

CSP 5 - Development Policies Implementation

This interactive course introduces the participants to various development policies and the SA Government policy process framework within the Cooperative Governance model and the Municipal Structures Act 2001. Participants have the opportunity to learn more and understand their responsibility as policy implementers of cascaded goals and how to achieve effective implementation of service delivery projects at lesser cost. The benefit of understanding sustainable development and how it is essential in the Cooperative Governance for effective development and service delivery and improvement of living standards also draws on the effective contribution of participants as well to share their experiences. NGOs and private organisations shall benefit from the lessons that help them build better bridges with the public sector.

- Understanding the policy structures at provincial, municipal & district levels
- How to effect implementation of policies
- Introduction to Sustainability Development (what is this all about?)

CPS 6 - Coaching and mentoring

We all strive to achieve excellence. The journey however is a challenging one if treaded alone. Coaching & Mentoring is all about "lending a helping hand" to those who embark on this life changing experience.

Much as this is personal, the motivation and the reward will benefit both the individual and the organization.

This course is thus designed at both a personal and organizational levels.

- Understand Coaching & Mentoring
- Building a coaching / mentoring relation ship
- Tools, Techniques, Approaches, etc.
- Defining outcomes
- Progress assessments
- Achieving improved performance and personal growth

What we offer

Our training courses are handled by well qualified personnel with experience in project management and planning, evaluation, public and private sector management, rural development and mentoring.

Courses are conducted in interactive manner with the participants making inputs from practical work experience from their various fields and sector.

Interactive materials (audio-visual) are used to impact memorable experience of our programmes for the desired results of productivity in participating organisations and clients businesses.

We provided monitoring fellow-up that enable participants to communicate back their progress helping us design future sessions for them

Registration and fees.

Our registration fees are competitive and affordable . Participants are obliged to pay registration fees 3 weeks in advance to guarantee them a place in the sessions.

We accept only cheque electronic payments

How to apply

Contact details are available at the front . Online forms are available through the website links provided.

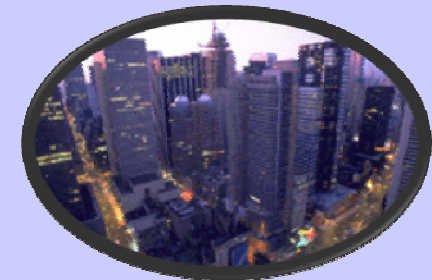
Onsite option

We provide customised onsite training for organisation with highly busy staff for part of the day. Talk to us about your choice for this option and we will make a plan for your organisation.



Partnership
Programme

PUBLIC AND PRIVATE SECTOR CAPACITY BUILDING / STRENGTHENING PROGRAMME – 2012



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The Public and Private sector Capacity Strengthening Programme – 2012 has proposed the following courses with room for your customised module

CSP 1 - Development Planning

Development in the public sector has two dimensions – the policy level and output delivery ground where implementation occurs. The 3 hours course taking into consideration the two levels of governance activity is designed not only to highlight better understanding of the processes, but to ensure civil servants have firm grasp of their provincial and local governance sphere's goals and strategy to promote effective delivery in the context of overall National development strategy. This includes budgeting and resource allocation within the local area development strategy. Participants are taught on working with the micro and macro activity tools and instruments with legislative awareness of the SA Municipal Structure Act 2001 and subsequent amendments thereof.

- Understanding of the Provincial Strategy
- Understanding of how this impact on the Municipality and district
- Developing of programmes and projects at the municipal and district level
- Budgeting
- PFMA

CSP 2 - Performance Management

It is no secret that high performing organizations have high performing employees. These organizations understand the value of their employees and the importance of sharing a common goal that ultimately results in growth for both the organization and the employee.

This course is designed to equip managers with the relevant skills, tools and techniques of effective employee performance management that ensures a win-win situation for the manager, the managed and the organization as a whole.

The course would cover the following areas and more:

- Employee performance planning Frameworks, Tools, Techniques, etc.
- Defining Roles and Responsibilities Clarifying work
- Work Plan and achievement target Setting the work parameters; performance matrixes and measures
- Managing the “managed” to achieve set goals The hard and soft skills of managing people

CSP 3 - Project Management

Projects in organizations are inevitable! Thus project management forms part of the daily management issues in an organizations. Why? Simple, how would an organization grow? How would it achieve its strategic objectives?

It is therefore paramount for organizations to ensure successful implementation of its strategic projects. However with the ever raising rate of project failure, developing project management skills has become a strategic HR objective. Organizations MUST ensure that managers have the needed skills (adequate skill levels) to successfully implement strategic projects.

The course is pitched at two levels;

CSP 3.1 - Level 1: Introduction to Project Management

This level is designed to introduce participant to the basic principles of project management.

- “Project” definition within a given strategic context
- Managing the project implementation; the implementation phases, team management, etc.
- Managing project risk & change management
- Project leadership; understanding project governance structure, the role of the project manager, the project sponsor, top management, etc. in project management

CSP 3.2 - Level 2: Managing Strategic Projects

This level is designed to assist project managers to improve the odds of project success. It therefore delves into the details that are essentials to project success.

- The project business case
- The Project Manager as a “Leader”
- Project leadership
- Troubled Projects
- Project Rescue

CSP 4 - Outcome-Based Monitoring & Evaluation

“Monitoring and evaluation (M&E) is a powerful public management tool that can be used to improve the way governments and organizations achieve results. Just as governments need financial, human resource, and accountability systems, governments also need good performance feedback systems”. The sessions will help participating public and private organisations to understand how impact evaluation has been a policy concern affecting the overall objective of an organisation in fulfilling its full potential and equip participants with *how* skills. Organisations ‘activities effectiveness should be measurable by use of evaluation technique that is capable to assess the policy’s efficacy: how effectively it accomplishes the policy goal; second, policy exhaustiveness: the range of policy options and inputs considered; third, policy consensuality: the degree to which the policy attains legitimacy, thus enhancing voluntary compliance and minimizing costs of policy administration. Course include Logic Model a mapping technique that simplify and aid in M&E enhancing the gauging of policy situation and programme implementation by linking programme resource, activities, outputs, participants, and outcomes for short-, medium-, and long-term.

- Measurable goal setting and process mapping
- Developing indicators
- Periodic review & performance tracking
- Controls & measures
- Familiarity with donors requirement .