Junior Management Training

Get qualified in Management Principles and Skills.

DATE: Please Refer To Available Registration Dates
Time: 09:00-16:00 (light lunch incl)

PLACE:
Roban Centre, Ground Floor, 178 Erasmus Street, Meyerspark, 0184

CONTACT:
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Limited seats - first come first served. (Seat only confirmed once payment received)

Our training will also assist you in claiming money back on the Skills Development Levies you pay. You will also be able to complete a thorough Employment Equity Plan should you use our training. Seesa believes in providing training which is not of an academic nature but rather practical so as to provide attendees with workable information.

After more than a decade of assisting thousands of successful business-owners with a number of their business requirements, SEESA has identified many of the critical factors contributing to their success, one of them undoubtedly being the importance of having well-trained and competent managers on ground level.

Therefore SEESA is now presenting a Junior Management and Supervisor Development course.

The aim of the course is to empower those individuals who already distinguished themselves as leaders with the knowledge and ability required to excel and optimally benefit your business.

This full-day course entails a thorough yet uncomplicated introduction to the main principles of management, as well as step-by-step guidance in a number of practical managerial skills. Numerous exercises and actual examples are used to clearly communicate the principles.
The course will leave attendees with a clear understanding of - and ability to apply the following:

Management Principles

- Planning: The importance of planning and the planning process.
- Organisation: How to coordinate resources to achieve goals.
- Leadership: Understanding strategy, and having the ability to lead and inspire.
- Control: Ensuring that the envisioned outcomes are achieved.

Management Skills

- Decision-making: The core competency of a manager. How to make optimal decisions.
- Conflict Management: Resolving workplace disputes and creating a positive morale.
- Time Management: The effective allocation of time to achieve goals.
- Effective Communication: The ability to get the message across.
  - Speaking
  - Report Writing
- Effective Meetings: How to organise and conduct meetings.

The course is presented by SEESA’s professional and experienced facilitators.

Our highly-affordable and tax-deductible services include: Labour Law, BEE, Skills, Occupational Health & Safety, UIF and Consumer Protection for businesses

SEESA Labour assists businesses with all Labour Law matters by providing on-site consultations, facilitating access to representation at the CCMA or other Bargaining Councils, and guaranteeing its legal services. SEESA Labour services include: Employment contracts, disciplinary hearings, retrenchments, incapacity hearings, union negotiations etc.

SEESA Consumer Protection assists business owners and suppliers with the implementation of this far-reaching new legislation by way of perusing clients’ marketing and sales documentation and advising thereon. SEESA also provides clients with assistance upon receipt of compliance orders, during tribunal hearings or with general complaint procedures.

SEESA BEE guides businesses in BBBEE (Broad Based Black Economic Empowerment) compliance, verifications and requirements in order to benefit from the new legislation.

SEESA Skills acts as an external skills development facilitator and assists businesses with workplace skills plans, annual training reports and reclaiming up to 50% of the levies already paid to the relevant SETA’s.