

Practical Guidelines for High Impact Skills Development

ONE-DAY WORKSHOP

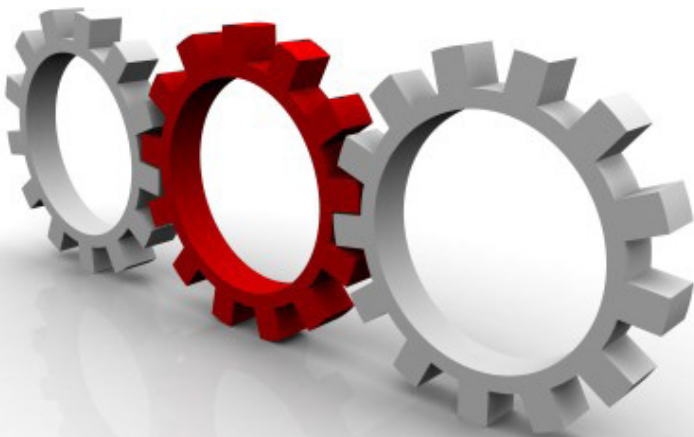
18 August 2010
Sandton Convention Centre

www.kr.co.za



Suzanne Hattingh

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Learning for Performance
Improvement (LPI)
Author*



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About the workshop

This one-day workshop will provide you with practical, step-by-step guidelines on how to conduct a Skills Audit and Training Needs Analysis, and implement a Skills Planning process for developing the skills needed to achieve your organisation's business goals.

The workshop will guide participants to establish a comprehensive skills planning process that results in high impact skills development interventions, which make a measurable contribution towards improving the competence of employees. Your internal staff Training and Development plan – and the Workplace Skills Plan (WSP) – should be derived from and integrated into other human performance improvement processes for developing the human capital needed to achieve your organisation's business goals and objectives, such as talent management, succession planning, the retention of scarce skills and employment equity.

In this tough economic situation, Return on Investment (ROI) in training is critical. Therefore, organisations must ensure that training is clearly focused and results in improved performance.

What will you gain?

Participants will receive a comprehensive handout with implementation tools. Other benefits will be:

- Step-by-step guidelines on how to conduct a Skills Audit and a Training Needs Analysis
- The process for planning high impact learning and other development programmes
- Guidelines for ensuring that your organisation qualifies for Mandatory and Discretionary Grants from your SETA
- How to use skills development to improve Employment Equity and gain points on the BBBEE Scorecard.

Who should attend?

HRD and Training & Development Managers and practitioners, Skills Development Facilitators (SDFs), Training Committee members, Consultants, Shop stewards and union representatives, and others involved in training and skills development.

Topics covered in the workshop

- Integrating skills planning into human capital development and other organisational processes for improving human performance
- The Skills Audit process to determine your organisation's current and future competence needs
- The Training Needs Analysis process
- Selecting the most appropriate learning programmes to address identified skills needs
- Criteria to qualify for SETA Mandatory and Discretionary Grants
- NQF aligned learning programmes and the Learning Programme Matrix used by SETAs
- Working with the new occupational codes – the OFO
- Ensuring that the WSP adds value to your organisation, while meeting all the SETA requirements
- Monitoring and Evaluating the impact of skills development to ensure Return on Investment.

Registration fee

R 3 750.00

The above registration fee includes VAT, lunch and refreshments, parking and workshop material

About the facilitator



Suzanne Hattingh has managed the HRD consultancy, Learning for Performance Improvement (LPI) for ten years. LPI specialises in Human Capital Development directed

at improving individual and organisational performance. She consults to corporate and public sector clients, business schools, other institutions of learning and the SETAs, and advises the Department of Labour on the national skills development system. Suzanne is the author of many publications on Human Resource Development, learnerships, the NQF, skills development, impact evaluation to improve Return on Investment and the learning organisation.

Programme

08:00 – 08:30

Registration and refreshments

08:30

Workshop commences

10:00 – 10:30

Morning tea break

12:30 – 13:30

Lunch

15:00 – 15:15

Afternoon tea break

16:30

Wrap-up and closure

SETA accreditation

Many of our delegates enquire after our accreditation status. There is a misguided opinion that organisations can only claim their levies back if they use accredited training providers only. This is not entirely correct. In the Government Gazette (No.20865 of 7 February 2000), it clearly states that the Skills Development Levies Act provides for recovery of a levy payment based on the submission of Workplace Skills Plans (WSPs), Workplace Skills Implementation Plans (WSIPs), and the submission of the names of Skills Development Facilitators (SDFs), and not on the basis of making use of accredited providers or NQF-aligned training and development events only.

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Terms and Conditions

Please note: Payment must be received before the event takes place. Knowledge Resources reserves the right to refuse admission where evidence of payment cannot be shown.

CONFIRMATION OF BOOKING

Please note: If you have not received confirmation in writing, of your booking before the event, please contact us on 011 880 8540 to confirm that we have received your registration.

'SOMETHING HAS COME UP AND I CANNOT ATTEND...'

If you cannot make it to the event, you have several options (the below options need to be received in writing):

- You may send a substitute delegate in your place, please inform the Customer Care Department of the new name for registration purposes. No additional charges will be applicable for substitutions
- You may transfer at no extra charge to another event, provided you do so in writing at least 10 working days before the event. Transfers within the 10 working days will be charged an administration fee of 20%
- You may cancel your registration, in writing, up to 10 working days before the event takes place. Cancellations inside of 10 days will be liable for the full fee
- Unfortunately, no refund or credit can be given to delegates who do not attend without giving prior notice
- Registrations received during the 10 working days before the event date, will not be excluded from any terms & conditions

In the event of unforeseen circumstances Knowledge Resources reserves the right to change the programme content, the speakers, the venue or the date. You will be notified no less than 5 working days prior to an event. Should the event be postponed, you will have the option to attend the next available date of the relevant event. The registration fee will be credited on delegate accounts, should they opt not to attend the next available date of the relevant event or in the case where an event is cancelled.

PAYMENT

- Cheques should be made payable to Knowledge Resources (Pty)Ltd. Please do not mail any cheques.
- Electronic Transfer or Direct Deposit into our bank account, validated by faxed copy of transaction slip
Nedbank Cresta
Account No.: 1913164489
Branch Code: 191305
FAX: 011 880 8700

Please note: Payment must be received by no later than 15:00 the day before the first morning of the event.



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- Special discount for registered NPO's, small businesses (30 or less employees) & full-time lecturers at universities/colleges/schools – contact us for more information!

Registration Methods

- Register online GO TO www.kr.co.za
- Phone Magdeline Matlatse on 011 880-8540
- Fax completed registration form to 011 880-8700 / 9829
- Email completed form to magdeline@knowres.co.za

Once payment has been made please fax through proof of payment with the event's name written in the top right-hand corner

PLEASE NOTE Delegates will not be allowed entry to the event if payment has not been received.

Booking made by

Phone Email

Date Signature

By signing this registration form, the delegates agree to the enclosed terms and conditions

DELEGATE 1

Name Title

Designation

Phone Fax

Cellular Email

Company

Company VAT Number

Postal Address

Postal Code

Dietary Requirements

DELEGATE 2

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 3

Name

Title

Designation

Cellular

Fax

Email

Dietary Requirements

DELEGATE 4

Name

Title

Designation

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Name

Title

Designation

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Dietary Requirements

CREDIT CARD PAYMENT

Card Holders Visa / Master Amex Diners Mark appropriate box Expiry Date

Card No. CCV No.

Amount (All prices include VAT)

Date Signature