victims to Agents


COURSE CODE
P002914


MODE OF DELIVERY
Contact sessions


DURATION
4 contact days


CERTIFICATE
Successfully completed

The short course, **From Victims to Agents**, draws from the work of Steve Biko and the Black Consciousness Movement to equip you with the insights to discover and practise your own agency (and that of your community) in making change through nurturing an alternative consciousness as church and/or community leader. During the course, you will not only gain in-depth knowledge of the Self, but also your city and community as an integrate part of your identity from which to develop a new/alternative consciousness in relation to the context in which you find yourself. This is done through implementing change-making movements.

Gender Mainstreaming


COURSE CODE
P000637


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Gender Mainstreaming** short course provides you with the ideal framework to deal with gender issues in the workplace and professional environment. The course aims to develop an awareness of the challenges to gender mainstreaming and build your competency to address these challenges head-on. You will be able to strengthen the capacity of relevant actors to apply gender mainstreaming effectively and come to understand gender mainstreaming as a strategy to achieve gender equality policies and practices in the workplace. The course will also introduce you to a set of instruments to enhance gender mainstreaming at policy, organisational and programme levels.

Peace Building and Conflict Resolution


COURSE CODE
P002911


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **Peace Building and Conflict Resolution** provides you with insights to the basic concepts and skills needed for remediating peace and tolerance in various contexts of violence, difference and brokenness. During the course, you will be introduced to a biblical vision for peace in our communities and the world, and be equipped with appropriate tools to analyse local contexts from a perspective of peace, reconciliation and justice. You will also gain skills in mediation and negotiation –and techniques in using resources effectively – to develop peace-building networks, peace clubs, peace churches or congregations, as well as peace organisations.

Political Theology


COURSE CODE
P002913


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Political Theology** short course provides you with an opportunity to explore biblical visions, models and practices of leadership, authority and power in order to understand and construct contextual political theologies. During the course, you will be able to develop a model of pastoral care for political and other public leaders based on comprehensive insights to various leadership styles, the implementation of team leadership, the role of the pastor in the political arena, your role as peace maker and resolving conflict, bringing about negotiation and mediation, and considering unique challenges within the African context. **This course is presented in French.**

Sexuality and Gender


COURSE CODE
P000309


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Sexuality and Gender** short course provides you with the necessary insights to and sound background to be able to support individuals and couples in their quest for sexual expression and fulfilment, while also learning to appreciate your own sexuality in a safe space as practising minister or pastoral counsellor. The course approaches sexuality and gender issues from the standpoint that sexuality is an integral part of who we are and how we express life, and specifically focuses on the aspects of gender equality, gender identity and sexual expression. The course takes on a non-discriminatory approach and considers various realities/perspectives.

Sport, Tourism, Arts and Culture

As the Fourth Industrial Revolution becomes more of a reality, tourism is expected to increase with a growing number of potential tourists who will have access to more disposable income and become global citizens.¹ The tourism sector therefore has great potential to create more jobs and economic opportunities to help alleviate poverty and conserve our natural and cultural heritage. However, the necessary strategies and plans need to be put in place and well-managed and new practices need to be adopted to improve both environmental performance and social wellbeing. But is it sustainable?

For tourism to be sustainable, the concept of sustainability needs to go mainstream and businesses, destinations and tourists alike need to become more aware of the impact they have on places and the people they encounter.² In order to combat negative impacts of tourism and improve lives, protect places and provide visitors with authentic experiences, our products and services in **Sport, Tourism, Arts and Culture** provide you with the roadmap to align with the important role we all have to play in ensuring that people's livelihoods and environments are protected through expert knowledge, skills and tools and use it as a vehicle for social, environmental and economic advancement.


For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Advanced Course in Ceramics: Technological Analysis


COURSE CODE
P005877


MODE OF DELIVERY
Contact sessions


DURATION
6 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Ceramics: Technological Analysis** provides you with progressive knowledge of the different stages in the life of a pot: how it was made; how it was used; and how it was discarded in different time periods and areas. The course delves into topics of laboratory analysis, manufacturing and microscopy of ceramic thin-sections, preparation of samples and analysis using an h-XRF followed by interpretation of data. Lectures on the geology of southern Africa and its implications on how to interpret results of laboratory analysis. Each stage is illuminated by means of different laboratory analyses in combination with lectures.

Introduction to Gaming Audio


COURSE CODE
P006345



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The **Introduction to Gaming Audio** short course provides you with a brief history to gaming audio and equips you with the tools to design, compose and implement your own gaming audio in a practical manner. During the course, a sample game is made available with the end task to successfully implemented a tailored and personalised audio track for gameplay. The course specifically looks into topics of recording, editing, mastering, composition and implementation of audio material, notwithstanding practical know-how of the UNITY 3D game engine, LOGIC Pro and Audacity platforms for working with and implementing recorded audio clips in games.

Basic Course in Sport Business Management


COURSE CODE
P001250



MODE OF DELIVERY
Contact sessions


DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Basic Course in Sport Business Management** introduces you to the fundamental management principles and tasks applicable to the sport industry both locally and internationally. Aimed at empowering managers to manage sport organisations at operational and middle management levels, you will gain a good understanding of the dynamics of the sport industry with specific reference to different role players, products and consumers. The course will also provide you with the necessary knowledge of the sport business environment to optimally position your organisation through effective planning strategies and actions, apply basic control measures and develop your leadership capabilities in sport organisations.

Advanced Course in Sport Business Management


COURSE CODE
P001851


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Sport Business Management** provides you with more progressive skills in the management of sport-related events and professional sport organisations. During the course, you will become familiar with the 21st-century concept of visionary sport management, including contemporary sport business processes, management issues in sport and the exercise sciences, legal and political issues in sport and sport business ethics and decision making. You will also come to understand underlying aspects of sport funding and financing, as well as effective human resource management in sport organisations with the focus on both local and international best-practice guidelines and regulations.

Sport Facilities and Events Management

CREDIT-BEARING*


COURSE CODE
P003572



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The short course in **Sport Facilities and Events Management** provides you with the requisite skills and know-how to be able to successfully manage sport facilities and related events in a variety of settings and/or circumstances. During the course, you will become familiar with the latest international practices in sport facility management and events coordination by means of relevant case studies, field visits to real-world facilities, the production of sport facility and event management documents (including bidding templates and business plans) that can be used in your own practice, and the development of sound risk management plans for facilities and events. *See index

Sport Law


COURSE CODE
P000117


MODE OF DELIVERY
Contact sessions


DURATION
2 contact days



CERTIFICATE
Successfully completed


The short course in **Sport Law** examines some of the most common legal problems facing those in sport from managers and government officials to participants and administrators alike who deal with sport-related activities both on and off the sportsfield. The course covers specific topics of sport-related issues, including: contractual relations; the role of the agent in professional sport; labour law in professional sport; disciplinary proceedings and alternative dispute resolutions; the legal aspects of sport injuries; liability regulations regarding drug-use in sport; sport sponsorships; and constitutional issues in sport. You will also gain insights to the various representative sporting codes and federations.


See also: *Law and Human Rights*


Online Course in Higher Exercise Science and Personal Training

CREDIT-BEARING*


COURSE CODE
P002575


MODE OF DELIVERY
Fully online



DURATION
8 months online



CERTIFICATE
Successfully completed


The **Online Course in Higher Exercise Science and Personal Training** provides you with essential information and insights to exercise physiology, biomechanics, anatomy, motor learning and nutrition as a novice personal trainer. The course covers various aspects of screening of clients, performing strength, flexibility and risk assessments, and developing training programmes that focus on cardio-respiratory, resistance and flexibility training. You will also gain invaluable knowledge on the personal training environment that can be applied in any practical setting, including behaviour modification, the business of personal training, structure and policy issues, economics and finance management, as well as marketing and professional relations. *See index


Online Course in Neuroscience Visual Skills Testing and Training

CREDIT-BEARING*


COURSE CODE
P002759


MODE OF DELIVERY
Fully online



DURATION
4 months online


CERTIFICATE
Successfully completed


The **Online Course in Neuroscience Visual Skills Testing and Training** provides you with the requisite skills to achieve and perform at your maximum potential as sports person or, alternatively, to affect these outcomes in your role as manager or medical practitioner in the sport-related professions. The course will enable you to design a personal vision programme tailored to specific activities, while you become familiar and understand the basic principles of neurophysiology, cerebrospinal fluids and special senses. The course also covers topics of anatomy and homeostasis, cells and tissues, muscle physiology, as well as the importance and application of sports vision testing.


See also: *Health and Health Care* | *See index

Capacity Building for Tourism Practitioners


COURSE CODE
P003015


MODE OF DELIVERY
Contact sessions



DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Capacity Building for Tourism Practitioners** short course provides you with the requisite insights to implement effective tourism-orientated development initiatives within the local sphere of government by enhancing your knowledge in all facets of the tourism environment. Tourism is a very profitable economic sector in South Africa, where people in both a local and international context can explore thriving natural and cultural gems. The course therefore covers a range of topics that will introduce you to tourism and include tourism legislation, integrated tourism planning, tourism research and statistics, tourism asset and infrastructure management, tourism marketing and information provision for tourism.


See also: *Public Administration and Management*

Capacity Building for World Heritage Sites and Visitor Information Centres


COURSE CODE
P002992


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Capacity Building for World Heritage Sites and Visitor Information Centres** short course provides you with the necessary skills and knowledge to undertake effective tourism promotion and marketing, including the dissemination of information, for world heritage sites and visitor centres. The course covers various topics of customer service, communication, presentation, time management, as well as business management and research skills. You will also gain insights to government, the private sector and the civil sector to grow a domestic tourism economy, including knowledge of policies that impact on the role of centres within the tourism value chain and critical tourism assets.

See also: *Public Administration and Management*

Online Course in Cross-Border Tourist Guiding: South Africa and Namibia


COURSE CODE
P006354



MODE OF DELIVERY
Fully online



DURATION
12 months online



CERTIFICATE
Successfully completed


The **Online Course in Cross-Border Tourist Guiding: South Africa and Namibia** provides you with a unique learning experience in the aspects of conducting successful guided walking and/or driving excursions in geo-specific (national) environments and across borders by reflecting on a sound understanding of the two countries' histories, cultural practices, environment, tourism economies, legal features and tourism technologies. As a qualified tourist guide, the course will enable you to better plan, prepare, conduct and conclude quality guided cultural and natural experiences across Namibia and South Africa by interpreting tangible and intangible aspects of their natural and cultural heritage and strategic destinations.

Strategic Tourism Destination Marketing


COURSE CODE
P000595


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Strategic Tourism Destination Marketing** short course provides you with an opportunity to explore different approaches to trends in destination marketing, while building up a practical framework for promoting your own destination more strategically for tourism. During the course, you will acquire the appropriate insights to analyse, interpret and select the right markets, execute suitable destination branding and position your destination more competitively through integrated marketing and communication strategies. The course specifically focuses on international best practices, relevant case studies and practical guidelines to impart the requisite knowledge and skills of destination marketing approaches and principles of tourism promotion.

See also: *Marketing, Communication and Languages*

Tourism Capacity Building for Policy Makers at Local Government



COURSE CODE

P003230



MODE OF DELIVERY

Contact sessions



DURATION

2 contact days



CERTIFICATE

Successfully completed

The **Tourism Capacity Building for Policy Makers at Local Government** short course provides you with the requisite insights to all facets of tourism relevant to the development of a robust tourism industry in your respective municipality. Tourism requires the support of official structures and policies in order to remain competitive in an ever-changing global tourism market, and this course therefore considers the importance of tourism as an economic sector, specific roles of government and the private sector, tourism master planning, integration of tourism into the Integrated Development Plan (IDP), and ways of supporting development of tourism at Local Government level.

See also: *Public Administration and Management*




Supply Chain Management and Logistics


Most end-to-end steps in production, supply chain and business models – in most sectors of the economy – are changing as a result of disruptive and transforming technologies that are taking hold.¹ The goods and services that consumers demand, relevant factory processes and procedures, as well as the management of global supply chains are being reshaped at an extraordinary pace and on an unparalleled scale. This growing trend will change the shape and form of globalisation – as more regional and local flows will become more important – and therefore also impact on the delivery of goods more and more on a global basis, resulting in greater spatial and temporal flexibility that will bring locations of production and sale closer together, and drive major changes in the design of future value and supply chains.


As the supply chain is the pipeline through which consumers and businesses get what they need – at the right place and the right time of course – the rise of eCommerce and the experience economy means that in today's lean and highly demanding world, ensuring business continuity is key.² With our products and service offered in **Supply Chain Management and Logistics** you can be assured that you will be equipped with the right skills set and types of insights to apply the newest technologies and find answers to increasingly demanding customers and complex challenges in the widest variety of fields.


For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Contract Management

 **COURSE CODE**
P00287

 **MODE OF DELIVERY**
Contact sessions


 **DURATION**
3 contact days


 **CERTIFICATE**
Successfully completed


The short course in **Contract Management** is ideal if you seek to acquire the necessary practical skills in effectively managing and administrating contracts for goods and services. Contract management refers to the process of systematically and efficiently managing contract creation, execution and analysis for the purpose of maximising financial and operational performance while minimising risk. Whether it is through great interpersonal and negotiation skills, or the ability to establish and maintain powerful business relationships, this course will equip you with an in-depth understanding of the industry and business in which you operate as contract or business manager.


See also: *Business Management and Entrepreneurship | Law and Human Rights*

Customer Experience Practice

 **COURSE CODE**
P003092

 **MODE OF DELIVERY**
Contact sessions


 **DURATION**
3 contact days


 **CERTIFICATE**
Successfully completed


With the short course in **Customer Experience Practice**, you will be able to bridge the gap between theory and practice in the customer experience and service delivery arena by focusing on the implementation of customer experience principles. This course will ultimately enable you to identify needs and then develop and implement customer experience programmes that are relevant to your respective industry and/or workplace. Customer experience management (CEM) has gained popularity in recent years as an effective mechanism for retaining and promoting client loyalty, but many businesses are still struggling with the implementation of CEM principles in their specific business environments.


See also: *Business Management and Entrepreneurship | Marketing, Communication and Languages*

Customer Experience Management

 **COURSE CODE**
P002145

 **MODE OF DELIVERY**
Contact sessions


 **DURATION**
4 contact days


 **CERTIFICATE**
Successfully completed


The **Customer Experience Management** short course specifically focuses on the development and execution of customer experience management (CEM) measurement, strategies and implementation, and will provide you with a deeper understanding of the essentials of CEM. Organisations are increasingly recognising that customer retention, growth and profitability rely heavily on the quality of customers' interaction with their business environments. This course is designed to address one of the fastest growing needs in modern organisations and aims to help you increase customer retention, growth, loyalty and profitability where you will soon be on your way to become a customer experience specialist or manager.


See also: *Business Management and Entrepreneurship | Marketing, Communication and Languages*

Customer Service Excellence

 **COURSE CODE**
P001638

 **MODE OF DELIVERY**
Contact sessions


 **DURATION**
3 contact days


 **CERTIFICATE**
Successfully completed


The short course in **Customer Service Excellence** will provide you with a comprehensive understanding of how the roles, attitudes and interactions of customer service consultants ultimately shape your clients' perception and value assessment of your organisation in presenting a unique product and/or service proposition. The course specifically focuses on identifying and modelling customer service delivery from a best-practice viewpoint while it also looks at how to motivate and maintain the morale of customer service staff and/or teams. The course further looks at methods of inspiring others to always deliver consistently and with high-quality service excellence always top of mind.


See also: *Business Management and Entrepreneurship | Marketing, Communication and Languages*

Fleet Management


COURSE CODE
P001339



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The short course in **Fleet Management** provides you with a basic understanding of the different elements of fleet management, while specifically focusing on vehicle utilisation, whole-life costs, tendering, vehicle maintenance and regulatory requirements. During the course, you will be able to tap into a realistic business environment with sophisticated computerised simulations where your team will be challenged to run your business while trying to achieve determined business objectives and aligning supply, production, distribution and demand in the supply chain process. You will become familiar with the various role-players and stakeholders in the value chain and how to effectively manage your fleet.

Hands-on Supply Chain Management


COURSE CODE
P000988



MODE OF DELIVERY
Contact sessions



DURATION
5 contact days



CERTIFICATE
Successfully completed


The **Hands-on Supply Chain Management** short course provides you with a sound understanding of how a truly integrated supply chain creates value for your organisation, its supply chain partners and stakeholders. The course also takes a hands-on approach by employing sophisticated computerised simulations to tap into a realistic business environment that challenges you to run your own businesses effectively and achieve determined business objectives. During the course, you will gain the necessary know-how to align supply, production, distribution and demand, and then to run the supply chain process successfully while focusing on the management of inventory, purchasing, operations, warehousing and transport.

Introduction to International Logistics and Incoterms®


COURSE CODE
P003506



MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Successfully completed


The **Introduction to International Logistics and Incoterms®** workshop provides you with essential knowledge of international cargo movements in relation to the International Chamber of Commerce's (ICC) International Commercial Terms (Incoterms®). The efficient movement of goods between countries is the core focus of international logistics managers in many organisations, and this workshop will provide you with everything you need to know about cargo movement, cargo types and transport modes. You will also gain invaluable insights to transport infrastructure in southern Africa, the preparation of shipments for transit, cargo insurance, customs practice and the function of the shipping department of an organisation.

Negotiation Skills


COURSE CODE
P000825


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The **Negotiation Skills** short course will equip you with an essential framework that forms the basis of any type of negotiation and its consequent employment in the business environment. During the course, you will have the opportunity to apply key negotiation principles in practice, while also observing and delivering critique on others during simulated negotiation settings. This approach specifically aims to build your confidence and develop your abilities to negotiate more successfully, but also to deliver measurable improvement in negotiation performance in the workplace by familiarising yourself with all the ins and outs of the negotiation setting for better results.


See also: *General Management and Leadership Development*

PFMA Supply Chain Management Bid Committees Course


COURSE CODE
 P002579


MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days



CERTIFICATE
 Successfully completed


The **PFMA Supply Chain Management Bid Committees Course** provides you with the skills and tools needed to operationalise the legislative requirements – as stipulated in the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPFA) and Preferential Procurement Regulations – in order to help you successfully implement supply chain management systems in your municipality and/or organisation. In addition to various aspects of the concept of supply chain management, you will come to understand the delegations, roles and functions of various bid committees (including their meeting procedures), as well as the application of the preference point system and calculation of points.


See also: *Public Administration and Management*

Process Management for Business Operations


COURSE CODE
 P001282


MODE OF DELIVERY
 Contact sessions



DURATION
 6 contact days



CERTIFICATE
 Successfully completed


The short course in **Process Management for Business Operations** will provide you with an essential overview of the art and science of managing a business by exposing you to the basic concepts, tools and skills that are required (as well as the difficulties experienced) when introducing business process management into an organisation. Businesses experience constant pressure from competitors that forces them to continuously evolve, redesign, implement and manage innovative business processes. The course takes a detailed look at the concept of model-driven architectures, modelling tools, process analysis and design, as well as process optimisation, re-engineering, change management and organisational buy-in.


See also: *Business Management and Entrepreneurship | Information and Communication Technology*

Process Modelling for Business Operations


COURSE CODE
 P003574


MODE OF DELIVERY
 Contact sessions



DURATION
 3 contact days


CERTIFICATE
 Successfully completed

The **Process Modelling for Business Operations** short course will introduce you to best-practice industry process modelling standards in order to equip you with a solid understanding of practical tools and techniques for business processes modelling in preparation of analysis and improvement of business process performance. Business process modelling is essential to business management success and documenting all the processes aids communication throughout an organisation. This has always been a key aspect of quality management programmes, business process re-engineering and ongoing improvement approaches. The course emphasises the importance of creating aligned viewpoints and context for process modelling in the business environment.

See also: *Business Management and Entrepreneurship | Information and Communication Technology*

Programme in Production and Operations Management


COURSE CODE
 P003513


MODE OF DELIVERY
 Contact sessions


DURATION
 4 study blocks of 5 days each


CERTIFICATE
 Successfully completed

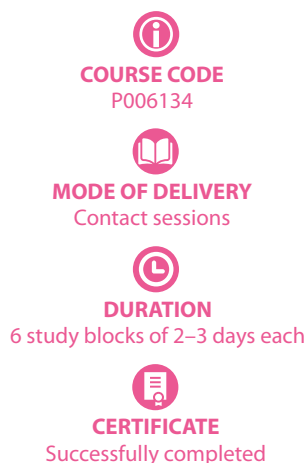
The **Programme in Production and Operations Management** provides you with key insights to the changes specifically taking place in the world of business, production and operations management. The programme will equip you with a sound knowledge base and basic skills in production and operations management. During the programme, you will gain a better understanding of developing a cadre of high-calibre production staff, the need for business and managerial excellence, establishing role-models in the manufacturing sector and enhancing personal leadership and interpersonal competencies. You will also be empowered to make a more effective contribution to the implementation of company-wide strategic management.

Intermediate Programme in Production and Operations Management



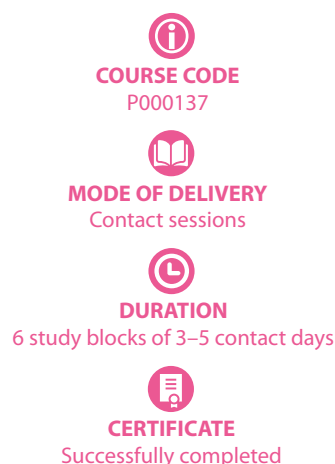
The **Intermediate Programme in Production and Operations Management** provides you with more sophisticated insights to the integrated supply chain aspects of production and operations management. The programme aims to develop your overall understanding of demand forecasting and management, master production scheduling, logistics management, supply-chain inventory management and project management. You will also become familiar with the intricate details of lean manufacturing principles, continuous improvement (Six Sigma), organisational change and using risk management tools for ensuring supply and operations continuity. The programme will also enable you to further contribute to the implementation of company-wide strategic management with more progressive operational skills.

Advanced Programme in Production and Operations Management



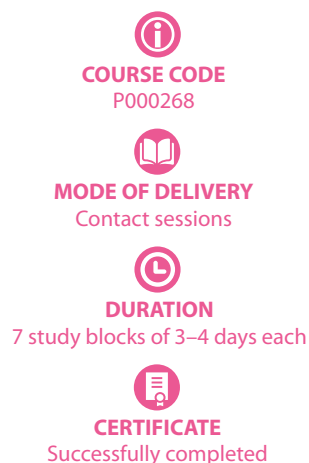
The **Advanced Programme in Production and Operations Management** provides you with a progressive platform to develop high-level skills towards a future leadership role within your organisation regarding the production and operations environment. This advanced programme provides you with key insights to the changes that are taking place in the world of business and production and operations management and address key areas critical to the future success of business operations. During the programme, you will be able to come to terms with the overall aspects of supply chain management, production and operations strategy, enterprise resource planning, financial management and change management.

Programme in Supply Chain Management for Junior Practitioners



The **Programme in Supply Chain Management for Junior Practitioners** provides you with a fundamental skills set in supply chain management and logistics that is specifically aimed at first-level or junior managers. During the programme, you will come to better understand terminology and methods in solving well-defined problems to successfully fulfil your particular management role within your organisation. You will gain practical experience in all areas of supply chain management, including warehousing, transport, inventory, materials management and purchasing. You will be able to apply your knowledge on an operational level. **This programme is accredited with the European Certification Board for Logistics (ECBL).**

Advanced Programme in Supply Chain Management for Senior Practitioners




The **Advanced Programme in Supply Chain Management for Senior Practitioners** provides you with more progressive skills in supply chain management and logistics that is specifically aimed at senior managers. The programme enables you to participate in an integrated supply chain management environment and helps you to effectively deal with the execution of logistics information systems, enterprise resource planning, procurement, human resources, transport, warehousing management, as well as manufacturing logistics. You will also be able to gain insights to the processes, elements and advanced principles on a functional level. **This programme is accredited with the European Certification Board for Logistics (ECBL).**

Executive Programme in Supply Chain Management for Master Practitioners


COURSE CODE
P000269


MODE OF DELIVERY
Contact sessions


DURATION
8 study blocks of 3–4 contact days each


CERTIFICATE
Successfully completed

The **Executive Programme in Supply Chain Management for Master Practitioners** provides you with master knowledge as top-level manager and equips you with the necessary skills to participate in supply chain management within a multidisciplinary team. The programme seeks to provide you with high-level conceptual and strategic skills and will empower you to apply integrated supply chain management principles on a strategic level. The programme specifically looks into integrated logistics planning, procurement and supply, inventory and manufacturing, marketing, distribution logistics, facilities planning and warehousing, as well as reverse logistics. **This programme is accredited with the European Certification Board for Logistics (ECBL).**

Supervisory Management Skills


COURSE CODE
P001481


MODE OF DELIVERY
Contact sessions



DURATION
3 contact days each



CERTIFICATE
Successfully completed


The short course in **Supervisory Management Skills** provides you with the necessary knowledge and insights to become successful in any supervisory position by focusing on and improving important managerial skills. As manager or supervisor, you often have to manage various operational aspects as well as the people side of business simultaneously, which can lead to situations of great stress or anxiety. During the course, you will acquire the requisite skills to make sound (yet creative) decisions, develop techniques to communicate better, manage and organise your time optimally, manage staff and conflict situations, improve productivity and implement total quality control measures.


See also: *General Management and Leadership Development* | *Human Capital Management*

Total Quality Management


COURSE CODE
P002019


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days each


CERTIFICATE
Successfully completed

The short course in **Total Quality Management** will introduce you to contemporary tools and techniques in quality control that will enable you to articulate and implement quality improvement processes in the workplace in line with the total quality management philosophy. In today's world, customer satisfaction and competitiveness are a function of quality levels, and individuals with the capacity to successfully implement total quality management are becoming indispensable assets to any organisation. Total quality management is based on the principle that every member of staff must be committed to maintaining high standards of work in every aspect of an organisation's operations.

See also: *Business Management and Entrepreneurship*



Veterinary Science

For millennia animals have been humans' closest companions providing food, clothing, and medicine – but never has over-exploitation, habitat destruction, global climate change and other pressures been more rivalled in history than it is today. The line between biology and technology is blurring more and more, and so also is the natural world being pressured and degraded by human activities as the global population and technological advances grow beyond measure. For veterinarians and para-veterinary staff it has also never been more important to play a significant role in the effort to save species in the 21st century.

What we need is competent veterinarians who can contribute towards both national health and economic growth through the practice of modern veterinary technology. Collaborative initiatives that require equal partnership and collaboration between medical and veterinary practices are therefore indispensable in not only the conservation of species in the wild, but also our livestock and animal companions. Our products and services in **Veterinary Science** will provide you with the requisite skills and knowledge to make sure that advances in animal health technology can be translated into new diagnostics, therapeutics and – most importantly – preventive strategies for the most common challenges in the protection of our biodiversity.

For more information about our full range of available **training programmes and short courses**, visit www.enterprises.up.ac.za

Animal Health Management


COURSE CODE
P001305



MODE OF DELIVERY
Contact sessions



DURATION
3 contact days



CERTIFICATE
Successfully completed


The short course in **Animal Health Management** provides you with the requisite knowledge to develop effective strategies for disease prevention and control that are most suited and functional in the environment you operate in as animal health manager. During the course, you will acquire some of the basic management skills required for the successful implementation of identified strategies based on the topics of environmental issues influencing animal health management, livestock production systems and the aims and interests of various role-players, epidemiological features of diseases, principles of disease control, science-based animal health management strategies, and supporting the trade in livestock commodities.

Back to Basics: Cytology


COURSE CODE
P005558



MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Attendance


The **Back to Basics: Cytology** workshop focuses on the basic principles of cytology, which include the collection and preparation of both cytologic and histopathologic samples. During this workshop, you will learn to collect and prepare cytology samples (including samples for histologic evaluation), recognise normal and abnormal cytology responses (i.e. inflammation, reactivity and neoplasia), interpret cytologic changes in different samples based on knowledge of physiology and the changes that can occur in various diseases, and understand the indications for cytology versus histopathology for different samples. Topics include basic cytology principles, comparisons between cytologic and histopathologic findings on samples and sample collection.

Cytology of Body Cavity Effusions


COURSE CODE
P005560



MODE OF DELIVERY
Contact sessions (Workshop)



DURATION
1 contact day



CERTIFICATE
Attendance


The **Cytology of Body Cavity Effusions** workshop focuses on the cytology of body cavity effusions and includes a wetlab with slides and clinical cases for real-life application. During this workshop, you will gain the knowledge and skills required to prepare and handle effusion samples for analysis in practice. You will also learn to understand the pathogenesis behind the formation of various effusions and how this relates to the classification of effusions, use the cellularity, protein concentration and other appropriate chemistry tests to classify effusions, and become familiar with the cytological change associated with transudates, exudates, neoplastic effusions, chyle and uroperitoneum.

Cytology of the Spleen and Lymph Nodes


COURSE CODE
P005559


MODE OF DELIVERY
Contact sessions (Workshop)


DURATION
1 contact day


CERTIFICATE
Attendance

The **Cytology of the Spleen and Lymph Nodes** workshop focuses on the cytology of the spleen and lymph nodes, and include a wet lab with slides and clinical cases for real-life application. During this workshop, you will learn to recognise the cytologic appearance of normal lymph nodes and spleen, recognise the cytologic changes associated with reactive or inflamed lymph nodes and spleen, recognise the cytologic changes associated with neoplastic lymph nodes and spleen (including metastatic changes), and come to understand the basic principles of immunocytochemistry, when it should be used for lymphoid tissue, including the significance of the different results.

Preliminary Course in Early Canine Development


COURSE CODE
P005964


MODE OF DELIVERY
Blended (Contact and online)


DURATION
2 weeks online prep | 1-day workshop | 8 hours online assessment


CERTIFICATE
Successfully completed

The **Preliminary Course in Early Canine Development** provides you with the prerequisite handling and training skills if you have no prior experience in the training of dogs – regardless of size, age or breed. The course provides you with an intense but practical learning experience by focusing on general handling skills, dog training and restraint equipment and practical assessments, during which you will learn to work with and properly train puppies. You will also be encouraged to do as much practice as possible to develop your skills in order to reach the required standard for assessment in the Hills Puppy Handler examination.

Intermediate Course in Early Canine Development


COURSE CODE
P002202


MODE OF DELIVERY
Blended (Contact and online)


DURATION
2 weeks online prep | 1-day workshop | 20 hours online assessment


CERTIFICATE
Successfully completed

The **Intermediate Course in Early Canine Development** provides you with progressive skills in the training and handling of puppies once you have acquired some basic skills as dog trainer, veterinary nurse or assistant. During this course, you will gain a better understanding of the different training methods, behavioural aspects (including the prevention and correction of behaviour problems) and dealing with aggressive dogs during practical handling and training sessions. You will also have the opportunity to design and create your own puppy training course that can be presented in your puppy school by applying the knowledge and skills set acquired during the course.

Introductory Course in Early Canine Development


COURSE CODE
P002201


MODE OF DELIVERY
Blended (Contact and online)


DURATION
2 week online prep | 1-day workshop | 20 hours online assessment


CERTIFICATE
Successfully completed

The **Introductory Course in Early Canine Development** provides you with the necessary knowledge as dog trainer (or veterinary nurse or assistant) – with limited prior experience in working puppies – to develop the skills in handling or training puppies appropriately. During the course, you will gain invaluable exposure to canine domestication, dog breeds, anatomical terms, behavioural aspects, how dogs learn and practical training skills. You will also be introduced to the importance of puppy training in preventing and correcting behavioural problems with the aim to assist you in being able to teach puppies basic commands and run your own puppy school successfully.

Advanced Course in Early Canine Development


COURSE CODE
P002614


MODE OF DELIVERY
Blended (Contact and online)


DURATION
2 weeks online prep | 1-day workshop | 20 hours online assessment


CERTIFICATE
Successfully completed

The **Advanced Course in Early Canine Development** provides you with the final skills set necessary as dog trainer, veterinary nurse or assistant in order to offer puppy classes to clients of the highest standard – specifically in the veterinary practice environment. The course provides you with progressive insights to the behaviour of puppies, training exercises for puppies and dealing with the human client. During the course, you will be able to explain the concept of social learning in dogs and apply it to the puppy school context, compare appropriate teaching methods for different learning styles and design a SMART puppy course.

High-Impact Diseases


COURSE CODE
P001304


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The short course in **High-Impact Diseases** provides you with the requisite insights as animal health technician to report on and assist in the management of animal health problems. The course aims to improve your understanding of the epidemiology, diagnosis and control or eradication of high-impact diseases prevalent in the southern African region. You will also learn how to apply sound methods to assess the disease status of a livestock population, report on the disease situation in a particular area and collect field data or specimens, with diseases that range from foot-and-mouth and bovine pleuropneumonia to African horse sickness and theileriosis.

Introduction to Artificial Insemination in Cattle


COURSE CODE
P002209


MODE OF DELIVERY
Contact sessions


DURATION
3 contact days


CERTIFICATE
Successfully completed

The **Introduction to Artificial Insemination in Cattle** short course will provide you with practical knowledge of artificial insemination (AI) by examining the basic anatomy and physiology of the female bovine reproductive system. The course also covers basic endocrinology and the reproductive cycles in bovines and is specifically aimed at equipping dairy managers, dairy and beef cattle farmers, herdsman, students of animal production, as well as agricultural technicians and extension officers with the requisite skills to successfully administer AI in cattle. **After successfully completing this course, you will be able to register as a certified inseminator with the Department of Agriculture.**

See also: *Agriculture and Food Security*

Manufacturing and Registering Complementary and Herbal Medicines


COURSE CODE
P003644


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The short course in **Manufacturing and Registering Complementary and Herbal Medicines** introduces you to the requisites of manufacturing, registering and selling Complementary and Alternative Medicines (CAMs) in South Africa – with a specific focus on the production of herbal medicines prepared from plant materials. During the course, you will become familiar with the relevant industrial medicine production theories and practices, and gain insights to the governance of the pharmaceutical industry in general. You will also develop the skills and knowledge to compile and file registration dossiers in the Common Technical Document (CTD) format to be able to supply new medicinal products.

See also: *Health and Health Care*

Online Course in Medical Terminology


COURSE CODE
P003159


MODE OF DELIVERY
Fully online


DURATION
24 hours online


CERTIFICATE
Successfully completed

The **Online Course in Medical Terminology** provides you with a better understanding of the basic features of modern medical terms with regard to structural units derived from Greek and Latin. Decoding medical terms is an important process in accurately describing medical conditions and associated components, prognoses and diagnoses. During the course, you will gain insights to basic principles of term usage and how they combine to establish scientifically interpreted meanings, develop the ability to interpret medical terms used in reports and health records, and come to appreciate related vocabularies of proto-zoology, medical entomology, aspects of botany, pharmacology, biochemistry and endocrinology.

See also: *Health and Health Care*

Online Course in Non-Radiological Diagnostic Imaging of the Horse



COURSE CODE
P001001

MODE OF DELIVERY
Fully online

DURATION
8 months online

CERTIFICATE
Successfully completed

The **Online Course in Non-Radiological Diagnostic Imaging of the Horse** provides you with a good working knowledge of the methodology and diagnostic capabilities of various non-radiological imaging modalities by focusing on diagnostic ultrasonography and the physical factors involved in diagnosing pathological conditions in horses. You will gain a better understanding of the physical principles of diagnostic ultrasound, correct equipment selection, scanning techniques, interpretation of images, limitations of the imaging technique and the making of an ultrasonography diagnosis. During the course, you will be able to apply your acquired skills by making diagnoses and stating relevant prognoses of specific pathological conditions.

Online Course in the Radiology of the Horse



COURSE CODE
P000710

MODE OF DELIVERY
Fully online

DURATION
8 months online

CERTIFICATE
Successfully completed

The **Online Course in the Radiology of the Horse** provides you with a thorough knowledge of specific radiographic techniques and radiologic descriptions, diagnoses, prognoses and conclusions on pathological conditions of the horse. During the course, you will become familiar with various forms of equine health issues, care and treatment that the veterinarian will encounter in order to provide the highest quality of treatment for their patients and reassurance of the horse owner. As such, the course focuses on film and digital radiography and the radiology of pathological conditions that you will be able to successfully implement in your veterinary practice.

Primary Animal Health Care

COURSE CODE
P003183

MODE OF DELIVERY
Contact sessions

DURATION
3 contact days

CERTIFICATE
Successfully completed

The **Primary Animal Health Care** short course provides you with a common methodology and structured approach to a primary animal health care training programme for farmers. The knowledge and skills gained through this course will guide you in developing a structured training programme that can be deployed in aid of farmers, farm managers and farm workers based on the basic principles of and approach in primary animal health care. Throughout the course, you will be familiarised with the latest concepts and methodologies available while gaining the necessary skills to also effectively develop and implement a training programme for your clients.

See also: *Agriculture and Food Security*

Research Ethics in Health and Health Care

COURSE CODE
P003606

MODE OF DELIVERY
Contact sessions (Workshop)

DURATION
2 contact days

CERTIFICATE
Successfully completed

The two-day workshop in **Research Ethics in Health and Health Care** provides you with a guided process in the exploration of theoretical frameworks for conducting ethically sound research in the medical and health sciences industry. The workshop specifically looks at aspects of the scope and need of research ethics, risks to people, animals and the environment versus benefits of research, legislative and regulatory provisions for ethical research, as well as the exportation and importation of research materials. Through case studies and integrated practice, you will also gain insights to scientific integrity, controversial research and misconduct, publication ethics and data management.

See also: *Health and Health Care*

Tick Identification


COURSE CODE
P00644


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

This short course in **Tick Identification** provides you with a practical training experience to gain indispensable skills in identifying the most prevalent ticks of sub-Saharan Africa. During the course, you will gain an in-depth understanding of the taxonomy, biology, ecology, lifecycle, distribution, control and sampling methods of ticks in order to provide you with a full scope of specifically identifying the Ixodidae (hard ticks or scale ticks) and Argasidae (soft ticks) families of the tick species for medical and veterinary purposes. The course is also beneficial to those who are interested in or work with the characterisation/cataloguing of tick identification.

Basic Course in Toxicology


COURSE CODE
P006113


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Basic Course in Toxicology** introduces you to the key role that toxicology plays in identifying, estimating and controlling the benefits and adverse effects of substances in hazard and risk assessment. As toxicology has evolved from the traditional science of poisons into an extensive discipline that participates in scientific decision making around technical, political and social aspects, this course equips you with the basic knowledge, understanding and application of toxicology by focusing on different types of DNA damage and mutations, the importance of evaluation studies on mutagenicity and carcinogenicity, as well as the differential impact of hereditary versus somatic mutations.

See also: *Health and Health Care*

Advanced Course in Toxicology


COURSE CODE
P006302


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Successfully completed

The **Advanced Course in Toxicology** provides you with progressive insights to the evolved discipline of toxicology and its role in preserving public health and the environment. Where science has to interact with, and occasionally confront, technical, political and social aspects of hazard and risk assessment, this course equips you with further knowledge and insights to DNA-damaging agents in the environment, defence mechanisms that preserve genetic integrity, biological consequences of non-repaired DNA damage, and the mechanisms by which DNA damage causes genetic alterations and cancers. You will also become familiar with cellular processes that protect humans and animals from harmful effects.

See also: *Health and Health Care*

Update on Small Animal Dermatology and Endocrinology


COURSE CODE
P006680


MODE OF DELIVERY
Contact sessions


DURATION
5 contact days


CERTIFICATE
Attendance

The **Update on Small Animal Dermatology and Endocrinology** short course provides you with the latest updates, trends and research in the approaches, diagnostics and treatment options of the various syndromes and conditions that are treated in small animals. The course looks at topics of diagnostic imaging of the endocrine abdomen, interpretation of endocrine laboratory tests, diagnosis and medical treatment of Cushing's disease (including surgical options) and canine hypothyroidism. You will also update your knowledge of Addison's disease, the approach to pruritus and otitis, treatment of canine pyoderma, canine and feline diabetes mellitus and insulinoma, as well as feline hyperthyroidism.

Update on Small Animal Medicine and Surgery



COURSE CODE

P005703



MODE OF DELIVERY

Contact sessions



DURATION

5 contact days



CERTIFICATE

Attendance

The **Update on Small Animal Medicine and Surgery** short course provides you with the latest updates and research on small animals in terms of internal medicine, surgery, anaesthesiology and clinical pathology. During the course, you will gain a better understanding of the newest approaches, diagnostics and treatment of various syndromes and conditions, including lameness, babesiosis, gastric ulcers and murmurs, enterectomies, splenectomies and fractures. You will also become familiar with the latest anaesthetic techniques in horses and dogs, the latest developments in GIT disease and ICU in dogs, as well as the latest breakthroughs in seizure management and inflammatory CNS disease.

Advanced Course in Wildlife Chemical Immobilisation and Field Practice



COURSE CODE

P002974



MODE OF DELIVERY

Contact sessions



DURATION

4 contact days



CERTIFICATE

Successfully completed

The **Advanced Course in Wildlife Chemical Immobilisation and Field Practice** provides you with a unique opportunity to enhance your skills and knowledge with more progressive insights to wildlife care as a veterinarian working in the field. The course is presented in the Kruger National Park where you will be able to attend lectures, undertake practical sessions, and participate in discussions and problem-based learning exercises. Themes include applied physiology, pharmacological principles, chemical immobilising agents, rational drug use in field medicine, monitoring immobilisation and anaesthesia, managing complications during capture, immobilising challenging species, field equipment, first-aid in the field, and local and international drug regulations.



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Enterprise Building,
140 Lunnon Road, Hillcrest



Private Bag X41, Hatfield, 0028



+27 (0)12 434 2500



info@enterprises.up.ac.za

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