

Faranani Facilitation Services - Public Courses

AUGUST 2010

Course name	Dates	Facilitator	Venue
Introduction to Project Management NQF Level 4 - 10 Credits	16 – 18 August (3 Days)	Dr Belinda Ketel	Fountains Hotel
<p>This course covers the fundamentals of project management and is targeted at project administrators and team members.</p> <p>The course covers: The Nature of Project Management, Project structures, administration and meetings, Project planning scoping and management, Budgeting and Documentation, monitoring and reporting.</p> <p>US 120372: Explain Fundamentals of project management US 120373: Contribute to project initiation, scope definition and scope change control</p>			

Course name	Dates	Facilitator	Venue
Advanced Project Management NQF Level 5 - 39 Credits	16 – 18; 23 – 24 August (5 Days)	Dr Belinda Ketel	Fountains Hotel
<p>This course is at an advanced level and targeted at those responsible for setting up and closing out projects. The course covers: Introduction to Project Management; Project Initiation; Project Scoping and Planning; Project Structure and Teams; Risk Management and Change Management; Cost Management and Procurement; Communication, Quality Management and Reporting: Close Out and Evaluation.</p> <p>US 120372: Explain Fundamentals of project management US 120373: Contribute to project initiation, scope definition and scope change control. US 120374: Contribute to the management of project risk within own field of experience. US 120375: Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget. US120388: Supervise a project team of a small project to deliver business objectives</p>			

SEPTEMBER 2010

Course name	Dates	Facilitator	Venue
HIV/AIDS Peer Educator Training NQF Level 4 - Credits 10.	To be advised – REGISTER NOW!	Janine Hattingh	Fountains Hotel
<p>The course is targeted at participants who have an interest and a passion to work in the field of HIV Aids providing support to those infected or affected and raising awareness in communities.</p> <p>The course focuses on the core theoretical knowledge around STIs, with specific reference to HIV/AIDS. The course has a specific focus on the impact on vulnerable groups. Peer Educators or Counsellors are trained in prevention techniques, the importance of pre and post test counselling, as well as advocacy work informing communities of the rights of HIV positive people.</p> <p>US 114491: Educate and work closely with the community with regard to Sexually transmitted infections (STIs), including Human Immune Deficiency Virus and Acquired Immune Deficiency Syndrome.</p>			

Course name	Dates	Facilitator	Venue
Supervisory Skills for Managers and Team Leaders NQF Level 4 – 10 Credits	To be advised – REGISTER NOW!	Dr Belinda Ketel	Fountains Hotel
<p>This course is targeted at managers and supervisors that lead team to achieve performance. The course covers skills in leadership, management, the management cycle of leading, planning, controlling and monitoring as well as the skills of team leadership delegation and decision making.</p> <p>US 14667: Describe and apply the management functions of an organization</p>			

Course name	Dates	Facilitator	Venue
Conflict Management NQF Level 4 – 8 Credits	15 – 17 September (3 Days)	Chris Osborne	Capetonian
<p>This course is targeted at middle level managers such as heads of departments, section heads or divisional heads. It is for leaders and supervisors who have people reporting to them</p> <p>US 114226: Interpret and manage conflicts within the workplace</p>			

OCTOBER 2010

Course name	Dates	Facilitator	Venue
On the Job Training (SAOGA)	To be advised – REGISTER NOW!	Janine Hattingh	Fountains Hotel
<p>This unit standard will provide recognition for individuals who perform or intend to perform one-to-one training on the job.</p> <p>US 117877: Perform one-to-one training on the job</p>			

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Course name	Dates	Facilitator	Venue
Advanced Project Management NQF Level 5 39 Credits	To be advised – REGISTER NOW!	Belinda Ketel	Fountains Hotel
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Course name	Dates	Facilitator	Venue
Facilitation Skills / Train the Trainer Level 5	To be advised – REGISTER NOW!	Robin Benjamin	Fountains Hotel
<p>This is an advanced facilitation skills programme for those who wish to become accredited trainers. The course equips trainers and instructors to facilitate outcomes based learning that is accredited against unit standards. It is a highly interactive workshop with summative assessment being conducted through mock workshops in the course.</p> <p>US 117871: Facilitate learning using a variety of given methodologies</p>			

NOVEMBER 2010

Course name	Dates	Facilitator	Venue
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A reminder that Public Courses are subject to change (date / venue) and a minimum of 8 delegates are needed to ensure the course commences