



ROCK LILLY

TRAINING COURSE BROCHURE

Training Courses

That

Drive Business Growth & Performance for Competence

With

Intelligence & Integrity

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	Strategic Team Building	5	6	2
15224	Team Empowerment	5	4	1
242811	Time Management & Personal Mastery	4	5	2
15234	Time Management	5	4	2
114589	Scheduling and Time Management Techniques	4	4	2
12153	Business Writing & Report Writing	4	5	2
119472	Verbal Communication Fundamentals	4	5	2
119462	Sustained Verbal Communication	4	5	2
119459	Written Communication Fundamentals	4	5	2
119465	Written Communication Basics	3	5	2
119467	Language Comprehension Basics	3	5	2
119457	Language Comprehension Fundamentals	3	5	2
12433	Communication Techniques	5	8	2
242816	Conduct of Meetings	4	5	2
13929	Meetings & Events Management	4	3	2
13930	Receptionist Skills Course	3	4	2
114959	Business Etiquette & Professional Conduct	2	4	2
113924	Business Ethics & Conduct	2	2	1
110009	Records Management	4	4	2
11473	Performance Management	4	8	2
252034	Performance Monitoring & Evaluation	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

116394	Human Resources & Labor Relations	5	9	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	People Development & 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 Team Members	3	5	2
252035	Coaching Line Managers	5	8	2
242822	Management Skills Course	4	10	3
252020	Creativity & Business Innovation	5	6	2
114600	Innovation & New Venture Creation	4	4	4
263356	Entrepreneurship Skills	4	5	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	Organizational Development & Learning Organization	5	5	2
117853	Negotiation Skills	5	8	2
13948	Negotiation Strategies	4	5	2
263534	Action Planning	4	4	2
262474	Financial Management	4	6	2
114805	Business Administration	4	4	2
263456	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
119672	Marketing & Sales Skills Course	2	7	2
119667	Procurement & Supply Chain Fundamentals	2	8	2
119712	Tender Procedures	3	8	2
119671	Contracts Administration	3	10	2
	Call Centre Skills Program	4	15	5
	Call Centre Expanded Skills Program	4	34	10
	Presentation, Coaching and Mentoring Skills Program	4/5	11	5
	Facilitation Coaching and Mentoring Skills Program	5	11	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
	Entrepreneurship Skills Program-Marketing & Sales		22	5
	Entrepreneurship Skills Program-Planning, Finance & Financial Management		26	5
	Entrepreneurship Skills Program-Tenders, Procurement & Contracts Administration		26	5
	Entrepreneurship Skills Program-Business Operation		26	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
	Supervisory & 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			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 Resources 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

Book here <https://www.rocklilly.co.za/contact-us> or via Email: info@rocklilly.co.za

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
Generic Management Level 4 Fundamental Unit Standards Training Workshops 2020	DSV, Cape Town
Labor Relations Training Workshops 2020	Hotelicca, Johannesburg South Africa
Conflict Management Training Workshop 2020	Airports Company of South Africa, Durban
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