



## Who Should Attend

- Project/ programme managers
- Project team leaders
- Team members
- Heads of Department



## Programme Outcomes:

On completion of the programme, learners will be able to:

- Apply the knowledge and skills of project management
- Provide support to a project manager
- Be an effective team member
- Analyse a project for cost, time and risk



## Topics Covered:

- Concepts and basic principles of project management
- Plan, monitor and control projects
- Reporting on projects/ progress reports
- Project leadership and project management skills
- Project life-cycles and approaches
- Provide support to a project team

# PROJECT MANAGEMENT

Effective project management involves, amongst others, meeting deadlines, working within budget, managing diversity among groups, problem solving and achieving outcomes/ objectives.

This programme provides delegates with the skills and knowledge required to work effectively as part of a project management team, using an appropriate project management approach.

## Duration

- The total duration is 2 days.

## Price

- R5 999.00 per delegate\*
- \* Group discount available

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Only successful applicants will receive notification of acceptance to undergo training.



## Who Should Attend

- Executives involved with strategic and operational decision making
- Senior Managers and Managers
- Chief Operation Officers
- Heads of Department
- Supervisors and Line Managers



## Programme Outcomes:

On completion of the programme, learners will be able to:

- Understand the fundamental principles of risk management
- Effectively identify business risks and risk factors
- Implement risk controls and mitigation techniques
- Understand financial implications associated with risks
- Develop a risk response plan



## Topics Covered:

- Identify and understand the business and business processes
- Identify types of risks and risk factors; Probability and consequence
- Risk management framework/ models and processes
- Risk financing: Insurance; Reinsurance; Legal liability; Forecasting losses
- Risk control: OHS, Fire, Natural disasters, Motor vehicles, Money and assets
- Monitoring and Control; Risk response plans

# RISK MANAGEMENT

Effective risk management involves, amongst others, identifying business risks and risk factors, understanding the risk management framework, risk controls and financial implications associated with risk management.

This programme provides delegates with the skills and knowledge required to effectively manage risks using appropriate risk management approaches and frameworks.

The curriculum covers in-depth, the essential elements of managing risks and compiling risk mitigation initiatives to minimise the probability of risks.

## Duration

- The total duration is 2 days.

## Price

- R5 499.00 per delegate\*
- \* Group discount available

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## Who Should Attend

- Managers in non-financial positions
- Entrepreneurs
- Team leaders and project managers
- Supervisors and Line Managers



## Programme Outcomes:

On completion of the programme, learners will be able to:

- Effectively plan, in-line with financial implications
- Undertake budget planning and management
- Understand budget processes
- Understand working capital management and capital budgeting
- Understand the concepts of Growth, Profitability, Cash Flow, Costing concepts, Cash flow projections and forecasting
- Understand and interpret basic financial statements: basic analysis and interpretation



## Topics Covered:

- Understanding of basic accounting terminology
- Planning and management of budgets: Preparing a budget and budget processes
- Cash flow, projections and forecasting, Cost escalation factors
- Understanding financial statements: basic analysis and interpretation
- Costing: Marginal costing, Absorption costing, Cost allocations
- Break-even analysis and ratio analysis
- Working capital management and capital budgeting

# FINANCE FOR NON-FINANCE MANAGERS

This practical programme enables delegates to improve their understanding of the financial implications of business decisions that they take. It provides a better understanding of ones contribution to strategic decisions with regard to financial ramifications and budgeting and enables one to better manage budgets, inventory and the time value of money. Decision making skills are enhanced by integrating financial management into planning and implementation.

## Duration

- The total duration is 4 days.

## Price

- R7 999.00 per delegate\*
- \* Group discount available

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## JUNIOR MANAGEMENT DEVELOPMENT PROGRAMME

This programme is intended to empower and equip Managers and those aspiring to become managers, with the requisite skills and knowledge about the management process and management functions. This is reinforced by personal mastery skills, ensuring that managers are able to effectively and efficiently lead, motivate and communicate.



### Who Should Attend

- Junior Managers
- Supervisors and line managers
- Team leaders



### Programme Outcomes:

On completion of the programme, learners will be able to:

- Understand management principles and general management
- Use personal mastery as an effective management and self-reflection tool
- Use effective business communication to enhance management skills



### Topics Covered:

- Management functions; Performance appraisals; Ethical issues
- The need for personal mastery; EQ, IQ and SQ
- Stress management
- Time management
- Time-task mapping
- Communication skills and reporting

### Duration

- The total duration is 7 days.  
• (inclusive of 1 day for assessment)

### Price

- R7 999.00 per delegate\*
- \* Group discount available

### Certification

- 20 credits towards the RBS Certificate in Business Management, an accredited NQF level 5 qualification.

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## Who Should Attend

- Middle Managers
- Supervisors and line managers
- Team leaders



## Programme Outcomes:

- On completion of the programme, learners will be able to:
- Understand management principles and general management (Including Marketing Management and Human Resource Management)
  - Become effective in leadership and people management
  - Understand and motivate corporate intrapreneurship
  - Practice effective information and knowledge management
  - Undertake effective coaching and mentoring
  - Effectively communicate and report



## Topics Covered:

- Management functions and general principles of management
- Leadership theory and styles
- Benefits and drawbacks of Intrapreneurship, Human capital variables, Creativity vs Innovation, Brainstorming, Culture and Perception in Intrapreneurship
- Information management systems and knowledge management systems
- Understand the role of the coach/ mentor
- Logical sequence of the mentorship process
- Develop self-empowerment and self-managed learning through mentorship
- Communication skills and reporting

# MIDDLE MANAGEMENT DEVELOPMENT PROGRAMME (MMDP)

This programme is intended to empower and equip Managers and those aspiring to become managers, with the requisite skills and knowledge about the management process and management functions. This is reinforced by aspects of leadership skills, corporate intrapreneurship, operations management and knowledge management systems.

## Duration

- **The total duration is 13 days.**
- (inclusive of 1 day for assessment)

## Price

- **R29 990.00** per delegate\*
- \* Group discount available

## Certification :

- **20 credits towards the RBS Bachelor of Commerce Degree, an accredited NQF level 7 qualification.**

REGENT Business School reserves the right to postpone a planned training intervention, decline/refuse to accept applications from delegates who respond to this invitation after the registration deadline and change dates, times and venues for the training. All enquiries can be directed to the business development unit on the above details. The closing date for the programmes is reflected on the respective schedule/calendar of programmes.





## Who Should Attend

- Marketing/ Sales managers
- General managers
- Business owners
- Sales representatives



## Programme Outcomes:

On completion of the programme, learners will be able to:

- Understand sales and marketing
- Develop a sales and marketing strategy
- Identify best practice with respect to sales and marketing campaigns
- Undertake effective communication and collaboration
- Understand products, pricing and distribution
- Use social media as a marketing tool



## Topics Covered:

- Understanding sales and marketing
- Establishing effective sales strategies
- Understanding sales environments
- Understanding the marketing mix
- Developing marketing strategies
- Role of social media in marketing

## SALES AND MARKETING

This programme is intended to empower and equip managers and those aspiring to enter the sales and marketing arena, with the requisite knowledge, skills and leverage to break into this highly competitive environment. Organisations spend an average of 35% of revenue on marketing initiatives, hence the need to optimise this spend.

### Duration

- The total duration is 3 days.

### Price

- R5 499.00 per delegate\*
- \* Group discount available

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## Who Should Attend

- Office administrators, support staff, secretaries and PA's
- Managers and Supervisors
- Anyone wanting to improve his/ her writing skills



## Programme Outcomes:

- On completion of the programme, learners will be able to:
- Gain a better understanding of common spelling/ grammar issues in business writing
  - Review basic concepts in sentence and paragraph construction
  - Learn how agendas, email messages, business letters, business proposals, and business reports are structured in a professional environment
  - Master techniques for improved proof reading skills
  - Gain valuable insight into international etiquette
  - Learn to use email effectively



## Topics Covered:

- Reasons for writing, the value of writing; identifying the audience
- Spelling and grammar
- Correct use of words and business terminology
- Correct use of tense and conjunctions
- Active and Passive voice
- The 5 C's (clear, concise, complete, correct, courtesy)
- Sentences, sentence types and paragraphs
- Writing Business Letters: The Basic Structure; Choosing a Format; Writing the Letter
- Writing cohesive and coherent texts
- Proofreading and editing

## EFFECTIVE BUSINESS WRITING

Writing is a key method of communication for most people, and it's one that many people struggle with. Participants will participate in a writing refresher, focusing on spelling, grammar, and punctuation. This Business Writing workshop will provide an overview of the most common business documents including proposals, reports and agendas, giving you that extra edge in the workplace.

### Duration

- The total duration is 2 days.

### Price

- R4 890.00 per delegate\*
- \* Group discount available

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## Who Should Attend

- Inventory and Purchasing Managers
- Logistics Managers
- Warehouse Managers
- Entrepreneurs
- Procurement and related personnel



## Programme Outcomes:

On completion of the programme, learners will be able to:

- Understand supply chain management concepts and processes
- Undertake materials requirement planning (MRP) and short-term scheduling
- Source the right suppliers
- Manage contracts effectively
- Effectively manage inventory
- Undertake capacity and aggregate planning



## Topics Covered:

- Introduction to supply chain and logistics (Brief history and core concepts)
- Principles of supply chain management
- Forecasting, capacity planning and aggregate planning
- Financial and tactical aspects of supply chain management and logistics
- Sourcing the right suppliers
- Working with contracts
- Basic principles of stock control processes, inventory and warehousing

# SUPPLY CHAIN MANAGEMENT AND PROCUREMENT

Supply Chain Management is a facet of every business. It plays a vital role in ensuring the effective management and control of inventory, logistics, storage and distribution. This course presents ways of balancing customer demands whilst ensuring high levels of customer service.

## Duration

- The total duration is 2 days.

## Price

- R5 499.00 per delegate\*
- \* Group discount available

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## Who Should Attend

- Inventory and Purchasing Managers
- Logistics Managers
- Warehouse Managers
- Entrepreneurs



## Programme Outcomes:

- On completion of the programme, learners will be able to:
- Understand supply chain management and procurement concepts and processes
  - Plan for procurement and implement an appropriate SCM strategy
  - Source the right suppliers
  - Manage contracts effectively
  - Manage inventory processes
  - Understand and function within bid committees



## Topics Covered:

- Principles of public sector supply chain management
- Public sector supply chain management policies and procedures
- Public sector supply chain systems and resources
- Managing supplier contracts
- Bid committees

# PUBLIC SECTOR SUPPLY CHAIN MANAGEMENT AND PROCUREMENT

Supply Chain Management is a facet of every business. It plays a vital role in ensuring the effective management and control of inventory, logistics, storage and distribution. This course presents ways of balancing customer demands whilst ensuring high levels of customer service.

## Duration

- The total duration is 4 days.

## Price

- R8 999.00 per delegate\*
- \* Group discount available

## Certification

- Certificate of competence, SAQA US ID: 119345 at NQF 5, 15 credits from LG SETA

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