



# ROCK LILLY

## TRAINING COURSE BROCHURE

Training Courses  
That  
Drive Business Growth & Performance for Competence  
With  
Intelligence & Integrity



## ROCK LILLY BRAND CHARACTERISTICS

- Business growth drivers
- Performance accelerators
- Standard of competence
- Measure of intelligence
- Benchmark of integrity



## OUR COURSE BENEFITS & VALUE

- SETA Accredited training courses
- SAQA & NQF aligned credit bearing courses
- Internationally transferable credits
- Internationally recognized courses
- Maximum ROI on training
- Choice of over 100 Unit Standard based courses
- Choice of 5 full qualifications
- Choice of in-house, external face-to-face training or virtual learning
- SA local and regional footprint
- Subject Matter Expert Facilitators
- SETA Registered Facilitators

## Rock Lilly Courses

Learnerships, Diplomas and Certificate Courses (9-12 months)

1. FETC: Generic Management NQF Level 4 Administration Specialization 57712 LP 58344
2. FETC: Generic Management NQF Level 4 General Management Specialization 57712 LP 74630
3. NC: Generic Management NQF Level 5 General Management Specialization 59201 LP 60269
4. NC: New Venture Creation 49648 NQF Level 2
5. FETC: New Venture Creation 66249 NQF Level 4

Short Courses and Skills Programs (1-10 days)

Code	Course Name	Level	Credits	Days
242824	Applied Leadership	4	12	3
120300	Effective Leadership	5	8	2
120389	Team Motivation & Leadership	4	6	2
242821	Supervisory & Team Leadership	4	6	2
242819	Team Building and Team Motivation	4	10	3
252037	Team Building	5	6	2
15224	Team Building	5	4	1
242811	Time Management & Personal Mastery	4	5	2
15234	Time Management	5	4	2
12153	Business Writing & Report Writing	4	5	2
119472	Communication Skills-Verbal	4	5	2
119462	Communication Skills-Verbal	4	5	2
119459	Communication Skills-Written	4	5	2
119465	Communication Skills-Written	3	5	2
119467	Communication Skills-Reading	3	5	2
119457	Communication Skills-Reading	3	5	2
12433	Communication Techniques	5	8	2
242816	Conduct of Meetings	4	5	2
110009	Records Management	4	4	2
11473	Performance Management	4	8	2
252034	Performance Management	5	8	2
242829	Customer Service	4	5	2
110003	Administrative Skills Course	4	8	2
242815	Application of Codes of Conduct	4	5	2
13952	Labor Legislation	4	8	2
251960	Disaster Management	3	5	2
12140	Interviewing Skills	5	9	2
13915	HIV/AIDS Awareness	3	4	1
114226	Conflict Management	5	8	2
110026	Fraud Control	4	4	2

252026	Decision Making	5	6	2
--------	-----------------	---	---	---

Code	Course Name	Level	Credits	Days
242817	Problem Solving and Decision Making	4	8	2
109999	Service Provider Management	4	5	2
252031	Emotional Intelligence	5	4	2
252021	Change Management	5	8	2
252043	Diversity Management	5	6	2
252025	Risk Management	5	8	3
252044	Knowledge Management	5	6	2
252029	Talent Management	5	8	2
252027	Workplace Relationships Management	5	6	2
252022	Project Planning	5	8	2
252042	Organizational Ethics and Culture	5	5	2
114215	Mentoring	4	3	1
113909	Coaching Course	3	5	2
252035	Executive Coaching	5	8	2
242822	Management Skills Course	4	10	3
252020	Creativity & Business Innovation	5	6	2
252032	Operational Planning	5	8	2
242810	Budget Control	4	6	2
252036	Financial Analysis	5	6	2
252040	Finance for Non-Financial Managers	5	8	2
10048	Branding	5	8	2
9015	Statistical Analysis	4	6	2
252041	Learning Organization	5	5	2
117853	Negotiation Skills	5	8	2
263534	Action Planning	4	4	2
262474	Basic Financial Management	4	6	2
114805	Basic Business Administration	4	4	2
253456	Strategic Planning	4	4	2
114592	Business Plan Writing	4	8	2
114596	Business Research Essentials	4	5	2
263434	Operations Management Fundamentals	4	6	2
263455	Costing Principles	4	4	2
263514	Marketing Principles	4	5	2
114584	Business Financing Essentials	4	5	2
	Presentation, Coaching and Mentoring Skills	4/5	11	5
	Facilitation Coaching and Mentoring Skills	5	11	5
	Facilitation Assessment and Mentoring Skills	5	30	5
	Coaching & Mentoring Skills Program	4/5	11	3

Records & Knowledge Management Skills Program	4/5	10	3
Knowledge Management & Business Innovation	5	12	3
Knowledge Management & Learning Organization	5	11	3
Financial Management Skills Program	4	33	5
Business Management Skills Program	4	21	5
Human Resources Skills Program	5	17	4
Business Writing Skills Program	4	24	5
Entrepreneurship Skills Program	4	31	5
Interpersonal Skills Program	4	14	4
Administration Skills Program	4	25	5
Management Development Program	4	18	4
Operational & Project Management Skills Program	5	27	5
Organizational Improvement Skills Program	5	20	5
Leadership & People Management Skills Program	5	38	5
Leadership & People Management Development	5	51	10
Workplace Relationships Skills Program	5	28	5
Financial & Risk Management Skills Program	5	22	5
Planning & Organizational Skills Program	4	11	3
Team Leadership Skills Program	4	27	5
Organizational Performance Monitoring Skills	4	11	3
Ethical Decision-Making Skills Program	4	13	3
Computers All-in-One Beginners			5
Computers All-in-One Intermediate			5
Computers All-in-One Advanced			5
MS Word for Beginners			1
MS Word Intermediate			1
MS Word Advanced			1
MS Excel for Beginners			1
MS Excel Intermediate			1
MS Excel Advanced			2
MS Databases			1
MS PowerPoint			1
Internet Based Research			1
Electronic Mail			1
Business Plan Writing			2
Business Research Essentials			2
Strategic Planning			2
Negotiation Skills			2
Marketing Essentials			1
Principles of Costing			1
Small Enterprise Development			1

Entrepreneurship			1
Business Strategy			1
Organizational Ethics			1
Cultural Awareness			1
Office Assistants			2
Personal Effectiveness			2
Budgeting			2
Asset & Inventory Management			2
Service Provider Management			2
Report Writing			2
Basic Accounting Principles			2
Project Team Management			2
Project Management Fundamentals			2
Project Cycle Management			2
Project Team Development			2
Project Risk Management			2
Project Budgeting			2
Project Management Techniques			2
Project Documentation			2
Project Administration			2
Project Meetings			2
Project Scheduling			2
Project Quality Assurance			2
Project Management Skills Development			4
Strategic Management Skills Development			4
Leadership Skills Development			4
Management Skills Development			4
Ethics in Organizations			4
Public Sector Service Delivery			5
Human Recourses Management Development			5
Public Sector Policy			3
Public Sector Customer Service			4
Knowledge & Records Management			5
Strategic Planning			5
Public Sector Legislation			4
Risk Management			3
Office Administration Skills			5
Public Administration Skills Development			10
OH &SA			2

## Rock Lilly Training Services

We offer the following face-to-face, classroom-based, instructor-led, and online training services:

1. Learnerships
2. Diplomas
3. Certificates
4. Skills Programs
5. Short courses
6. Soft Skills Training
7. Skills development
8. Training workshops
9. Corporate training

## Rock Lilly Training Approach

All our courses are **outcomes based** and facilitated using a **hybrid, blended approach** incorporating **synchronous and asynchronous** learning, **interactive and participatory methodologies**. Our training methodologies include but not limited to the following:

- Power Point Presentations
- Class Exercises
- Case studies
- Relevant business exercises
- Role-plays and simulations
- Coaching sessions
- Action learning
- Practical learning
- Self-study
- Workplace Application
- Group discussions and other group activities

Our training approaches allow application of the **learning dimensions of theory, reflection and industry specific learning**. With the acquired knowledge and reflection, delegates take back into their work environment, skills and competences for **practical workplace application** to accelerate business growth and optimize performance.

Our facilitators create a learning environment conducive for active learning and delegate participation, enabling maximal learning transfer; as delegates start idea and solutions generation to problems within the training sessions; and plan suitable growth paths for application in the workplace.

**Our training delegates receive the following:**

- Learner Guide & Manual
- Learner Workbook
- Note pad and pen (face-to-face training only)



- Certificate of Competence and Statement of Results for accredited courses or Certificate of Attendance for non-accredited courses.
- Tea, lunches and refreshments (Only for training at Rock Lilly provided venues)

### Rock Lilly Training Practitioners

Our training **facilitators**, **assessors** and **moderators** are **subject matter experts** with credentials. Our pool of expertise has a combined range and strength that covers all industry experience and skills.

### Rock Lilly Training Venues

Our training venue locations are in:

1. Johannesburg
2. Pretoria
3. Durban
4. Cape Town

We do in-house training at client sites:

- South Africa
- Swaziland
- Lesotho
- Namibia
- Zimbabwe
- Zambia
- Botswana

## Rock Lilly References

Training Service Rendered	Client Name
Conflict Management Training Workshop 2020	Airports Company of South Africa
Business Administration 4 Learnership 2018-19	Masithuthuke Holdings Vanderbiltj Park South Africa
Conflict Management Training Workshop 2018	ACH Projects, Witbank South Africa
Time Management Training Workshop 2019	ACH Projects, Witbank South Africa
Conflict Management Training Course 2018	IMPACT SHERQ, Centurion South Africa
Time Management Training Facilitation 2019	IMPACT SHERQ, Centurion South Africa
Facilitation Skills Program 2018	Cre8work, Johannesburg South Africa
Facilitation Skills Program 2017-2020	Public South Africa, Namibia, Swaziland
Facilitation Skills Program 2018	Eisen Engineering Johannesburg South Africa

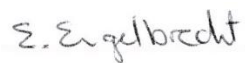
## Testimonials and Evaluations

TO WHOM IT MAY CONCERN

I confirm that we have dealt with Rock Lilly Connections since January 2018. Rock Lilly Connections provided us with excellent training service and learner support, with well-designed learning material and training delivery. Their facilitator and trainer was a joy to work with as she patiently and expertly walked us through the learning material. The facilitators' subject matter expertise was clearly evident, and we benefited a lot from her expert training delivery.

I can confidently recommend Rock Lilly Connections as a solid and reliable training service provider.

Yours Sincerely



Esme

HOW DID YOU BENEFIT?

a lot! In terms of risk assessment & contingency plans

WHAT WENT WELL FOR YOU?

The facilitator's explanation made it easier to understand.

WHAT COULD HAVE BEEN DIFFERENT, OR BETTER?

n/A

WHAT ARE THE FIRST ACTIONS YOU INTEND APPLYING?

ID the risks & to assess.

On a scale 1 = poor, to 5 = excellent

- 1. The instructor was prepared. (5) (1-5)
- 2. The instructor was knowledgeable about the course content. (5) (1-5)
- 3. The course materials met or exceeded my expectations (5) (1-5)
- 4. The best thing about this course was:

The time spend by facilitator explaining in detail

OVERALL EVALUATION of workshop

5

(1-5)

What other courses would you like to have available in the future?

Employment Equity

Please make any additional comments:

