



for switched on minds

www.setbooks.co.za

@SetbooksAcademy



About Us...Pg04

Why Choose Us...Pg05

Our Courses...Pg06

Our Approach...Pg07

Our Assessment...Pg08

Our Methods...Pg09



www.setbooks.co.za

Unit 83 Showroom Close, Northlands Deco Park,
Northriding (2162), Fourways, Johannesburg, 2191
011 025 9990 / 011 071 7907 / 078 538 8594 | info@setbooks.co.za



Setbooks Training Academy is professional human capital development firm, accredited by the Local Government Sector Education and Training Authority (LGSETA), offering continuous development courses for companies and government departments.

Setbooks Training Academy currently offers two qualifications - Certificate: Municipal Financial Management, National Certificate: Public Administration and more than 70 accredited short courses.

The is a Level 4 BBBEE company.

Our Vision

To improve employee knowledge, skills, attitude, and social behavior to enhance organisational performance

Our Mission

To be the most preferred learning institution that provides occupationally directed practical skills programmes, at will ultimately add value to the profitability of organisations and improve socio-economics of nation.

WHY CHOOSE US?

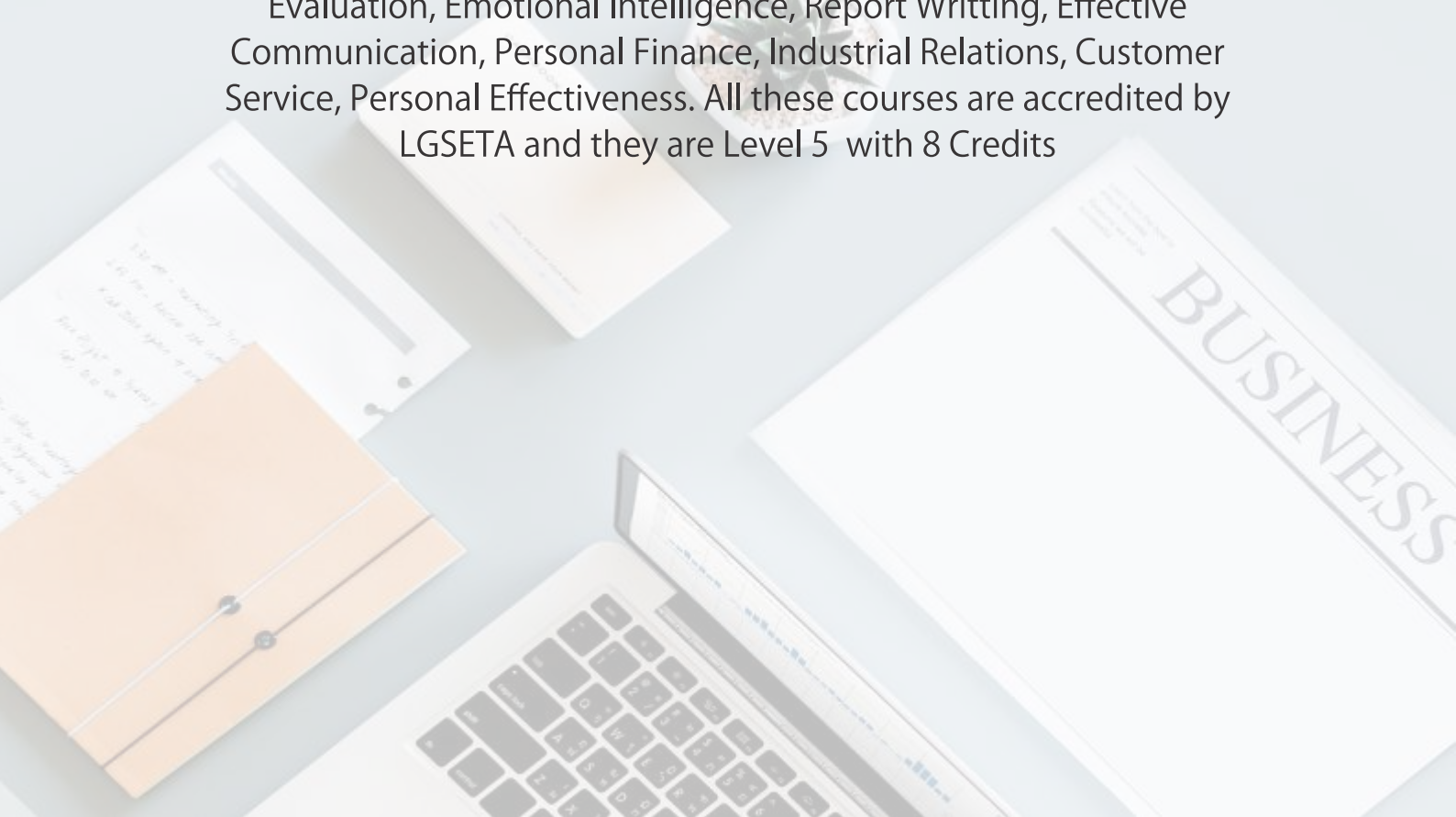
Our Approach to fulfilling training requirements to cover training needs and improved performances is based on our attitude of taking pride in the solutions we deliver.

Our Unique Abilities and knowledge obtained from Financial Management experience improves the quality and effectiveness of our services for improvement and effectiveness.

We provide realistic and tested Content Management Solution.



Team building, Supervisory Management, Customised Skill Development Programmes, Customised Management Development Programmes, Finance for Non Financial Managers , Strategic Planning, Change Management, Performance Management, Monitoring and Evaluation, Emotional Intelligence, Report Writting, Effective Communication, Personal Finance, Industrial Relations, Customer Service, Personal Effectiveness. All these courses are accredited by LGSETA and they are Level 5 with 8 Credits



OUR APPROACH

Our training approach is a five phased approach that includes assessment, design, implementation, evaluation, and coaching.

Assessment

- Need Identification
- Evaluation of suitable course

Design

- Define Objectives
- Develop Lesson Plan
- Develop/Acquire Material
- Select Trainer (SME)
- Select Method
- Schedule the training

Implementation

- Deliver the training
- (On-site training)
- (Off-site Evaluations)

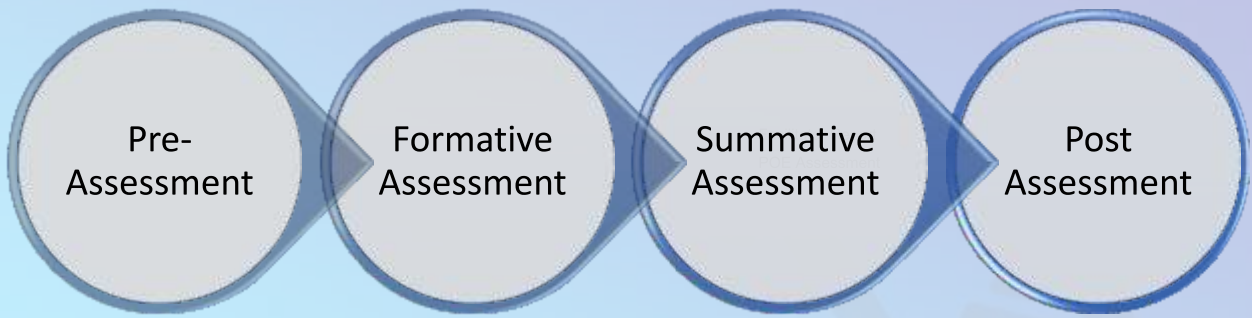
Evaluation

- Course Evaluation Report
- Facilitator Report
- POE Assessment
- Certification

Coaching

- Coaching
- On-the-job mentoring





OUR ASSESSMENT

PRE-COURSE ASSESSMENT

To identify the current learner's competencies and identify areas of improvement.

FORMATIVE ASSESSMENT

Assessment of learners during the delivery of the training while clarifying grey areas as well as addressing weaknesses and strengths.

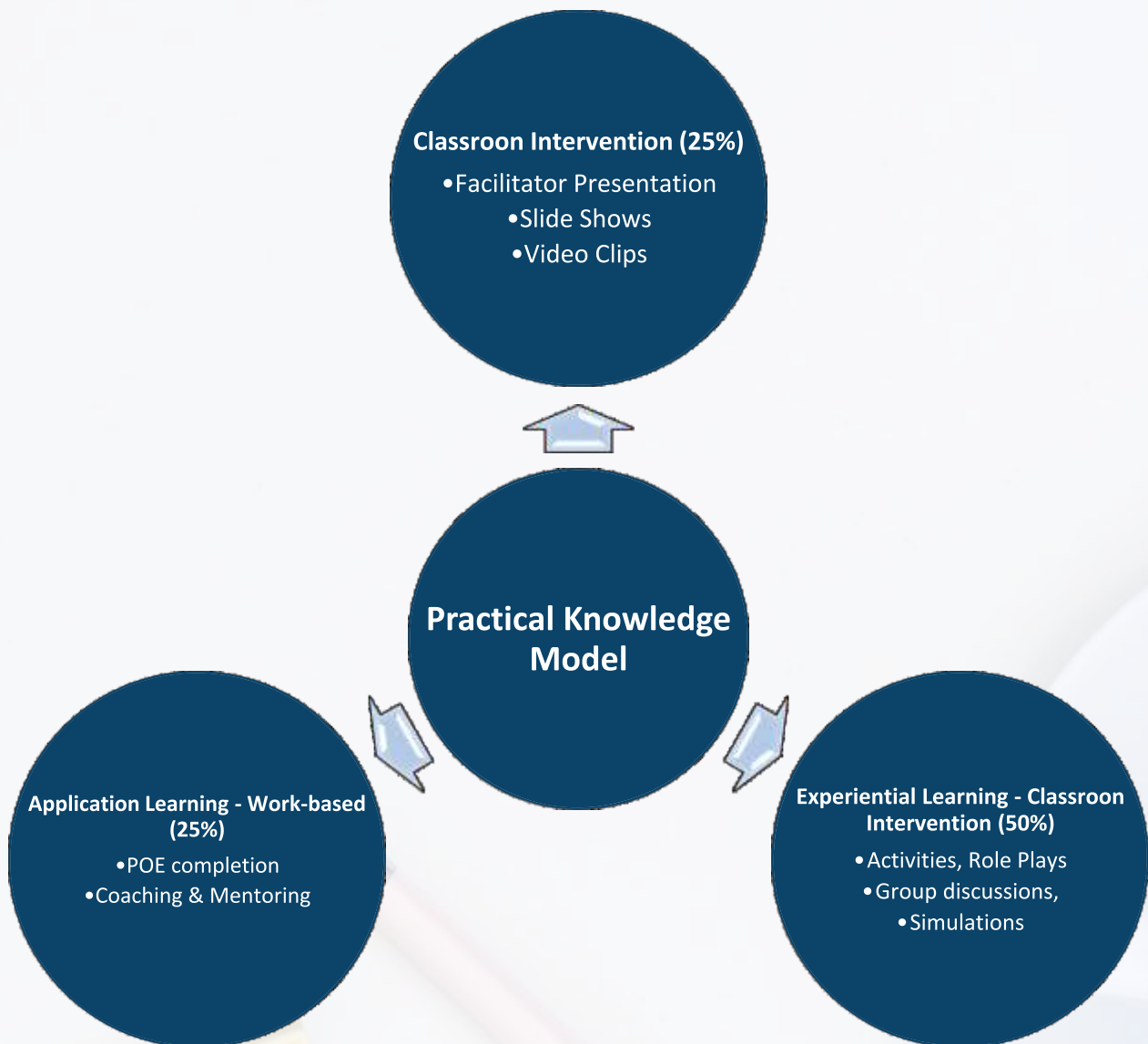
SUMMATIVE ASSESSMENT

Learners are given an assignment to complete in their work contexts at the end of the course collecting work-based evidence of what they learnt.

POST COURSE ASSESSMENT

Assessment of learner competencies after the training as well as ability to apply what was learnt during the training

OUR METHODS



Contextualisation

Since customers are vast and different, different training requirements and methodologies will need to be implemented. Client's competency and capabilities provide a framework from which we will be able to customise our training to meet the needs of the client and the learner. It is important that the integrity of the intended unit outcome is maintained during customisation.

Quality and Effectiveness Feedback

After completion of the course feedback will be provided to the client in the form of:

- Course Evaluation Report
- Facilitator Report
- POE Assessment
- Certification of Competence

for switched on minds
www.setbooks.co.za