



Manje Compliance and Consulting

Skills Training and Compliance Experts

TRAINING SPECIALISTS IN:



Employment Equity & Diversity



Human Resources



Improve BBBEE Level



Learnerships



Sign Language



Computer and Microsoft Courses



Leadership



Sexual Harassment



Labour Law

100% Black Owned

BBBEE LEVEL 1

EME



LIMITED OFFER RETAINERS

**Become
Employment
Equity or BBBEE
Compliant was
R6000 now
R3000 (per
month) limited
time offer.**

Includes EE Awareness:

EE Plan,
EE Committee training x 12 delegates,
Reporting,
Virtual training Value add: Free WSP and
ATR submissions

- BBBEE training for 15 staff
- BBBEE Consulting

**Skills
Development
Retainer was
R7000 now R3500.**

**Book 1 delegate
and get 9 places
for free.
Limited time offer.**

Training:

10 Delegates get access to any
of our weekly online training.

Get 10 delegates booked for the price of
1 delegate. Limited time only.
Training includes certificate and learner
workbooks.

**Labour Law Retainer:
1 – 30 staff was R4500
now R2500 per month.
Limited Time Only**

**30+ staff, was R150
now R80 per staff.
Limited Time Only**

**Valid only to the first
30 clients for 2023**

Virtual Assistance in:

- Management of Absenteeism
- Managing Minor Misconduct and Incapacity
- Preparation for a Disciplinary Enquiry
- Free CCMA and Disciplinary Templates and Documents
- Provide Counselling and Guidance on certain Labour Issues

Value add:

- Free WSP and ATR submissions
- First hour Free Chairing of Disciplinary Hearing



| CALL US
060 313 6961



| EMAIL US
info@manjecc.co.za



| WEBSITE
www.manjecc.co.za

What We Specialise In:



Employment Equity Training



BBBEE – Learnerships



CCMA and Disciplinary Training



Shop Steward and Union Intervention



Negotiating Skills Training



Management / Supervisory and Leadership Training



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Various Soft Skills for Business Operations



Policy, Procedures, Job Grading and Induction



Business Compliance and Training



Crisis Management



Finance for Non-Financial Managers



Project Management



Microsoft Office Training

Visio, Teams, Projects, Outlook, Powerpoint, Excel, Word



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TRAINING MATRIX

Below are the 3 areas of business. We have highlighted the training that is needed in each area to ensure successful business operations.

MANDATORY / COMPLIANCE TRAINING

- | | |
|--|--|
| 1 Employment Equity | 5 Understanding Diversity in the Workplace |
| 2 BBBEE - for managers (procure) | 6 Learnerships |
| 3 Isizulu | 7 HIV & AIDS in the Workplace |
| 4 Harassment and Bullying in the Workplace | 8 Target, Selection and Panel Interviews |

RISK

- | | |
|---|--------------------------------------|
| 1 Understanding Labour Relations | 7 Supervisory Training |
| 2 Managing Absenteeism, Minor Misconduct and Poor Performance | 8 How to Conduct Performance Reviews |
| 3 How to Initiate Disciplinary Enquiries | 9 Management Training |
| 4 How to Chair a Disciplinary Enquiry | 10 Building Collaborative Teams |
| 5 Negotiating and Reaching Resolutions | 11 Sexual Harassment |
| 6 Shopsteward Training | 12 Crisis Management |
| | 13 How to Manage Absenteeism |

TRAINING FOR EFFECTIVE OPERATIONS / ORGANISATIONS

- | | |
|---|--|
| 1 Conflict Handling | 15 Change Management |
| 2 Negotiation Skills | 16 Employee Understanding of Business and Governance |
| 3 Stress and Anxiety Management | 16 Record Keeping |
| 4 Coaching and Mentoring | 17 Tender and RFQ Submissions |
| 5 Effective Sales Training | 18 Office Management |
| 6 Time Management | 19 Administrative Skills |
| 7 Budgeting for Staff | 20 How to Motivate Your Staff |
| 8 Finance for Non-Financial Managers | 21 Leadership Training |
| 9 Email and Telephone Etiquette | 22 Emotional Intelligence |
| 10 Relationship Building | 23 Project Management |
| 11 Frontline Management Training | 24 Strategic Planning |
| 12 Interpersonal and Communication Skills | 25 How to use Microsoft Teams |
| 13 Creative Problem Solving | 26 How to use Microsoft Projects |
| 14 Effective Workplace Communications | 27 How to use Microsoft Visio |



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TRAINING MATRIX

TRAINING FOR ALL STAFF

- 1 Employment Equity
- 2 HIV & AIDS in the Workplace
- 3 Understanding Diversity in the Workplace
- 4 Time Management
- 5 Budgeting for Staff
- 6 Email and Telephone Etiquette
- 7 Office Management
- 8 Administrative Skills
- 9 Effective Workplace Communications

- 10 Change Management
- 11 Stress and Anxiety Management
- 12 Employee Understanding of Business and Governance
- 13 Record Keeping
- 14 Tender and RFQ Submissions
- 15 How to use Microsoft Teams
- 16 How to use Microsoft Projects
- 17 How to use Microsoft Visio

TRAINING FOR YOUR TEAM LEADER/ MANAGEMENT/ SUPERVISOR TRAINING

- 1 Employment Equity
- 2 BBEE - for managers (procure)
- 3 Understanding Diversity in the Workplace
- 4 Learnerships
- 5 Understanding Labour Relations
- 6 Managing Absenteeism, Minor Misconduct and Poor Performance
- 7 How to Initiate Disciplinary Enquiries
- 8 How to Chair a Disciplinary Enquiry
- 9 Negotiating and Reaching Resolutions
- 10 Showsteward Training
- 11 Supervisory Training
- 12 Management Training
- 13 Building Collaborative Teams
- 14 Sexual Harassment
- 15 Conflict Handling
- 16 Negotiation Skills
- 17 Effective Sales Training
- 18 Finance for Non-Financial Managers
- 19 Finance for Non-Financial Managers

- 20 Relationship Building
- 21 Front-line Management Training
- 22 Interpersonal and Communication Skills
- 23 Harassment and Bullying in the Workplace
- 24 Selection and Recruitment
- 25 Target, Selection and Panel Interviews
- 26 Crisis Management
- 27 How to Conduct Performance Reviews
- 28 How to Manage Absenteeism
- 29 Stress and Anxiety Management
- 30 How to Motivate Your Staff
- 31 Leadership Training
- 32 Emotional Intelligence
- 33 Coaching and Mentoring
- 34 Project Management
- 35 Strategic Planning
- 36 How to use Microsoft Teams
- 37 How to use Microsoft Projects
- 38 How to use Microsoft Visio



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MANJE COMPLIANCE AND CONSULTING EMPOWERMENT TRAINING

TRAINING PROGRAMME

INDUSTRIAL RELATIONS	DAYS
Managing Absenteeism, Minor Misconduct & Poor Work Performance	2
Basic Labour Law	2
How To Initiate Disciplinary Enquiries	2
Conflict Handling In The Workplace	2
How To Chair Disciplinary Enquiries	2
Workplace Negotiation Skills	2
Practical Arbitration Skills	2
isiZulu	1
LRA Discipline and Dismissals	1
Handling Complaints and Grievances	1
HUMAN RESOURCES	DAYS
Selection & Recruitment	2
SHOP STEWARD TRAINING	DAYS
Shop Steward Functional Skills	4
TRANSFORMATION	DAYS
Employment Equity Awareness Session	3hrs
Employment Equity Act	1
Employment Equity & Skills Committee Training	2
Sexual Harassment Awareness	3hrs
Sexual Harassment: Code of Good Practice Workshop	1
Bullying in the Workplace	1

SPECIALISED COURSES

Coaching and Mentoring

Time Management

Leadership Development Workshop

Team Building Skills

Strategic Planning

Budgeting for Staff

Employee Understanding of Business Operations

Record Keeping

Office Management

Front - Line Management

Administrative Skills

Stress and Anxiety Management

Harassment, Gender-Based Violence, and Bullying in the Workplace

Corporate Culture, Values, Ethics, and Principles in the Workplace

Change Management

How to Motivate Your Team

Understanding Labour Relations in the South African climate

Building Collaborative Teams

Relationship Building

Reaching Resolutions

How to Conduct Performance Reviews

How to Manage Absenteeism

New Venture Creation



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How to Handle Difficult Conversations

Bribery and Corruption Awareness in the Workplace

Understanding Diversity in the Workplace

Financial Interpretation for Managers

Finance for Non-Financial Managers

Telephone Etiquette

Email Etiquette

Effective Problem Solving

Manage General Administration

Negotiating Skills

Effective Workplace Communications

RFQ and Tender Preparation



LEADERSHIP SKILLS

Supervisory Skills

SHOP STEWARD PROGRAMME

Roles and Responsibilities of Shop Stewards

HANDLING LABOUR RELATIONS



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PUBLIC WORKSHOP SCHEDULE 2023

Date	Duration	Course
8 Feb	1 day	How to Manage and Motivate Staff Working from Home
15 Feb	1 day	Dealing with Minor Misconduct in the Workplace
22 - 23 Feb	2 days	Managing Poor Performance and Absenteeism
8 - 9 March	2 days	How to Initiate Disciplinary Enquiries
15 March	Half day	How to Spot Employees Who are Abusing Sick Leave
05 April	Half day	Budgeting Made Easy
18 - 19 April	2 days	Labour Law Basics
20 April	1 day	Conflict Handling in the Workplace
25 April	Half day	BBBEE Overview
4 May	1 day	Supervisory and Leadership Training
9 May	1 day	Effective Problem Solving
16 - 18 May	3 days	Effective Leadership
23 - 24 May	2 days	How to Chair a Disciplinary Enquiry
7 June	Half day	Harassment, Gender Based Violence and Bullying in the Workplace
20 - 21 June	2 days	Managing Poor Performance and Absenteeism
22 June	Half day	HIV in the Workplace
6 July	Half day	Employment Equity Awareness
12 - 13 July	2 days	Employment Equity Committee Training
19 July	1 day	Tender and RFQ Preparation
15 - 16 Aug	2 days	Negotiating Skills
17 Aug	1 day	Understanding Diversity in the Workplace
23 - 24 Aug	2 days	How to Initiate Disciplinary Enquiries
5 - 7 Sept	3 days	Effective Leadership
12 - 14 Sept	3 days	Project Management
19 -21 Sept	3 days	Finance for Non-Financial Managers
11 Oct	1 day	Mediating Meetings with Stakeholders
18 - 19 Oct	2 days	How to Chair a Disciplinary Enquiry
24 Oct	1 day	Effective Problem Solving
8 Nov	1 day	Email and Telephone Etiquette
15 - 16 Nov	2 days	How to Motivate Your Team
21 Nov	Half day	Harassment, Gender Based Violence

VISION, MISSION, VALUES, COMPANY OBJECTIVES



VISION

To be the leading provider of cutting-edge and customised skills development and training for the workplace.



MISSION

We grow organisations by inspiring and growing their people through our unique and customised skills development and training methods.



VALUES

Customer focused in all that we do; Timeous, quality, trustworthiness, and accountability on every request and project that we do.

Synergy/teamwork, respect, and diversity is what we employ in our organisational structure.

Passion, innovation, and results is what we deliver to each client.



COMPANY OBJECTIVES

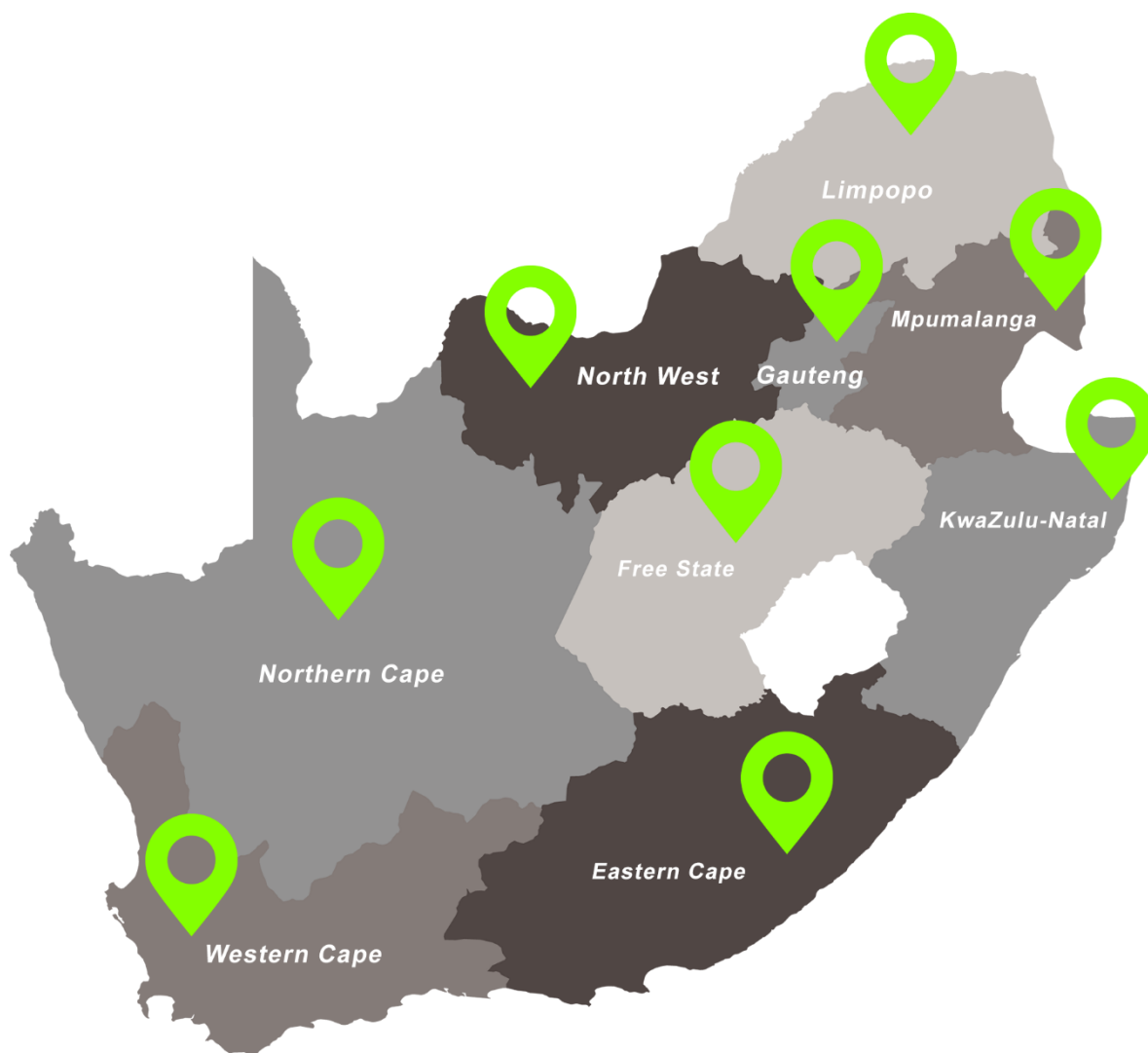
Customer focused, consistency, passion, innovative, results driven, customer satisfaction.



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