

## *Business & Technical Training*

Business and Technical training aim to develop our employee's skills whether it is a statutory requirement or personal development. This training is identified based on the needs of the business and is available across all disciplines including, IT, Finance, engineering, manufacturing, risk, compliance, legal, HR etc. Business training ensures that employees understand the consumer and the organisation.

It also assists employees in accomplishing essential workplace tasks.

### *Business Skills:*

Business skills aim to address skills required across the business which are not specific an individual's role.

### *Examples of Business Training:*

**Communication & Writing Skills:** The communication and writing skills course is aimed to build collaborative relationships, learn how to communicate effectively, and improve their business writing skills. **Delivery Type:** Classroom

**MS Excel:** The communication and writing skills course is aimed to build collaborative relationships, learn how to communicate effectively, and improve their business writing.

**Delivery Type:** Classroom

**NQF Level:** 2

### *Technical Skills:*

Technical skills are specific to employee's expertise that are required to achieve complex workplace tasks. This is specialised knowledge and abilities that are required in order to perform specific tasks.

### *Technical Skill Examples:*

**Counterbalance Lift Truck:** The person credited with this unit standard is able to operate a counter-balanced lift truck in a safe manner. They will also be able to conduct pre and post inspections to ensure the performance of the lift truck. The duration of this course is five days.

**Delivery Type:** Classroom

**NQF Level:** 3

**Ammonia Category A:** This course takes operators through the concept of pressure and temperature relationship of refrigerants as applied to the refrigerant cycle and is about applying this to a refrigeration plant with the operation of individual components, their inter-relationship and basic trouble shooting of controls and equipment.

**Delivery Type:** Classroom

**Ammonia Category C:** A person with a Category C cardholder is authorised to inspect refrigeration installations, air conditioning installations and is an authorised designer of refrigeration and air conditioning installations.

**Delivery Type:** Classroom

**Boiler Attendant:** This is a ten-day course for boiler operators who are responsible for maintaining heating systems in the boiler, engine and mechanical rooms.

**Delivery Type:** Classroom

**NQF Level:** 3

**Supply Chain Management:** The Supply Chain Management Fundamentals course focuses on bringing together essential supply chain concepts, tools and principles and breaks down its relevance in forecasting inventory processes.

**Delivery Type:** Online