



**A World Class Leader** in Training and Development

# Miscellaneous Training



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# 1. Aids Awareness

## Course Content:

1. Introduction
2. What is Aids all about
3. How can you contract the Aids virus
4. How do you know if you have Aids
5. How can you protect yourself against the Aids virus
6. Aids and Human Rights
7. What you can do if you have Aids
8. Aids in the Company context

**Target:** Every individual who is concerned about their health

**Duration:** 4 Hours

**Students:** Minimum of 4 to a Maximum of 8



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## 2. Basic Slinging

### Course Content:

1. Legal Knowledge
2. General Information
3. Lifting a load signals and cranes
4. Safety rules
5. Inspection of steel wire rope slings
6. Maintenance of S.W.R. lifting tackle
7. Centre of gravity
8. Good sling practice
9. Correct slinging methods
10. Use of single & multiple slings

**Target:** All staff using Rigging Equipment & Tackle e.g. Chains, Slings, Shackles, etc

**Duration:** 1 Day

**Students:** Minimum of 4 to a Maximum of 8



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## **3. Brush Cutter**

### **Course Content:**

1. Parts and controls
2. Safety precautions
3. Fueling
4. Starting the brush cutter
5. Holding and operating the brush cutter
6. Storage and maintenance

**Target:** Anyone who operates a brush cutter

**Duration:** 4 – 5 Hours

**Students:** Minimum of 4 to a Maximum of 8



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## 4. Chainsaw

### Course Content:

1. Preparing a chainsaw for use
2. Starting the chainsaw
3. Holding and operating the chainsaw
4. General lumbering
5. Felling a tree
6. Start up checks

**Target:** Anyone who is operating a chainsaw

**Duration:** 1 Day

**Students:** Minimum of 4 to a Maximum of 8



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## 5. Grab Operator

### Course Content:

1. Mechanical Appreciation
2. Pre operational Inspections
3. Principles of Leverage
4. Operational procedures
5. Post operational procedures

**Target:** Anyone who is employed as a grab operator

**Duration:** 1 Day for a retest 3 days if the delegate has used the Grab before but does not have a license, 5 days for a full course if the delegate has never used the Grab and needs to learn from the start.

**Students:** Minimum of 4 to a Maximum of 8



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## **6. Mine Lifting Equipment Inspection**

### **Course Content:**

1. Introduction
2. Legal knowledge
3. Rope & webbing equipment
4. Chains
5. Steel wire rope lifting equipment
6. Overhead gantry crane other lifting equipment

**Target:** Anyone who is employed as a mine lifting equipment inspector

**Duration:** 1 Day

**Students:** Minimum of 4 to a Maximum of 8





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## **7. Radio Procedures**

### **Course Content:**

1. Telephone manners
2. The telephone in the organization
3. Positive attitude
4. Clients bill of rights
5. Attitude to success
6. Radio communication

**Target:** Companies in possession of a bay station and hand held radios

**Duration:** 4 Hours

**Students:** Minimum of 4 to a Maximum of 8



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## **8. Scaffolding**

### **Course Content:**

1. Introduction
2. Basic materials
3. Components
4. Classification and safety factors
5. Foundations
6. Erection of scaffolding
7. Safety precautions and inspection of scaffolding
8. Maintenance and storage figures

**Target:** Anyone who makes use of scaffolding in the workplace

**Duration:** 1 Day, 2 day course for a more in depth course

**Students:** Minimum of 4 to a Maximum of 8



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## 9. Vessel Entry

### Course Content:

1. Introduction
2. Legal knowledge
3. Reporting system
4. Organization safety rules & procedures
5. Emergency planning

**Please Note:** As Cardiac Pulmonary Resuscitation is an integral part of the functions of the stand - by person, the learning assumed to be in place is at least the possession of a valid Certificate of Competency in level 1 First Aid.

**Duration:** 1 Day

**Students:** Minimum of 4 to a Maximum of 8



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## 10. Dynamic Management

### Course Content:

1. The purpose & functions of management
2. Essential management skills & qualities
3. Management planning & goal setting
4. Directing & controlling your organization
5. Selecting & developing the right team
6. Keeping good team members
7. Effective communication styles
8. Productive management meetings
9. The art of delegation
10. Solving "people" problems
11. Time management & utilization
12. Eliminating stress through organization
13. Avoiding management pitfalls
14. The management challenge

**Target:** People in management / line, Managers and Supervisors

**Duration:** 5 Days

**Students:** Minimum of 4 to a Maximum of 8



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## **11. Introduction to Industrial Relations**

### **Course Content:**

1. The Nature of the Employment Relationship
2. The Labour Law Environment
3. Internal Company Codes and Procedures
4. Strategies to Avoid the need to Discipline
5. The Purpose of Discipline
6. Beginning the Disciplinary Process
7. The Fundamentals of The Disciplinary Environment
8. The rights of an Employee
9. Conducting an Enquiry
10. Some thoughts on General Topics
11. What if scenarios

**Target:** Anyone who managers and supervisors staff

**Duration:** 3 Days

**Students:** Minimum of 6 to a Maximum of 15