

TURN-KEY HUMAN RESOURCES



Training Product Brochure

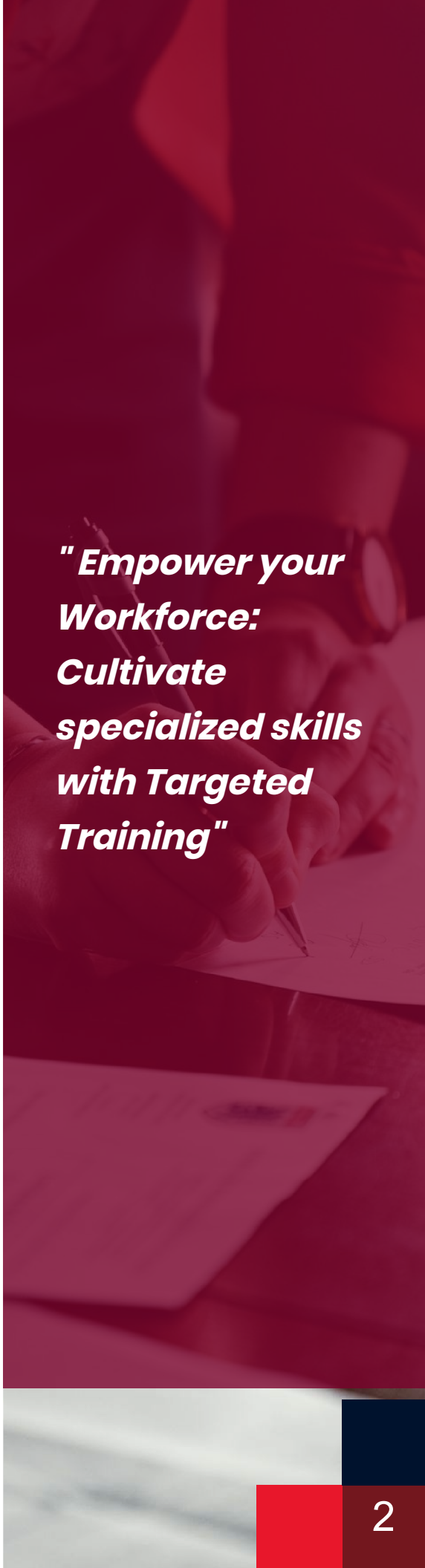
UNLOCKING
WORKFORCE
FULL-POTENTIAL

OVERVIEW

Bridge the skills gap and propel your organisation forward with our specialised training solutions.

We offer a comprehensive range of courses to equip your employees with the expertise they need to excel in today's competitive business landscape.

From navigating data privacy regulations to fostering a culture of inclusion, our course catalogue addresses a wide range of specialised training courses, empowering your people to become high-performing assets.



***"Empower your
Workforce:
Cultivate
specialized skills
with Targeted
Training"***

BENEFITS



Address Specialised Needs:

Target specific skills gaps with our curated selection of specialised training courses.



Enhanced Employee Performance:

Empower your workforce with the expertise to excel and contribute more effectively.



Increased Innovation:

Foster a culture of continuous learning and innovation through specialised training programs.



Improved Compliance:

Ensure adherence to industry regulations and best practices with compliance-focused training courses.



Measurable ROI:

Track the impact of training on your business through our comprehensive reporting and analytics.

"Bridge skills gaps, Boost employee performance and Drive growth"

OUR APPROACH

We collaborate with you to identify your needs and develop training programs that deliver tangible results.



In-Depth Needs Assessment:

We work closely with you to understand your company's goals, challenges, and specific skills gaps



Customised Course Selection:

Our team curates a selection of training courses that directly address identified training needs



Expert-Led Training:

All our courses are led by industry experts and experienced trainers who are passionate about knowledge transfer



Flexible Learning Options:

We offer a variety of learning modalities including in-person sessions, eLearning modules, and blended learning approaches to cater to individual learning preferences and schedules

IMPLEMENTATION

01 Program Management:

Our dedicated team can handle all logistical aspects of the training program, including scheduling, communication and material distribution.

02 Learner Management System (LMS):

Our courses can be adapted for our clients' LMS or Intranet, to provide learners easy access to training materials, progress tracking and the facilitation of communication with instructors.

03 Engaging Learning Design

Our courses are designed around adult learning principles – they solve real problems, leverage attendees' experience, and are highly interactive and engaging, promoting knowledge retention and the application of learned skills upon return to work – thus ensuring real training ROI.

04 Ongoing Support:

We offer ongoing support to learners throughout the training program and beyond.

"Our streamlined process ensures a smooth and efficient training experience for both learners and the organisation"

LEGAL COMPLIANCE TRAINING



Mastering the Employment Equity Act

Duration: 1 day

Delivery: Onsite and Online

Schedule:
On demand

The purpose and principles of the Employment Equity Act; Discrimination and equality; Medical and psychometric testing; Legal requirements of the Act incl – Establishment of Employment Equity Committee and management of the consultation process; Conducting an analysis of organizations employment policies, procedures and practices and developing an employment equity plan; Statutory reporting and recordkeeping. Management of disability and HIV/AIDS in the workplace.



Establishing and Managing an Employment Equity Committee

Duration: 1 day

Delivery: Onsite and Online

Schedule:
On demand

Establishment of an Employment Equity Committee; Defining cconstituencies; Committee authority and scope; Committee structure and office bearers; Understanding and management of the consultation process; Disclosure of information; Role and responsibilities of committee members; Meeting management; Quorums and dispute resolution.



Role of the Employment Equity Manager

Duration: 1 day

Delivery: Onsite and Online

Schedule:
On demand

Overview of legislative requirements of the Employment Equity Act; Eligibility criteria for Employment Equity Manager appointment; Authority and scope of accountability; Key stakeholders; Leadership and oversight; Policy development and monitoring; Employment equity compliance monitoring and reporting; Consultation oversight; Dispute resolution management.



Protection of Personal Employee Information

Duration: 1 day

Delivery: Onsite and Online

Schedule:
On demand

Overview of legislative requirements of the Protection of Personal Information Act No. 4 of 2013 relating to the protection of employee information; Employee personal information impact assessments; Understanding and application of watertight data processing operations; Personal employee Information security measures; Data management appointed offices and roles; Data subject rights; Employee data protection policies.



Health and Safety in an Office Environment

Duration: 1/2 day

Delivery: Onsite and Online

Schedule:
On demand

Health and safety management appointments; Fire safety; Electrical safety; Emergency evacuation; Housekeeping i.e. clean desk policy, office space management and trip handling; Manual handling; Ventilation, lighting and sanitation; Smoking and intoxication; First aid management.



Workplace Ergonomics

Duration: 1/2 day

Delivery: Onsite and Online

Schedule:
On demand

Main tenets of Ergonomics Regulations; Ergonomics principles; , Design of an ergonomically compliant workspace, Correct body mechanics and posture; Wellbeing and work life balance; healthy habits that promote mental and physical wellbeing; identification and prevention of potential ergonomics health and safety risks

WORKPLACE HR SKILLS TRAINING



Effectiver Performance Management

Duration: 1 day

Delivery: Onsite and Online

Schedule: On demand

Defining performance management and aligning leadership approach; Latest trends in performance management; Facilitating effective Performance Conversations; Types of performance feedback including 360 Degree performance reviews; Delivering effective performance feedback; Rating Scales; Understanding Distribution Curves; Managing reviewer bias; Performance bonuses; Management of poor performance.



Discipline in the Workplace

Duration: 1 day

Delivery: Onsite and Online

Schedule: On demand

Duties and Obligations of Parties to the Disciplinary Process; Types of Disciplinary Action; Procedures implemented prior to implementing Disciplinary Action; Disciplinary Procedure for Non-Dismissible Type Offences; Management of Disciplinary hearings including roles and responsibilities; Disciplinary appeals; Criminal charges.



Workplace disability Management

Duration: 2 days

Delivery: Onsite and Online

Schedule: On demand

Code of Good Practice on the Employment of People with Disabilities; Defining and understanding disability; Promoting disability awareness and sensitization; Reasonable accommodation of disabled persons in the workplace including mechanisms for making workplace more inclusive and accessible ; Skills and strategies to interact sensitively with people with disabilities;



Promotion of diversity and prevention of harassment

Duration: 1 day

Delivery: Onsite and Online

Schedule: On demand

Code of Good Practice on the Prevention and Elimination of Harassment; Types of harassment including racial, ethnic or social origin, psychological, physical; sexual; bullying; hate speech; Procedures for dealing with harassment including internal and statutory remedies; Workplace strategies to prevent harassment in the workplace Defining four categories of diversity; Understanding common workplace diversity issues/trends; Fostering a diverse and equitable workplace culture including addressing unconscious bias (biases, stereotypes and prejudices).

SOFT SKILLS TRAINING COURSES



Communicate clearly, connect effectively

Duration: 1 day

Delivery: Onsite and Online

Schedule:
On demand

Sharpen your communication skills to foster collaboration and build strong working relationships. Learn active listening techniques, effective feedback methods, and clear communication strategies for all work situations.



Power Up Your Online Presence –Stay Safe Stay Professional

Duration: 2 days

Delivery: Onsite and Online

Schedule:
On demand

Navigate the digital world confidently. This training will cover best practices for email communication, professional online presence, and responsible use of social media in the workplace.



Inspired Teams, Improved Results

Duration: 2 days

Delivery: Onsite and Online

Schedule:
On demand

Discover strategies to boost employee morale and commitment. Learn how to create a motivating work environment, recognise and reward achievements, and foster a sense of purpose within your team.



Craft Your Message, Captivate Your Audience

Duration: 2 days

Delivery: Onsite and Online

Schedule:
On demand

Learn how to use the Seven Design Principles to craft visually impactful and engaging PowerPoint presentations. This training covers creating a consistent visual theme, using data visualisation effectively, and crafting a clear and concise message to impress your audience.



Presenting Captivating to achieve your goals

Duration: 2 days


Delivery: Onsite and Online

Schedule:
On demand

Master the art of delivering dynamic and persuasive presentations. This training covers preparation and delivery techniques, effective stage presence, and building audience engagement.

IMPACT

- 01 Improved Skills and Knowledge:**
Measure training effectiveness through fit-for-purpose assessments and knowledge checks to gauge skills development.
- 02 Enhanced Employee Performance:**
Track the impact of training on individual and team performance metrics.
- 03 Increased Employee Engagement:**
Monitor employee sentiment to measure increased engagement and post-training satisfaction.
- 04 Strategic Business Growth:**
Align your training programs with your overall business goals to drive sustainable growth and achieve long-term success.



***"Investing in
your people:
Measurable
results and
Sustainable
growth"***

WHY TURN-KEY



"Incorporated in 2004, we have an established track record of adding real value to our clients through continuous innovation and a personalised approach to delivery."

Years in Business 20+

Years Experience 75+

Continents of operation 3

First and foremost, we work with our clients as **trusted advisors**. Then, as skilled implementers.

Our training is designed around **adult learning principles** and delivered using process facilitation, resulting in a **highly immersive and interactive** learning experience

Our implementation approach factors in both the **value added** to the client and the **sustainability** of the implementation.

All recommendations are derived from **rigorous diagnostic analysis** tools built around hard business logic.

Our solutions are always **co-created** with our clients.

Change management is built into all our products, ensuring a smoother transition and greater sustainability.



ACT TODAY FOR A TRANSFORMATIVE TOMORROW

CALL US FOR A FREE CONSULTATION

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