



Our Offices:

No. 83 WOBURN AVENUE, BENONI , 1500
Tel: 011 428-5283 | Cell. 0824080493
Fax to E-mail: 086 219 0917
Email: info@themdigroup.co.za
Email: jabsma@gmail.com

A. INTER-PERSONAL SKILLS (Knowing Yourself)

(Understanding your own human nature will assist you to understand others better)

No.	DESCRIPTION	CREDIT	DAYS	PRICE PER DELEGATE
1.	Assertive life skills		3	R
2.	Assertiveness training (30% interpersonal skills)		3	R
3.	Self-Management		3	R
4.	Self-Motivation		2	R
5.	Stress handling (Physical, Psychological and spiritual)		3	R
6.	Emotional intelligence		2	R
7.	Managing personal finances		2	R
8.	Realise your potential		1	R
9.	Brain based creativity		1	R
10.	Practical stress management		3	R
11.	Analysing customer risk		2	R
12.	Psychometric Evaluation		1	R

B. INTERPERSONAL SKILLS SYSTEMS

1.	Handling people assertively		3	
2.	Call centre agent training		10	
3.	Team building & Team dynamics		3	
4.	Effective communication skills		2	
5.	Interpersonal skills		3	
6.	Customer service		1	
7.	Leadership		5	
8.	Conflict Management		2	
9.	Family communication		1	
10.	Creative problem solving & decision making		1	
11.	Cultural diversity		1	
12.	Leading and organizing human output		1	
13.	Mentorship		2	
14.	Stress management (awareness in personnel)		1	
15.	Export orientation skills			

C. INTRODUCTION TO BUSINESS START UP

1.	Module 1 Dynamics of Small Business Management in South Africa		2	
----	---	--	---	--

2.	Module 2 Managing your money		2	
3.	Module 3 Marketing your Business		3	
4.	Module 4 Basics of Selling		1	
5.	Module 1 Entrepreneurship		5	
6.	Module 2 Ideas		1	
7.	Module3 Pre-Feasibility and Market Research		2/3	
8.	Module 4 Money Matter		1	
9.	Module 5 Marketing your Business		2	
10	Module6 · Business Structure, Registration and Compliance		1	
11	Module 1 · Entrepreneurship		2	
12	Module 2 · Business Ideas and Opportunities		1	
13	Module 3 · Managing a Small Business		1	
14	Module 4 · Business Tools		1	

15	Module 5		2	
•	Costing and Pricing Manufacturing			
16	Module 6		2	
•	Managing Money -Retail			
17	Module 7		2	
•	Small Business Administration			
18	Module 8		2	
•	Basic records keeping - retail			
19	Module 9		2	
•	Marketing Management			
20	Module 10		1	
•	Legal aspects			
21	Module 11		2	
•	Business Plan			

D.SKILLS REGARDING BASIC BUSINESS SKILLS
--

No	DESCRIPTION	CREDITS	DAYS	PRICE PER DELEGATE
•				
1.	Personal Financial Management		3	R 3100
2.	Business Environment and Marketing		5	R
3.	Business Planning		3	R
4.	Financial Management and Planning		2	R
5.	Business Strategy and Operation		3	R
6.	Business Ideas Generator and Human Capital		3	R
7.	Business Roles		3	R 3100

8.	Quality Management Systems		3	R
9.	Management Skills, Leadership and Communication		2	R
10.	Entrepreneurship		3	R 3200
11.	Performance Management		2	R
12.	Communication and telephonic skills		2	R

E.SUPERVISORY MANAGEMENT SKILLS

1.	Basic supervision		4	R
2.	Advanced training for supervision		4	R
3.	Active and structural short term planning		½	R
4.	General budgeting skills		2	R
5.	New Millennium supervision (4 study schools)		14	R
6.	Role of a supervisor		1	R
7.	Project management		2	R
8.	Change management for managers		2	R
9.	Business Writing Skills		2	R
10.	Performance management		2	R
11.	Management development I		3	R
12.	Management development II		3	R
13.	Management development III		3	R

14 .	Senior Management development I		3	R
15 .	Senior Management development II		3	R
16	Senior Management development III		3	R
17 .	Strategic planning (The way forward)		3	R
18 .	Governance Program		5	R

F.INTERPERSONAL SKILLS

1.	Quality management system development		3	R3 100
2.	Finance for non-financial managers		2	R
3.	ISO 9000 E.T.Q.A. (Invest in people)		3	R
4.	Business writing skills		1	R
5.	Quality awareness		3	R3 100
6.	Writing procedure/written communication		2	R
7.	Quality management			R
8.	Strategic business leadership			R
9.	Occupational health and safety		3	R
10 .	Time management		1	R1 500
11 .	Basic business skills		2	R
12 .	Stores and stocks		3	R3 100
13	Meeting procedures		1	R

TRADE/CORE SKILLS RELATED TO CONSTRUCTION

No .		S.A.Q.A ID NO.	NO. DAY S	PRICE PER DELIGATE
1.	OHSA - Occupational Health and Safety	9964	2	R 1 500
2.	Paving	9975	5	R 3 200
3.	First Aid at the Work Place	9995	2	R 1 800
4.	Transport, Personnel, Equipment and Materials with LDV	10567	3	R 1 800
5.	Use and Maintain hand tools on a Construction site	12875	2	R 2 900
6.	Erect and Maintain Guardrails on a Construction Site	12900	3	R 2 800
7.	Maintain Vegetation and Minor Structures on the road	12901	2	R 2 800
8.	Install Gabion Baskets on a Construction Site	12904	3	R 3 700
9.	Paint Road Symbols by spray gun	12905	5	R 2 800
10 .	Set out Control Points for centrelines and edge line marking for road marking	12908	3	R 3 200
11 .	Erect Fence	12910	5	R 2 800
12 .	Mix and Supply Slurry (by Mixer)	12913	3	R 2 800
13 .	Batch and Mix Concrete by volume	12916	3	R 4 200
14 .	Repair and Maintain Bitumen Road Surface	13958	1	R 850
15	Safety Induction	13973	3	R 1 800

.				
16.	Read and Interpret Construction Drawings and Specifications	14014	2	R 1 500
17.	Erect Directional Signs	14558	3	R 2 800
18.	Implement Roadside Safety Procedures	14561	3	R 2 800
19.	Install Road Markers	14562	3	R 2 800
20.	Use a Small Propelled Compactor / Hand tools Management	14567	5	R 3 700
21.	Install Kerbs and Channels	14575	5	R 2 800
22.	Tar Patching	15160	2	R 1 500
23.	Personal Finance	243189	2	R 1 500
24.	Life Skills	260478	2	R 3 200
25.	Flagman course / Traffic control	15260	5	R 3 200
26.	Basic electrical & safety	260437	5	R 3 200
27.	Basic Mechanical	59689	5	R 4 200
28.	Basic PLC (Identifying components, inputs and outputs etc)	244051	10	R 3 200
29.	Basic computer- Use skills	7468	5	R 4 200

30 .	Stores Management and Inventory control	117924	10	R 3 200
31 .	Supervisory Management	40981	10	R 4 800
32 .	Basic VSDs, Hydraulics and Welding	244704	5	R 4 200
33 .	Plumbing	58782	5	R 3 700
34 .	Land scaping	66649	5	R 3 700
35 .	Fire and rescue operations	57803	5	R 3 200
36 .	Lifting machine Operations	64829	5	R 3 200

Our Offices:

No. 83 WOBURN AVENUE, BENONI , 1500
Tel: 011 428-5283 | Cell. 0824080493
Fax to E-mail: 086 219 0917
Email: jabsma@gmail.com

ACCREDITATIONS AND ASSOCIATIONS



MAXIMUM DEVELOPMENT INSTITUTION

"Know, Release Your Maximum Potential"

