

## Public Sector Acquisition Management Strategies Workshop

### Course Outcome:

Upon attending this workshop participants will be fully equipped with knowledge on how to:

- Understand Acquisition Management in the public sector.
- Understand general aspects applicable to Acquisition Management.
- Implement Acquisition Management processes for bids/quotations.
- Evaluate and adjudicate bids or quotations.



## Public Sector Bid Committee

### Course Outcome:

The qualifying learner is capable of:

- Discussing elements of a Supply Chain Management model that apply to the bid committee system.
- Applying knowledge of the applicable regulatory framework to ensure compliance.
- Discussing the importance of ethical conduct at all stages of the bid committee process.
- Apply knowledge of the functions of the Bid Specification Committee.
- Apply knowledge of the functions of the Bid Evaluation Committee.
- Apply knowledge of the functions of the Bid Adjudication Committee.
- Demonstrate an understanding of the bid system
- Demonstrate an understanding of the responsibilities of the bid evaluation and adjudication committees
- Demonstrate an understanding how to examine bids
- Demonstrate an understanding how to evaluate and adjudicate bids
- Demonstrate an understanding of the criteria for evaluation
- Demonstrate an understanding how to award contracts
- Demonstrate an understanding of the rejection of bids
- Demonstrate an understanding the competitiveness of the bid process
- Demonstrate an understanding of value for money procurement
- Demonstrate an understanding of competitive bidding methods
- Demonstrate an understanding how to procure goods and services



## Advanced Electronic Document and Records Management Systems Workshop

### Course Outcome:

#### Benefits of Attending include:

- Understand the implications of new legislation on records management and guide the organisation to becoming compliant
- Create a strategic plan for a records improvement process
- Align the records management programme to the corporate goals and objectives
- Provide input into the Enterprise Content Management initiatives of the organisation.
- Prepare the organisation for Information Governance, beyond IT Governance
- Assist the organisation in balancing the needs for Privacy versus Accessibility of records
- Lead the process for managing social media as records where appropriate.
- Make informed decisions as to whether the "Cloud" is a suitable repository for organizational records
- Look beyond traditional "File Plan" thinking and start developing value-based records classification schemes
- Facilitate the move to Enterprise Content Management
- Inform the organisation of the pros and cons of SharePoint as a records management system.
- Demonstrate an understanding of the rejection of bids



## Asset And Fleet Management Workshop

### Course Outcome:

#### Delegates will learn how to:

- Interpret the Government Immovable Asset Management
- Come up with an Asset management Plan (AMP);
- Apply the knowledge gained through asset management practices for improved reliability and efficiency.
- Reduce the total lifecycle cost of assets through better maintenance tracking, spare parts planning, inventory improvements and disposal of unproductive equipment and systems;
- Eliminate unnecessary or redundant equipment
- Get better appreciation of maintenance requirements with an accurate accounting of assets;
- Optimize the production of machinery, tools, fleets and other working assets.
- Improve risk management techniques.



## Microsoft Excel Skills

### Course Outcome:

#### Delegates will learn how to:

- Reconcile accounts,
- Compare data lists,
- Join databases together,
- Locate spreadsheet errors,
- Identify duplicate entries and missing data.
- Create powerful summary reports in seconds rather than hours
- Build ad-hoc query tools with ease
- Enhance your executive reporting
- Quickly summarize daily data by month, quarter/ year



## Bereavement Counselling Training

### Course Outcome:

#### Delegates will learn how to:

- Have knowledge of the theories and models of grief and understanding of their application in a counselling context.
- Have practised a range of counselling skills.
- Have developed a greater self-awareness and an understanding of themselves in a counsellor role.
- Have developed understanding of the use of boundaries and contracts.
- Recognise the value of supervision and understand how to make use of it.
- Have experienced a variety of bereavement situations through case study and role-play and gained knowledge of the factors affecting grief.
- Understand responding to bereaved people and how bereavement can lead to new growth and development for the client.
- Gained knowledge and understanding of the relationship between counsellor and client.



## Bid Committee Training

### Course Outcome:

#### Delegates will learn how to:

- Get an overview of applicable Legislation to Bid Committee process.
- Know the roles and responsibilities of Committees.
- Examine the constitution, functions and responsibilities of each committee.
- Learn the roles of Bid Committee members in curbing fraud and mitigating risk.
- Establish proper transparency theories in procurement, tendering, and purchasing.
- Evaluate Bid Committees' strengths and weaknesses.
- Present entities with viable mechanisms of strengthening procurement, tendering & purchasing transparency at national, provincial & local levels of Governments.
- Up-dated their entity on the preferential procurement policy framework and point systems.
- Examine the Standard Bid Documents and understand the Bid Specification Committee.



## Change Management Course

### Course Outcome:

#### Delegates will learn how to:

It is critical that organizations

- understand change
- promote change
- cope with change
- value change

#### Expectations and Setting Boundaries

- Balancing self, team, organization and social context
- The Nature, types and contexts of change
- Change Management methodology – principles, processes and elements

#### Mobilizing the organization for change

- Assembling the change team
- Aligning leaders, sponsors and workforce

- The vision for change
- The business case and communications plan
- Current state assessment
- Outline of desired state

#### Designing the desired state

- Organizational change readiness assessment
- The case for change defined and communications defined
- Impact assessment – people, systems, processes and culture
- Complete blueprint of desired state

#### Implementing Change

- Employee involvement process implemented
- Aligning processes and systems



## Clinical Governance and Risk Management Workshop

### Delegates will learn how to:

#### Clinical Governance

- Clinical Governance and Leadership
- The Role of a Clinical Governance Committee
- Introduction to Human Factors
- Clinical Practice Improvement Method
- Key Policy Components of an Effective Clinical Governance Framework
- Quality improvement & clinical audit
- Patient experience & involvement

#### Clinical Risk Management

- Principles of risk management
- An understanding of the key concepts and terms involved
- How to identify risks in clinical services
- How to encourage incident and adverse event reporting
- Practical tools for analysing an incident and finding the root causes
- Techniques to help clinical groups analyse the process and systems failures
- Approaches for gaining commitment from colleagues to handle risks.



## Leading people, building organizations

### Course Outcome:

- Understand and explain selected theories of leadership and management
- Be confident to explore your own emotional intelligence
- The importance of trust in developing credible team empowerment
- Describe and implement various methods to motivate and reward staff
- Monitor performance and delegate tasks and responsibilities
- Identify barriers to effective teamwork :discuss, implement solutions
- Stress the importance of and apply various methods of handling conflicts
- Understand and apply disciplinary principles when necessary
- Handle challenges through an effective problem solving technique
- Practice lateral thinking in responding to challenges requiring creative solutions
- Practicing success principles of leadership by clarifying my personal vision



## Coaching and Mentoring for 21st Century Leaders

- Introduce Core Coaching and Mentoring Concepts
- Equipping leaders to empower employees to take ownership of their own growth and development
- Practise fundamental Coaching Skills
- Introduce GROW Model and Kolb Learning Cycle
- Learn to give and receive feedback
- Apply effective questioning skills to enable development
- Structure a Coaching discussion
- Create a productive environment focusing on top performance
- Practice a high level of work standards and ethics



## The Power of Purposeful Leadership

- Highly interactive and experiential
- Includes activities that allow the facilitator to coach the delegates
- Develops insight into critical team issues
- Enhances understanding and awareness of team and individual capabilities
- Provides opportunities to practice skills learnt
- Includes team building activities to anchor the learning objectives
- To strengthen relationships between the managers



## Contract Management Workshop

**Ensuring a more coordinated planning, implementation and close monitoring of government projects for effective service delivery**

This course is aligned to the Unit standards 377896:Administer Contracts for goods, works and services in the public sector NQF level 05 with 05 credits.



### Benefits of Attending

- Drafting of legal contracts
- Difference between legal contract and the SLA
- Effects of badly drafted contract, and the standard clauses to the valid contract.
- Understand the Uses of Contracts
- Managing the contract content
- Managing contract process
- Have knowledge of service level agreements
- Outsourcing and SLA's

## Contract And Procurement Fraud Workshop

### Course Outcome:

**The workshop will provide participants with a practical understanding of the :**

- Elements of procurement fraud
- The risks associated with procurement fraud
- Legislative framework of procurement and fraud,
- Strategies of limiting the risk of procurement fraud within institutions
- Analyze the procurement process with appropriate and effective methods
- Detect potential fraud in the procurement cycle
- Develop methodology of investigation & preventive action procedures
- Develop the ability of lesson learned from each case of fraud that occurred



## Disaster Risk Management Workshop

### Course Outcome:

**The Disaster Risk and Waste Management Workshop hosted by Business Circle Consultation seeks to assist localities, industries and businesses to.**

- Promote learning on disaster risk management within South African region.
- Foster and strengthen relationships between regional practitioners and disaster management organizations.
- Encourage other stakeholders to contribute on the formulation of policies and strategies in the South African region.
- Scrutinizing the Disaster Management Amendment Bill
- Consolidate disaster risk concepts and strategies amongst municipal officials, with an emphasis on preparedness and mitigation strategies;
- Learn lessons in disaster risk management from public and private experience .
- Discuss the key challenges facing municipalities in anticipating and mitigating disasters.
- Share better strategies to improve South Africa's disaster and waste management strategies.
- Sound knowledge and insight of the impact of unsafe and poor disaster management.the incidence of diseases/ injuries related to disaster management.
- Post Disaster management
- National Disaster Management Advisory Forum



## Effective Accounts Payable Management Workshop

- Understanding the need for credit sales
- Fostering credit awareness
- Defining a credit strategy
- Understanding the need for a credit policy
- Knowing the benefits of having credit facility
- Appreciating the factors that influence the credit policy
- Implementing the credit facility
- Gathering credit information
- Understanding financial statements
- Applying financial analysis of financial statements
- Monitoring accounts receivables
- Knowing the reasons for slow collection
- Pre-empting excuses for not paying promptly
- Seeing tell- tale signs of potential bad debts
- Using collection techniques
- Case study & practical exercises



## Essential Best Practices for Accounts Payable and Credit Management Workshop



### Course Outcome:

- Identify and understand Accounts Payable Management.
- Handle invoices correctly and employ the necessary checks and balances.
- Process payments correctly while employing the necessary checks and balances.
- Dramatically improve your efficiency using simple techniques for streamlining the entire payment process
- Provide good customer service, create internal controls, & prepare the department for the annual audit.
- Detect and prevent fraud from vendors and employees.
- Use technology in Accounts Payable to make the job more efficient.

## Strategic Facilities Management Workshop



### Course Outcome:

This extensive two day workshop is aimed at facilities management professionals who wish to maximize the benefits of the FM function in their organizations and reflect visible results. Focusing at length on the vital aspects of facilities management in various operational contexts in the modern environment, this workshop covers topics such as:

- Key concepts of facilities management
- Comply with legal requirement in managing facilities
- Apply key disciplines for effective facilities management
- Obtain and manage resource necessary to manage facilities

## Fraud Prevention and Anti-corruption Strategies Workshop



### Key issues to be addressed include:

- Analyzing current directions in policies, regulatory and developments in preventing fraud
- Exploring current trends of fraud in South Africa
- Strengthening Internal Audit Effectiveness
- Anti-corruption Strategies in the public sector
- Corruption prevention in the Public Sector
- Prevention, detection and investigation of fraud
- Merging a Corporate Governance Compliance Program
- White-Collar Crime in South Africa
- Blowing the Whistle - Implementing strategies within organizations to support whistle blowing
- Conducting Fraud Risk Assessment

## Innovative Human Resources Management Strategies Workshop

### Course Outcome:

#### Human Resources Strategies

- Human Resources strategy and the role they should play.
- Human Resources processes and the effect they should have
- Understanding HR, measuring and managing HR.

#### Legislation affecting Human Resources

- Relationship between the Constitution and labour laws
- An overview of all the Acts affecting the relationship between the state, employer and employee

- Understanding the Labour relations Act and the regulation of power.
- The role of the CCMA

#### Human Resources Leadership and Management

- The difference between Management and Leadership
- Change Management process for leaders
- Coaching – a powerful process for individual development
- Understanding the Generational Theory in South Africa



## Integrated Public Sector Governance Workshop

### Course Outcome: :

- Public Sector Governance: An Overview & Brief History
- Ethical Leadership & Corporate Citizenship
- Governance & Leadership Structures
- Managing Conflict Of Interest
- Stakeholder Relationship Management
- Integrated Reporting Framework

- Internal Control & Audit Framework
- Risk Governance Framework
- Information Technology (It) Governance Framework
- Compliance Frameworks



## Government Procurement, Tenders & Contracts Management Workshop

### Course Outcome: :

- Identify bid rigging within the procurement process.
- Learn water tight measures to curb corruption in government tendering.
- Acknowledge the latest updates surrounding procurement and tendering activities.
- Getting grips with ethical issues and considerations within the government tendering framework.
- Establishing techniques in risks analysis and forecasting
- The role of ITC and advertising in Procurement and

- Government tenders.
- Manage value creation and customer service excellence through preparation plans and developing contract strategies.
- Implement a transparent tendering process including evaluation of tenders to pre-determined criteria.
- Undertake strategic contract management in order to attain best results from suppliers and contractors.



## Operational Risk Management Training

### AS PRESCRIBED BY THE NATIONAL TREASURY FRAMEWORK

A practical training course focusing on the implementation of the tools needed to perform risk management and the timely recognition and measurement of risks in the public sector environment.

### Course Outcome: :

- Establishing organisational and governance risk structures
- Developing risk policies and procedures
- Applying risk management approaches
- Setting risk appetite and tolerance levels
- Establishing a risk management process
- Identifying and assessing risks
- Determining and implementing risk controls
- Employing 'international best practice' in risk management
- Utilising risk techniques, tools and systems to minimise risks
- Implementing enterprise risk management (ERM)



## Integrated Community Development Planning

### Course Outcome:

- Explain the purpose and role of Integrated Development Planning (IDP)
- Discuss the elements covered in the IDP in terms of own work context
- Examine the approach to and mechanisms for implementing, monitoring and evaluating the IDP in own work context
- Illustrate the key components of Integrated Development Planning (IDP) in the form of a presentation with examples from own work context
- To equip participants who act as ICDP change officers/agents with knowledge and skills towards managing ICDP .
- To ensure that social capital and local knowledge skills of community members are invested to its full potential



## Generally Recognised Accounting Practice (GRAP) Update Training

### Course Outcome:

- Discuss principles of sound financial management
- Explain GRAP concepts, terminology and definitions
- Recognise the link between GRAP and the Public Finance Management Act (PFMA)
- Explain the international position in Standard Setting in the Public Sector
- Understand the System of National Accounts and Government Finance statistics
- Describe and distinguish between different accounting systems such as the accrual basic accounting system, the modified accrual basis accounting system, the cash basis accounting system and the modified cash basis system
- Explain essential issues of financial reporting
- Make the links between different standards, namely: International Public Sector Accounting Standard (IPSAS), Generally Recognised Accounting Practices (GRAP) and Generally Accepted Accounting Practices (GAAP)
- Discuss success and failure factors in public service accounting



## International Financial Reporting Standards Workshop

### Course Outcome:

- Receive a comprehensive review of the most important IFRS standards interpretations.
- Understand the requirements and choices for IFRS financial statements.
- Analyse and interpret IFRS financial statements.
- Apply newly applicable IFRS amendments effective in the current year.
- Be prepared to implement upcoming new requirements that will be effective in future years.
- Receive information on the latest developments and anticipated changes in IFRS for planning.
- Become familiar with internet sources in order to maintain up-to-date knowledge.
- Understand the progress to date on the convergence of local standards to IFRS worldwide.
- Put theory into practice with practical company case study exercises



## Local Governance in the 21st Century Ethics ,Risk ,Governance and Fraud Workshop

### Course Outcome:

- To promote the participants' understanding of corruption in the global context
- Identify provisions and institutionalized processes for addressing public sector corruption that exists internationally and in different parts of Africa, including United Nations, African Union and SADC protocols and conventions;
- Share experiences of how corruption has been an obstacle to development
- Share methods and techniques for identifying and preventing corruption
- Share best practices and lessons learned
- Acquire skills necessary to develop anti-corruption programmes
- Acquire skills to enable participants to monitor and evaluate their respective anticorruption programmes.



## Medium Term Expenditure Framework Workshop

### Course Outcome:

- Assistance in finding the best combination of revenue measures.
- Borrowing and spending plans, that is consistent with economic growth,
- Broadbased development and social progress :
- Reporting against past performance: Infrastructure and capital projects
- Budget process: national sphere of government
- Baseline assessment and reprioritisation
- Provincial budgeting process



## Municipal Strategic Planning and Implementation Workshop

### Transforming Governance In The 21st Century

### Course Outcome:

- Formulating and articulating a mission and vision;
- Developing mechanisms of accountability and legitimacy using performance management;
- Understanding and making good use of new tools for government including privatization and contracting;
- Restructuring and re-engineering organizations; and shaping organizational culture.



## Office Administration Workshop

### Course Outcome:

- Build a stronger and better relationship with your boss
- Manage your priorities more effectively
- Handle criticisms positively
- Create opportunities to advance your career
- Take charge of your own professional development
- Become a polished and confident professional



## Office Management Skills For Executive Pas, Secretaries & Admin Officers Masterclass

### Course Outcome:

- Improving communication and presentation skills to a new level of professionalism.
- Enhancing emotional intelligence
- Managing change effectively
- Mastering the event management skills.
- Understanding of project management techniques.
- Understanding and embracing the expanded role of an Executive Secretaries/Office Administrator





## Improving Construction Industry Health and Safety Workshop

### Course Outcome:

- Explain the specified requirements to conduct safety, health and environmental representation activities at a working place.
- Describe the legislative framework of workplace health and safety legislation.
- Know the legislation pertaining to health and safety representatives and committees
- Know the effect on the duties of health and safety representatives of health and safety legislation pertaining to the employers and employees (including contractors).
- Participating in the actions to address safety, health and environmental related issues.
- Participating in activities within safety, health and environmental structures



## People Management and Leadership Skills Workshop

### Course Outcome:

- It provides you with practical tools and techniques to efficiently manage the workforce within your department
- Manage the performance of each team member
- Run regular one-to-one discussions to motivate, improve and develop team members
- Develop goals and plans to improve each team member
- Explore management principals
- Organize human resources to match the task objectives
- Develop your leadership style
- Develop people skills – maximizing effective communication
- Lead successful teams – motivation and the importance of trust
- Implement skills and strategies to manage and resolve conflicts



## Implementing The Public Finance Management Act Workshop

### Course Outcome:

- Application of the PFMA in departments and public entities
- To regulate financial management in the national government and provincial governments;
- To ensure that all revenue, expenditure, assets and liabilities of government are managed efficiently and effectively;
- To provide for the responsibilities of persons entrusted with financial management in those governments;
- To ensure an efficient and effective financial administration,
- To bring together professionals and public managers to exchange knowledge and facilitate cooperation.
- To address issues of Maladministration, Corruption and Accountability.



## Procurement Fraud Prevention and Anti-corruption Strategies Workshop

*For moral, accountable, responsive and transparent governance*

### Course Outcome:

- Analyzing current directions in policies, regulatory and legislative developments in preventing procurement fraud
- Strengthening Internal Audit Effectiveness
- Anti-Corruption Strategies in the public and private sector
- Optimizing your fraud detection strategies
- Predictive analysis of fraud, minimizing risks, streamlining
- Operations while reducing costs and losses in the organization.
- Implementing the latest developments on the Prevention and combating of Corrupt Activities Act.
- Detection and prevention of Cyber Fraud and designing a fraud response plan



## Advanced Project Management Workshop

*This course is aligned to the Services Seta and material covers unit standards 120372 and 120379 at NQF level 4 .*

### Course Outcome:

The course is designed to :

- Advance participant's theoretical, conceptual and practical understanding of project management.
- Support the building of development oriented capacity in the public and private sector.
- Manage development programmes and projects in strategic, policy and operational contexts.
- Equip public and private development management at national, provincial and local level to strategically and operationally manage projects
- Apply a range of project management tools and techniques
- Contribute to project initiation, scope definition and scope change control
- Contribute to the management of project risk within own field of expertise
- Monitor, evaluate and communicate simple project schedules
- Participate in the estimation and preparation of cost budget for a project or sub project and monitor actual expenditure against budget
- Evaluate and improve the project team's performance



## Public Sector Administration and Management Workshop

### Course Outcome:

- Strategic Planning for the Public Sector
- Integrated Development Planning (IDP)
- Understanding corporate Vision, Mission, Goals
- Strategic Objectives
- Agreeing on strategic outcomes
- Developing Indicators to measure outcomes
- Formulation of performance targets
- Monitoring and evaluation
- PMS
- The importance of reporting
- Utilization of reported information



## Public Sector Governance, Audit and Risk Management Workshop

### Course Outcome:

- Public Finance Management Act versus Kings Reports.
- Audit and Risk Management in its Corporate Governance context.
- Fraud control strategies.
- Strengthening internal audits/controls.
- How to achieve best practice.
- Ways for combating assets abuse.
- Fraud in procurement Tendering

