

Company Profile



B-BBEE Level 2 QSE Empowering Supplier
51% Black Women Owned
100% Women Owned

*** LEARNERSHIPS * SKILLS PROGRAMMES**
*** RECRUITMENT (ABLED / DISABLED) * HOSTING**
*** IT TRAINING * BUSINESS TRAINING**
*** GRADUATE DEVELOPMENT * CONSULTANCY**

Growing People...Building Talent...Creating Leaders

Accredited with
ICB, MICT, MerSeta, BankSeta, ETDP, WRSeta, ServiceSeta & Growing...

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The Learning Organisation (TLO) is your customer-centric solutions partner dedicated to the empowerment, growth and upliftment of communities through continuous learning by creating employment opportunities.

Growing People

TLO believes in growing people from where they are, to where we know they CAN be. We believe in growing people outside of their habits and comfort zone. We offer qualifications, skills programmes, computer skills, customised development programmes and coaching for all levels of staff, including Executive Coaching and Management Development programmes.

We also grow organisations from where they are to where we know they CAN be. Our service includes Skills Development initiatives in line with the overall organisational strategy, the B-BBEE strategy and the sector-specific requirements. This includes training aligned with the Workplace Skills Plans or even Enterprise & Supplier Development plans.

Growing People increases employability for the individual, a more competent workforce and by extension creates a better future for all.

Building Talent

As a growing business we understand the challenges around hiring the right talent, migrating our hired talent to loyal staff members, and developing them further through succession planning. In today's fast-paced environment, dynamic and growing organisations continuously up-skill, cross-skill and re-invent themselves to stay ahead of the pack.

Building Talent is essential as it creates employment opportunity for others. TLO's products and value offerings are unique, customizable and able to be scaled upwards and downwards. Our passion and 'can-do' attitude seeks to understand our clients' needs and outcomes first, before recommending the most appropriate solution.

Creating Leaders

Central to the value we create is the creation of strong Leaders. Principle-centred Leaders. Leadership is more than a title; it is rather a set of values, beliefs and behaviours that gives direction to one's leadership style, aligned with the organisation's values.

TLO assists organisations in creating leaders with a strong sense of self, high emotional intelligence, integrity, solid values and empowering beliefs. Leaders with knowledge, wisdom and insight who are able to lead and inspire others and so continue the empowering cycle of growing people, building talent and creating more leaders!

Mission

We achieve this through:

- Local understanding with global insight
- Thought Partnership – we bring to the table an integrated client-centric solution by blending state-of-the-art concepts and industry experts that fit your culture, challenges and requirements
- Extending our accreditation status with all relevant SETA's

Values:

- Commitment to Quality delivery and exceeding Customer expectations
- Systems Thinking Approach
- Innovative and Creative Thinking
- Continues Improvement and Performance enhancement
- Interdependent Teamwork
- Personal Mastery

Introduction

Previously part of the Rosebank Business College, The Learning Organisation (TLO) established itself as an independent, innovative, solutions-driven provider of corporate learning and development in 2002.

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Our Methodology is based on the principles of A Learning Organisation (a term first coined by Peter Senge) and Neuro-Linguistic Programming (NLP) which is the 20% value-add to our clients that leads to 80% of the results achieved

A Learning Organisation facilitates **the learning** of clients and team members by continuously transforming people through enhancing skills and knowledge.

Neuro-Linguistic Programming (NLP) deals with influence: how people relate and communicate to others, how they make decisions and how they prefer to be influenced. Neuro refers to neurology (how the mind works), Linguistics – the use of language and Programming – the internal programmes that run between the mind and what we say and how we behave. In essence it is a pragmatic school of thought that is specifically valuable when we sell to clients, service our customers, present to others and negotiating win-win.

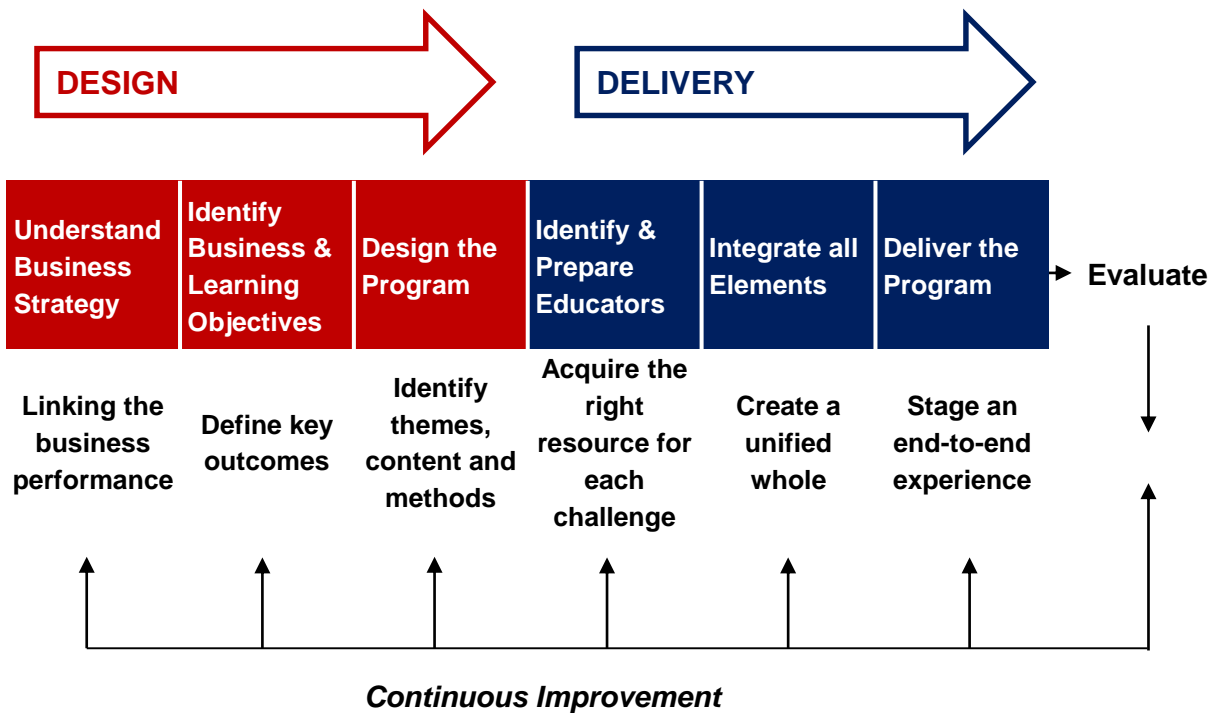
Our Continuous Improvement Approach

How do we operate?

The Learning Organisation provides its clients with innovatively designed solutions that effectively work for their organisations, are customised to their culture, meet their strategic direction and fit in with their organisation's life cycle stage.

We work in partnerships with businesses, by developing programs and qualifications for individuals and organisations, leveraging people development / skills and increasing the talent pipeline. We use a range of models, tools and interventions suited to the client, situation and outcome required.

Our approach focuses on continuous improvement:



Growing People... Building Talent... Creating Leaders

Growing People...

Essential Business Skills	SAQA Accredited	NQF Level	Credits	Duration
Confidence & Assertiveness	x	N/A	N/A	2 days
Customer Service: Creating Raving Fans	✓	4	5	2 days
Effective Communication Skills	✓	3	8	2 days
Employee Wellness	x	N/A	N/A	2 days
HIV/AIDS Awareness	✓	4	4	1 day
Life Skills	✓	2	5	2 days
Meeting & Minute Taking Skills	✓	3	4	2 days
Office Administration & Procedures	✓	2	1	2 days
Telephone & Reception Skills	✓	2	8	1 day
Time, Priority & Stress Management	✓	3	4	1 day
Workplace Professional: Etiquette & Image	✓	2	5	1 day

Building Talent...

Personal & Professional Development	SAQA Accredited	NQF Level	Credits	Duration
Business and Report Writing Skills	✓	4	6	2 days
Business Writing and Email Etiquette	✓	4	5	2 days
Creative Thinking Skills	✓	5	6	2 days
Conflict Management	✓	3	3	1 day
Disciplinary Hearings / Enquiries	✓	5	9	2 days
Entrepreneurship	✓	4	9	2 days
Negotiation Skills: No Tricks, Win-Win	✓	4	5	2 days
Personal Power & Influence: Developing EQ	✓	5	6	2 days
(Incl. Listening, Conflict, Assertiveness etc .)				
Presentation Skills: Presenting Magically	✓	3	5	2 days
Time, Priority & Stress Management	✓	3	4	1 day

Creating Leaders...

Management & Leadership Skills	SAQA Accredited	NQF Level	Credits	Duration
Supervisory Skills	✓	4	6	3 days
Coaching & Mentoring	✓	4	8	2 days
Problem Solving and Decision-making	✓	4	8	2 days
Diversity Management	✓	5	6	2 days
Project Management I, II, III	✓	4	TBC	2 days each
Leadership Principles	✓	4	12	1 day
Management of Best Practice	✓	5	9	2 days
Organisational Business Conduct	✓	5	9	2 days
Performance Management	✓	5	8	2 days
Principles of Strategy	✓	4	10	2 days
Situational Leadership (Incl. GROW Model)	✓	5	8	2 days
Stakeholder Relations Management	✓	5	6	2 days
Strategic Change Management	✓	5	8	2 days
Team Collaboration	✓	4	6	1 day
Workplace Ethics	✓	4	9	2 days

Growing People... Building Talent... Creating Leaders

Sales & Marketing Training (Includes Social Media)	SAQA Accredited	NQF Level	Credits	Duration
The Psychology of Selling (Incl. Goal Setting)	✓	4	10	1 day
Sales Master Level I	✓	4	9	2 days
Sales Master Level II	✓	3	5	2 days
Sales Master Level III	✓	4	5	2 days
Sales Management	✓	5	8	3 days
Contact Centre Sales	✓	4	12	2 days
Brand Management	✓	4	4	2 days
Digital Marketing	x	N/A	N/A	2 days
SEO/SEM	x	N/A	N/A	2 days
Social Media & Content Marketing	x	N/A	N/A	2 days
Strategic Marketing	✓	5	14	2 days

Neuro Linguistic Programming (ABNLP Accredited)	SAQA Accredited	NQF Level	Credits	Duration
Introduction to NLP	x	N/A	N/A	1 day
NLP Practitioner Certification	x	N/A	N/A	9 days
NLP Coaching Certification	x	N/A	N/A	9 days

ETDP Training	SAQA Accredited	NQF Level	Credits	Duration
Assessor Training	✓	5	15	3 days
Moderator Training	✓	6	10	4 days
Skills Development Facilitator	✓	5	39	7-10 days
Train-the-Trainer	✓	5	20	3 days

Financial Programmes	SAQA Accredited	NQF Level	Credits	Duration
Financial Wellness	x	N/A	N/A	1 day
Activity Based Costing (ABC)	x	N/A	N/A	1 day
Business Finance & Budgeting for Non-Financial Managers	✓	4	4	2 days
Financial Forecasting and Cash Flow Management	✓	5	8	2 days
PFMA	✓	5	15	5 days
Project Finance	✓	4	6	1 day

IT (Computer courses)	SAQA Accredited	NQF Level	Credits	Duration
Business Analytics for Excel	x	N/A	N/A	2 days
Dashboard	x	N/A	N/A	2 days
Excel Advanced	✓	3	6	1 day
Excel Fundamentals	✓	2	4	1 day
Excel Intermediate	✓	2	4	2 days
Financial Modelling	x	N/A	N/A	2 days
Introduction to MS Office	✓	2	3	1 day
MS Project	x	N/A	N/A	2 days
Pivot Tables & Macros	✓	3	6	1 day
PowerPoint Advanced	✓	2	5	1 day
PowerPoint Fundamentals	✓	2	5	1 day
PowerPoint Intermediate	✓	3	5	1 day
Typing skills	x	N/A	N/A	1 day
VBA Excel	x	N/A	N/A	3 days
Word Advanced	✓	3	6	1 day
Word Fundamentals	✓	2	5	1 day
Word Intermediate	✓	2	5	1 day
Full Adobe Suite of Products	x	N/A	N/A	On request

Learnerhips/Full Qualifications	SAQA Accredited	NQF Level	Credits	Duration
Service SETA				
Business Practice (GETC)	✓	1	121	12 mo
Business Admin Services (NC)	✓	3	120	12 mo
Business Admin Services (FETC)	✓	4	140	12 mo
Generic Management (FETC) General Management	✓	4	150	12 mo
Generic Management (NC)	✓	5	162	12 mo
Project Management (FETC)	✓	4	137	12 mo
Marketing (FETC)	✓	4	141	12 mo
New Venture Creation (NC)	✓	2	138	12 mo
New Venture Creation (FETC)	✓	4	149	12 mo
Contact Centre Support (NC)	✓	2	128	12 mo
Contact Centre Operations (FETC)	✓	4	132	12 mo
MICT SETA				
IT End-user computing (NC)	✓	3	136	12 mo
IT Systems Development (FETC)	✓	4	165	12 mo
IT Technical Support (FETC)	✓	4	163	12 mo
IT Systems Support (NC)	✓	5	147	12 mo
IT Systems Development (NC)	✓	5	131	12 mo

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Learnerhips/Full Qualifications	SAQA Accredited	NQF Level	Credits	Duration
Bank SETA				
Generic Management (NC) Customer Management: Banking	✓	5	162	12 mo
Generic Management (NC) Banking	✓	5	162	12 mo
Generic Management (NC) Skills Development Management: Banking	✓	5	162	12 mo
Generic Management (NC) Strategic Management: Banking	✓	5	162	12 mo
W&R SETA				
Wholesale & Retail Operations (NC) Stock Control	✓	3	120	12 mo
Wholesale & Retail Operations (NC) Forecourt Supervision	✓	3	120	12 mo
MERSETA				
Generic Management (NC) Generic Manufacturing	✓	5	162	12 mo
Generic Management (FETC) Process Manufacturing	✓	4	150	12 mo
Generic Management (FETC) Inventory & Inventory Control	✓	4	150	12 mo
Generic Management (FETC) Planning & Scheduling Techniques	✓	4	150	12 mo
Generic Management (FETC) Manufacturing Control	✓	4	150	12 mo

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Skills Programmes	SAQA Accredited	NQF Level	Credits	Duration
High Performance Teams	✓	4	32	5 days
Leadership Development	✓	5	30	5 days
Marketing Principles	✓	4	25	5 days
Mastering Sales in the 21st Century	✓	4	26	6 days
Operations Management	✓	5	30	5 days
Project Management Fundamentals	✓	4	33	5 days
Stock Control in a Retail/Wholesale Outlet	✓	3	27	5 days
Retail Sales & Customer Service	✓	3	30	5 days
Inventory & Inventory Control	✓	4	23	5 days
Process Manufacturing	✓	4	28	5 days
Planning & Scheduling Techniques	✓	4	24	5 days
Manufacturing Control	✓	4	31	5 days
Manufacturing	✓	5	36	5 days

Additional Value Added Services

Designed around client specific requirements

This can include:

- Outdoor/Indoor
- Lego, Puzzle's & Games
- Adventure Activities
- Humanship
- Courage & Resilience
- Strengths Finder

Clients

TheCitizen



Howden



TRAC
TRANS AFRICAN CONCESSIONS



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a world class African city



RAND WATER



GfK



TRANSNET



SANOFI



PROVEST GROUP



MAN

abbvie



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JonathanBallPublishers



PL STEEL SERVICES (PTY) LTD



AfriSam



Lightstone



BUHLER



SOUTH AFRICAN POLICE SERVICE



LRMG • Performance Agency
dream it ... believe it ... do it!



EURO STEEL
National Distributors of Stainless Steel, 3CR12, Aluminium & Special Steels



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Armaments Corporation of South Africa SOC Ltd



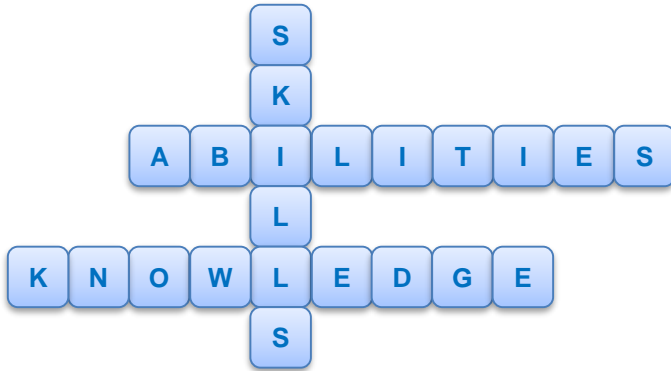
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Contact us



Phone: 010 612 0679

Web: www.tlo.co.za

Sales: robyns@tlo.co.za

Bookings: info@tlo.co.za

Finance: accounts@tlo.co.za