

SKILLS PROGRAMS

PERSONAL DEVELOPMENT SKILLS PROGRAMS

Receptionist Skills Programme

Office Administration (Entry level)

Administration in a business environment (Intermediate level)

PROJECT MANAGEMENT SKILLS PROGRAMS

Project Management (Fundamentals)

Project Management (Project Planning)

TECHNICAL SKILLS PROGRAMS

Word and Excel Functions

Technical Support Skills Programme

Technical Support: Networking Skills Program

ADMINISTRATION SKILLS PROGRAMS

Self and time Management

Effective communication

Workplace Readiness

MANAGEMENT & LEADERSHIP SKILLS PROGRAMS

Leadership and Management Techniques

Management principles and techniques

People Management

Coaching and mentoring

Emotional Intelligence

Business Management

Contact Centre Customer Management

SKILLS PROGRAMS

MICROSOFT SKILLS PROGRAMS

Microsoft Word Level 1 (Basic)

Microsoft Word Level 2 (Intermediate)

Microsoft Word Level 3 (Advanced)

Microsoft Excel Level 1 (Basic)

Microsoft Excel Level 1 (Intermediate)

Microsoft Excel Level 1 (Advanced)

FINANCIAL & BUSINESS SKILLS PROGRAMS

Business Management

Entrepreneurship Readiness Programme

Financial Administration

SKILLS PROGRAMS

MERSETA ACCREDITED PROGRAMS

MANUFACTURING

Assistant Metal Joiner

Assistant Spray Painter

Finisher and Components Assembler

Manufactured Component Assembler

Manufacturing Equipment Operator

Material Stock Balance Maintainer

Routine Maintenance Operator

Routine Maintenance Using Tools and Equipment

Stock Counting

Understanding of Quality Indicators in Manufacturing

First Line Maintainer

Material Handler

MANAGEMENT & SUPERVISION

Supervisory Management Phase 1

Work in a Team

Assistant Project Manager

Production Coordinating Skills

Production Quality Assurance Skills

Production Systems Controller

Project Budget Supervisory Skills

Production Operator

Production Process Worker

Production Stock Control

Allocator and Planner of Production Tasks

WAREHOUSING & LOGISTICS

Warehouse and Logistic Planner

Logistics and Planning Phase 3

Logistics and Planning Phase 4

Logistics Operation Skills

HEALTH & SAFETY

Health and Safety Skills

Safety, Health and Environmental Representative

Safe Use of Tools and Equipment