# DOH CAPACITY BUILDING PROGRAMMES 2012/2013 FINANCIAL YEAR

## Financial and Supply Chain Functions(NQF 3-5)

* Finance For Non-Financial Managers(PFMA) **3 Days**
* Project management(practitioners and non-practitioners) **3-5 days**
* Procurement and stores process **3 days**
* Stock and inventory control **2 days**
* Asset management and logistics **2 days**
* Fleet and transport officer development **3 days**
* Bid committee skills programme 3 days
* Budgeting and planning skills 3 days

# Support and Systems Functions(NQF 1-4)

* Laundry management **3 days**
* Catering for kitchen staff **4 days**
* Hygiene and Cleaning programme **3days**
* Occupational Health and Safety **3 days**
* HIV awareness programme **2 days**
* HIV Lay counsellor programme **10 days**
* Waste Management **2days**
* Infection control **3 days**
* Disaster management **3 days**
* Introduction to First Aid 2 days
* Alcohol and substance abuse management 2 days
* Life skills and self management 2 days

## Front Line and Administration(NQF 3-5)

* Reception and switchboard skills(telephone etiquette) **2 days**
* Essential Computer skills **3 days**
* Records and filing management **3-4 days**
* Customer care and services( Batho Pele Concept) **3 days**
* Professional writing and communication **3 days**
* Time management **2 days**
* PA and secretarial skills **4 days**
* Meeting and minute taking skills **2day**

## Management and Supervision skills(NQF 3-5)

* Supervisory skills **3 days**
* Team leader development **3 days**
* Managing HIV in the workplace **3 days**
* Management principles **3 days**
* Team building and management **3 days**
* Performance management **3 days**
* Introduction to the Disciplinary Procedures**3 days**
* Communication skills **2 days**
* The Employment Process **3 days**
* Presentation skills **2 days**

# Labour relations (NQF 3-5)

* Managing the Disciplinary Process **3 days**
* Presiding officer and investigation skills **3 days**
* Arbitration skills **3 days**
* Mediation skills **3 days**
* Grievance procedure skills **2 days**
* Labour Relations Act and Legislation **3 days**

## Executive and Middle Management(NQF 3-6)

* Risk management **3 days**
* Monitoring and Evaluation **3 days**
* Policy Development and Implementation 3 days
* Governance and ethics **3 days**
* Strategic Management and Planning **3 days**
* Service delivery and customer service management **3 days**
* Operational planning and implementation **3 days**
* Advanced Project Management **5 days**
* Finance for non-financial practitioners **3 days**
* IT skills for managers **3 days**
* Operational manager skills **3-days**

## Human resources and development( NQF 3-6)

* Assesor skills **5 days**
* Facilitator(Train the trainer) 4 days
* SDF skills **3-5 days**
* Moderator skills **3 days**
* The Employment Process (Recruitment and Selection) **3 days**
* HR Legislation and Policy **3 days**
* Performance management **3 days**