

Company Profile



Contact Us:

(+27) 79 608 7363 | (+27) 71 605 7428
info@outeniqua-leadership.co.za
www.outeniqua-leadership.co.za

Address:

51 Leipoldt street, La-hoff, Klerksdorp



Vision & Mission

We strive to capacitate the community with integrity and offer value for money services.

We will endeavour to achieve the following:

- Train the communities with researched and updated material
- Capacitate the community to enhance production and contribute positively to production of the country.
- Compete fairly with the leading business institution.
- Train the Municipal officials to fast track the service delivery as manifested.



Our Objectives

We seek to achieve the following objectives:

- Accreditation with various SETA's
- Train communities in rural areas with regard to financial management and agricultural economics.
- Build an assessment centre and political school (governance)
- Offer public leadership courses.
- Train Municipal officials in MFA, System Act and Structural Act
- Capacitate Government officials
- Skill the emerging entrepreneurs
- Develop updated researched material.

Our Values

We are committed to promote high values, ethics, integrity and efficient service to the community.





Management Expertise

Outeniqua Leadership Institute (Pty) Ltd is a black-owned and managed company.

The company is managed by an experienced manager who possesses a Masters of Business Management in Financial Management (MBA) and various degrees in commerce. He has experience in public administration and governance, has worked with reputable training organisations and held various positions such as CEO, CFO, facilitation, Moderation and Assessment. Constituency assessor and moderator for LGseta.



About **Outeniqua**



THE OUTENIQUA WAY

Outeniqua leadership institutes will be leader in offering the clients a one stop HR solutions package. Our services include External Skills Development Facilitator, Development of Policies and Procedures, Training, Assessment, Moderation, competency Assessment, RPL, Municipal Financial Management Programme, Entrepreneur skills, LED, IDP, Ward Committee, Research, and Development within the ETD and LGseta, covering a wide range of learning programmes.

We envisage having representation in all 9 provinces within South Africa, providing Training and HR solutions to customers across all industries and business sectors.



Services We Offer

- Recruitment
- Training and Development
- Change Management
- Performance Management
- Training and Organisational Development
- Team Building Services
- Service Strategy

Recruitment

Our specialist consultants can assist and advise you in the areas of Accounting and Finance, Call Centre, Support Services, HR/Payroll, Sales and Marketing, Travel and Hospitality and Information Technology. We recruit staff at all levels from General Management to entry level roles for permanent, contract and temporary positions.

With a wide network of resources and experience in the industry, we are able to offer personalised service to clients with unique options to suit your recruitment needs.

As an independent consultancy Outeniqua leadership institutes creates the advantage of a specialised understanding and analysis of your business needs, as we only work with a limited portfolio of clients ensuring quality and personalised service. As a result of the uniqueness of each of our clients business we consult and then we recruit, personalising the perfect recruitment system for you.

Training and Development

Outeniqua leadership institutes will be an accredited training provider, offering programmes in LGseta, Management Development, Supervisory Development, Customer Care, Events Management, Project Management, Call Centre, Secretarial, LED, IDP, Ward Committee, Municipal Financial Management Programme (MFMP), HIV/AIDS training programmes.

Our ability to deliver high-quality training and HR solutions is unmatched, using both the latest and most rigorous training and assessment methodology. All our training programmes are outcomes based and aligned to the NQF, and Soft Skills.

To ensure that our high standards are maintained we employ a full time Design and Research Team to ensure that our programmes have updated, current and factual information.

We have a team of highly experienced and qualified facilitators with proven track records within the training and development industry.



Services We Offer Cont.

Change Management

Working closely with clients, we embark on organisational diagnoses to create solutions for the company's structural and developmental needs. By conducting tailor-made workshops and one-on-one consultations, we identify strategies to meet specific organisational objectives. Effective change management informs every aspect of this process. We also assist clients in optimising internal communications and procedures, and advise them on improving the management of stakeholders. We also provide business guidance in terms of achieving a balanced BEE scorecard.

Performance Management

Making use of our extensive range of skills and business tools, we assist in creating and implementing a variety of effective performance improvement programmes that deliver tangible results which empower individuals and increase profitability. These are relevant to the business's needs.

Training and Organisational Management

Outeniqua Leadership are specialists in optimising workflow processes and organisational procedures towards achieving sustainable growth. Outeniqua Leadership customises "real world" training solutions for all competency levels, from ABET, Supervisory to Senior Management, and Leadership.

These strategies correlate with the business's precise requirements, and include:

- Project Management
- Customer Care
- Management and Leadership Skills
- Human Resources Management Systems and Planning
- Strategic Human Resources Performance Management, including understanding of Performance Management systems, design of performance contracts and performance evaluation.
- Team building Initiatives



Other Services We Offer

Assessment Services

We are following a structured process of gathering evidence and making judgements about an individual's performance in relation to registered unit standards and qualifications for the following purposes:

- To determine the training needs
- Recruitment and promotion
- Determine learners' progress
- Performance Management
- Recognition of Prior Learning (RPL)
- Certification

Moderation

We offer our Moderator Expertise to quality assure and control training and development with providers of LGseta. Provide moderation for training providers of LGseta programmes.

Consultation Services

Our consultation services include the following:

- Programme alignment with NQF
- Programme Material design and development
- External SDF services
- Design of Quality Management Systems (Policies and Procedures).
- Facilitation
- Assessment and Moderation
- Facilitation
- Research and Development



Local Government SETA Accreditations

QUALIFICATION	LEVEL	CREDITS	STATUS
Further Education and Training Certificate: Municipal Finance & Administration	4	157	Full Program
National Diploma: Public Finance Management & Administration	5	260	Full Program
Certificate: Municipal Financial Management	6	166	Full Program
National Certificate: Local Economic Development	4	163	Full Program
National Certificate: Ward Committee Governance	2	120	Full Program
National Certificate: Municipal Integrated Development Planning	5	160	Full Program



Skills Programs

BUSINESS DEVELOPMENT	LEVEL	CREDITS	DURATION
Basic Business Skills	4		5 Days
Sales Management	5		2 Days
Financial Management : (MFMA, GRAP & MFMP, Budget)	4-6		2 - 5 Days
Negotiation skills	4-6		1 - 5 Days
Municipal Financial Management Programme	6		15 - 20 Months

MANAGEMENT DEVELOPMENT	LEVEL	CREDITS	DURATION
Time Management	5		2 Days
Planning and Goal Setting	5		1 Day
Business Communication	5		2 Days
Implement Induction Programme	5		1 Day
Customer Management	4		2 Days
Skills Planning for SMME's	3		2 Days
Skills Implementation for SMME's	4		2 Days
Project Management	4		3 Days
Business Presentation Skills	4		3 Days



Skills Programs Cont.

MANAGEMENT DEVELOPMENT	LEVEL	CREDITS	DURATION
Time Management	5		2 Days
Planning and Goal Setting	5		1 Day
Business Communication	5		2 Days
Implement Induction Programme	5		1 Day
Customer Management	4		2 Days
Skills Planning for SMME's	3		2 Days
Skills Implementation for SMME's	4		2 Days
Project Management	4		3 Days
Business Presentation Skills	4		3 Days
HR Management	4		2 Days
Office Writing	4		2 Days
Office Administration and Management	4		5 Days
Call Centre Management	4		2 Days
Reception Skills	4		2 Days
Personal Assistant	4		2 Days
Public Relations Management	4		2 Days



Skills Programs Cont.

EDTP DEVELOPMENT	LEVEL	CREDITS	DURATION
Assessor Training Programme	5		2 Days
Moderator Training Programme	6		2.5 Days
Assessment Design Programme	6		2 Days
Guide and Support Learners	5		2 Days
SDF Programme	5		5 Days
Coaching Skills	3		3 Days
Facilitation Skills	4		3 Days
Advanced Facilitation Skills	5		3 Days



Facilitators, Assessors & Moderators

NAME	QUALIFICATIONS	ASSESSOR	MODERATOR
Ngoako Malatji	MBA, Btech, NDEC, NDPF, FETC, CPF	MFMP, MFA 4, 5 &6. LED, IDP, Ward Committee	MFMP, MFA 4, 5 &6. LED, IDP, Ward Committee
Karabo Khiba	BA, Diploma in JSTC, MBA	EDTP	EDTP
Benneth Mkansi	BSc Science, MSc Science	Facilitator	Facilitator
Lydia Maputle	BSc(hon), BA, HED, UDES	Facilitator	Facilitator
David Moroeng	MBA, BSC (Hon), DHR	Facilitator	Facilitator
Tebogo Nteo	MDP, BA(Hon), NDPA.	MFMP, MFA 4, 5 &6. LED, IDP, Ward Committee	MFMP, MFA 4, 5 &6. LED, IDP, Ward Committee
Billy Modisa	MBA, BSC, ACE	MFMP, MFA 4, 5 &6.	
Ntjatji Gosebo	MSc, BSc	MFMP, MFA 4, 5 &6.	MFMP, MFA 4, 5 &6.
Lemogang Moletsane	MBA	MFMP, MFA 4, 5 &6.	MFMP, MFA 4, 5 &6.
Thuso Setshedi	BSc	Facilitator	Facilitator
Thuso Mabe	HED, NDE	Facilitator	Facilitator
Chris Molete	BA	EDTP	EDTP



OUR CLIENTS



MML Consultant
Talent Emporium
Triads Management
Vuselela FET College
Moqhaka Municipality
Ngwathe Municipality

Lichtenburg Municipality
Ekurhuleni Municipality
Aquarius Skills Solution
North West University
Ekurhuleni Municipality
Matthews Goniwe School of
Leadership & Governance
Development Bank of South Africa
(DBSA)
National Treasury
Summat Institute
Eden District Municipality
University of Pretoria



Outeniqua
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**Thank you, and we look forward
to working with you.**

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