

NOTES:

- (i) Courses/programmes will only proceed if a sufficient number of learners enroll.
- (ii) Tariffs are per person, per course/programme and include VAT and venue costs.
- (iii) Training, accommodation and travelling costs are payable by the learner's department.
- (iv) GP = National Departments and Gauteng Provincial Government Departments. Training will take place in either Pretoria or Johannesburg.
- (v) LIM, MPU, KZN / NC, NW, FS / WC, EC = One session of training will take place during the specified week, in one of the identified provinces. Where nominations are received from more than one province (= mixed group), a convenient venue within one of the provinces will be found.

PALAMA 2009/10 TRAINING CALENDAR

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February 2010

March 2010

Target Audience	Tariff	Duration	Course Code	1 to 5 Feb 2010	8 to 12 Feb 2010	15 to 19 Feb 2010	22 to 26 Feb 2010	1 to 5 March 2010	8 to 12 March 2010	
Executive Development										
Khaedu - An action learning programme that equips senior managers with process design, organisational effectiveness and change management skills for their compulsory deployments to the 'coal face' of service delivery. In the first module the manager will acquire the core skills mentioned earlier, which are then applied in the second module during service delivery deployment.	SMS, MMS	Price on Request	Core Skills - 5 Days	PD 317	WC, EC	GP	NC, NW, FS	GP	LIM, MPU, KZN	GP
		Price on Request	Deployment - 5 Days	PD 320	LIM, MPU, KZN	NC, NW, FS	LIM, MPU, KZN	GP	NC, NW, FS	WC, EC
Protocol and Diplomacy - Skills based courses that equip senior managers and support staff with the required knowledge and tools to interact appropriately with their peers, seniors and international counterparts in accordance with relevant conduct and behaviour practices for government officials.	Seminar for DDGs, HoDs & Political Heads	R 3 790.00	1 Day	LM 413	-	GP	-	-	-	-
	SMS, MMS	R 6 800.25	3 Days	LM 415	-	-	-	GP	GP	
	Executive Support Staff Programme	R 8 611.00	5 Days	LM 419	-	-	-	EC	-	-
SMS Induction - An orientation course that introduces and prepares newly appointed senior managers to the machinery of government and expectations set within a particular sphere of government on a macro, meso and micro level.	SMS	R 2 640.96	2 Days	PD 324	GP	LIM, MPU, KZN	NC, NW, FS	GP, KZN	-	GP, WC, EC
Executive Mentoring - This programme was specifically developed to benefit mentors and would-be mentors to accompany and mentor the different level employees in the Public Service for improved service delivery.	SMS	R 5 100.00	3 Days	HR 401	GP	-	-	-	GP	-
Managing Public Finances										
Standard Chart of Accounts - To ensure that the principles and methodologies embedded in the Economic Reporting Format (ERF) and Standard Chart of Accounts (SCOA) are internalised and adopted by financial practitioners in national and provincial departments.	Financial Practitioners	R 3 480.00	3 Days	FI 315	GP	-	LIM, MPU, KZN	WC, EC	GP	NC, NW, FS
Finance for Non-financial Managers - A skills based course for managers that provides a broad understanding of public finance and some practical tools on controls, monitoring and reporting in government.	Junior, Middle & Senior Managers	R 6 525.00	5 Days	FI 306	-	WC, EC	GP	NC, NW, FS	GP	LIM, MPU, KZN
Management and Leadership Training										
Foundation Management Development Programme - A skills based programme that equips current line supervisors and aspirant line supervisors with the necessary knowledge, tools and values of public service management. During session one self management and working in teams will be dealt with while management functions will be covered during session two.	Line Supervisors	R 10 840.00	Session 1 - 5 Days	FMDP	GP	LIM, MPU, KZN	NC, NW, FS	WC, EC	-	-
			Session 2 - 5 Days	FMDP	-	-	-	GP	LIM, MPU, KZN	NC, NW, FS
Emerging Management Development Programme - A skills based programme that equips junior managers with the necessary knowledge, tools and values to function as effective public service managers. Session one covers self management, a management overview and public management, session two deals with customer care, organisational communication effectiveness and quality assurance while session three comprises people management, financial management and project management.	Emerging Managers	R 15 375.00	Session 1 - 5 Days	LM 206	NC, NW, FS	GP	WC, EC	LIM, MPU, KZN	NC, NW, FS	-
			Session 2 - 5 Days	LM 207	To be scheduled during April and May 2010					
			Session 3 - 5 Days	LM 208	To be scheduled during May and June 2010					
Advanced Management Development Programme - A skills based programme aimed at middle managers, specifically to equip them with the necessary knowledge, tools and values to function as effective public service managers. Session one deals with strategic management, knowledge management and public management and accountability. Session two covers public financial management, project management and enhancing service delivery. Session three comprises result through leadership, people and performance management and completing the public service challenge.	Middle Managers	R 15 375.00	Session 1 - 5 Days	LM 310	-	NC, NW, FS	WC, EC	-	GP	LIM, MPU, KZN
			Session 2 - 5 Days	LM 311	To be scheduled during April and May 2010					
			Session 3 - 5 Days	LM 312	To be scheduled during May and June 2010					
Project Management (NQF Level 6) - A skills based course that is aimed at junior and middle managers to equip them with appropriate knowledge and tools to work successfully in a project environment and to accomplish project objectives.	Project Managers & Co-ordinators	R 7 030.00	4 Days	PM 302	WC, EC	NC, NW, FS	-	GP	WC	LIM, MPU, KZN
Human Resources Development Training										
Introduction to Human Resource Management - A skills based course for human resource practitioners at junior and middle management level that creates an understanding of the human resource management function and how to assist line managers in effectively exercising their roles in this regard.	HR Managers & Practitioners	R 6 133.51	5 Days	HR 205	NC, NW, FS	GP	WC, EC	-	LIM, MPU, KZN	GP
Job Evaluation (Initial and Follow-up) - To equip public service officials with the skills and techniques required to become job analysts, to quality assure the process and to use the EQUATE job evaluation software effectively.	Junior, Middle & Senior Managers doing or managing job evaluations	R 5 340.97	Initial - 5 Days	HR 101	-	-	GP	-	-	-
		R 3 680.11	Follow-up - 3 Days	HR 207	-	-	-	-	-	GP
Job Evaluation Panel - To ensure that participants have the necessary knowledge to take decisions that are fair, objective and equitable regarding the grading of jobs in the public service.	Junior, Middle & Senior Managers making grading decisions	R 2 640.69	2 Days	HR 302	-	GP	-	-	-	-
Good Governance Training										
Monitoring and Evaluation (Orientation) - A skills based course for M&E practitioners and middle managers that provides an understanding of basic M&E concepts and links them to the government planning process, indicator development, measuring inputs, activities, processes, outputs, outcomes and impact.	Middle Managers	R 3 710.71	3 Days	LM 209	GP	LIM, MPU, KZN	-	NC, NW, FS	GP	WC, EC
Fundamentals of Report Writing - To equip participants with the knowledge and skills to write professional reports.	Junior & Middle Managers	R 5 595.00	3 Days	FI 205	WC, EC	NC, NW, FS	-	GP	LIM, MPU, KZN	-
Excellent Customer Service - A skills based course which equips frontline and call centre staff as well as their supervisors with knowledge and tools for improved engagement with citizens and public service delivery. It engenders and advances the <i>Batho-Pele</i> principles in a customer service environment.	Frontline Staff	R 2 954.26	3 Days	PD 101	-	GP	LIM, MPU, KZN	WC, EC	GP	NC, NW, FS
Mass Induction Programme (MIP) - Salary level 6 to 12 - Aimed at promoting an understanding of a new public servant's expected contribution to the developmental orientation of the South African Public Service and its <i>Batho-Pele</i> principles.	Middle Managers	R 1 911.05	2 Days	IP 201	-	GP	-	GP	-	GP
Mass Induction Programme (MIP) - Salary level 1 to 5 - Aimed at promoting an understanding of a new public servant's expected contribution to the developmental orientation of the South African Public Service and its <i>Batho-Pele</i> principles.	General Support Staff	R 1 969.51	2 Days	IP 101	GP	-	GP	-	GP	-