















TRAINING PROGRAMMES 2020

LEVEL	PROGRAMME - Webinaar option available @ -15% of Inhouse	DURATION	MIN	MAX	INHOUSE PRICE	PUBLIC PRICE
SENIOR MANAGEMENT	Dealing with Retrenchments	3 hours	8	16	R690	R765
	Basic Labour Law Practice	1 day	8	20	R1000	N/A
	Trade Unions & Workplace Forums	3 hours	8	16	R690	R765
	Advanced HR for Senior HR Managers	4 days (Over the period of 2 months)	10	16	/	R6825
	Discipline in the Workplace and Disciplinary Hearings and Procedures	2 days	10	25	R3098	R3398
	Labour Law	2 days	10	25	R3098	R3398
	SHAPE Senior leaders set the priorities, goals and objectives of a business. Even more, they set the cultural tone of the organisation. With this interactive session, senior leaders are assisted to shape the culture they want to see in their organisation. <i>*Accredited with Services Seta*</i>	1 day	8	16	* per group * price on request	/
	Preparation for Disciplinary Hearings	½ day	10	20	R790	R865
	EE Workshop	½ day	10	20	R790	R865
	B-BBEE Workshop	½ day	10	20	R900	R980
MIDDLE MANAGEMENT	Practical Human Resource Management Workshop	½ day	10	25	R790	R865
	Dealing with Retrenchments	3 hours	8	16	R690	R765
	Basic Labour Law Practice	1 day	8	20	R1000	N/A
	Trade Unions & Workplace Forums	3 hours	8	16	R690	R765
	Discipline in the Workplace and Disciplinary Hearings and Procedures	2 days	10	25	R3098	R3398
	Labour Law	2 days	10	25	R3098	R3398
	WorkQ® (Personal-, Work-, Team- and Organisation's Journey) <i>*Accredited with Services Seta*</i>	2 days	8	16	R17 000 per group	/
	LeadQ® (Leading Change) <i>Learners that have already attended WorkQ</i>	2 days 1 day	8	16	R24000 per group R12000 per group	/

Continued... LEVEL	PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE	PUBLIC PRICE
MIDDLE MANAGEMENT	SOAR! a) <i>Leading Self & Leading others</i> OR b) <i>Leading Others (Standalone)</i> Optional but strongly recommended: <ul style="list-style-type: none"> Coaching Circles through the course of the classroom sessions Management Orientation with Management Support guide <i>*Accredited with Services Seta*</i> 	4 days	6	16	R12000 per day per group	/
	Preparation for Disciplinary Hearings 	½ day	10	20	R790	R865
	EE Workshop 	½ day	10	20	R790	R865
	B-BBEE Workshop 	½ day	10	20	R900	R980
SUPERVISORS	Supervisory Skills: Quality and Productivity  <i>Optional: Follow-up visit to the farm</i> <i>R1200 plus travel and accommodation (if needed)</i>	2 days	10	18	R2 625	R2925
	Basic Labour Law Practice 	1 day	8	20	R1000	n/a
	SOAR! a) <i>Leading Self & Leading others</i> OR b) <i>Leading Others (Alone standing)</i> Optional but strongly recommended: <ul style="list-style-type: none"> Coaching Circles through the course of the classroom sessions Management Orientation with Management Support guide <i>*Accredited with Services Seta*</i> 	4 days	6	16	R12000 per day per group	/
	Introduction to the Xhosa Culture and Language (English)	½ day	10	16	R525	R600
	Labour Legislation: a Better understanding (Rights and obligations of Agri-Workers) 	½ day	10	30	R525	R600
	WorkQ® (Personal-, Work-, Team- and Organisation's Journey)  <i>*Accredited with Services Seta*</i>	2 days	8	16	R17 000 per group	/
	LeadQ® (<i>Leading Change</i>) <i>Learners that have already attended WorkQ®</i>	2 day 1 day	8	16	R24 000 per group R12 000 per group	/
	Lifeskills  <i>*Accredited with Services Seta*</i>	4 days	8	16	R34 000 per group	R4200
	LifeQ® (Employee Engagement & Employee Wellness: stress management, conflict handling, goal achievement and the development of positive attitudes and behaviours) 	2 days	8	16	R17000 per group	R2925
	Money Sense  <i>*Accredited with Services Seta*</i>	2 days	8	16	R17000 per group	R2925



Continued... LEVEL	PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE	PUBLIC PRICE
OFFICE STAFF	Office Administration <i>This course is aligned with unit standards 7822, 114974, 115772, 13928, 13929, 13930, 13933, 14348, 14350, 14352, 14355. The assessment of the delegates includes completing assessment questions and activities for and in class.</i>	2 days	10	25	R3098	R3398
	Basic Labour Law Practice 	1 day	8	20	R1000	n/a
	Practical Human Resource Management Workshop 	½ day	10	25	R790	R865
	Discipline in the Workplace and Disciplinary Hearings and Procedures 	2 days	10	25	R3098	R3398
	Labour Law 	2 days	10	25	R3098	R3398
	Introduction to the Xhosa Culture and Language (English)	½ day	10	16	R525	R600
	Labour Legislation: a Better understanding (Rights and obligations of Agri-Workers) 	½ day	10	30	R525	R600
	WorkQ® (Personal-,Work-,Team- and Organisation's Journey) <i>*Accredited with Services Seta'</i> 	2 days	8	16	R17 000 per group	/
	Lifeskills <i>*Accredited with Services Seta'</i> 	4 days	8	16	R34 000 per group	R4200
	LifeQ® (Employee Engagement & Employee Wellness: stress management, conflict handling, goal achievement and the development of positive attitudes and behaviours) 	2 days	8	16	R17000 per group	R2925
	Money Sense <i>*Accredited with Services Seta'</i> 	2 days	8	16	R17000 per group	R2925
AGRI-WORKERS	Introduction to the Xhosa Culture and Language (English)	½ day	10	16	R525	R600
	Labour Legislation: a Better understanding (Rights and obligations of Agri-Workers) 	½ day	10	30	R525	R600
	WorkQ® (Personal-,Work-,Team- and Organisation's Journey) <i>*Accredited with Services Seta'</i> 	2 days	8	16	R17 000 per group	/
	Lifeskills <i>*Accredited with Services Seta'</i> 	4 days	8	16	R34 000 per group	R4200
	LifeQ® (Employee Engagement & Employee Wellness: stress management, conflict handling, goal achievement and the development of positive attitudes and behaviours) 	2 days	8	16	R17000 per group	R2925
	Money Sense <i>*Accredited with Services Seta'</i> 	2 days	8	16	R17000 per group	R2925



HEALTH AND SAFETY DEVELOPMENT

Accreditation Health & Welfare SETA, Department of Labour: CI 549, Resuscitation Council SA

PROGRAMS	DURATION	MIN	MAX	PRICE EXCL. VAT
HEALTH AND SAFETY REPS *Online option available	1 day	10	25	R826.09
GENERAL OCCUPATIONAL HEALTH & SAFETY *Online option available	1 day	10	25	R956.52
FIRST AID LEVEL 1 (Blended Learning option available)	2 days	10	25	R717.39
FIRST AID LEVEL 2 / 3 (Blended Learning option available)	3 days	10	25	R1100
FIRST AID LEVEL 1 – 3 (Blended Learning option available)	5 days	10	25	R1713.04
FIRE SAFETY WORKSHOP	4 hours	10	25	R452.17

* Public and Inhouse except for Fire Safety (Inhouse)

* In collaboration with



SCREENING TESTS

We have a complete set of assessment instruments available, regarding personality types, aptitudes, competency, behaviours and skills. These assessments can be utilised to assist with your selection needs, or to determine the development needs of your current staff. We also have online assessments available. These tests can be done on all levels in your organisation.

ONLINE PROSPECT SCREENER ASSESSMENT	Admin Personal, Supervisors, General Workers	R500p.p
ADMINISTERED APTITUDE TEST	General Workers, especially if illiterate	R500p.p + R2500 for consultant. Travel expenses not included.
PSYCHOMETRIC ASSESSMENT BATTERY	Management	Between R5000 and R11000 depending on the level
OTHER AVAILABLE OPTIONS	Screening tests available for all levels	Contact us for more information

BUSINESS DIAGNOSTICS INSTRUMENT

How productive is your agri-business? Are you measuring the right data in your agri-business? Using our diagnostic tool to measure how your approach to your business drivers can improve its success. - Online diagnostic questionnaire and report.	Online Questionnaire	1 Person R 3 000 4+ People : R 2 750 p.p
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NEW! POPI DATA ASSESSMENT

Does your business comply with the new POPI Act requirements? We can help you with a data impact evaluation which will prepare you against potential business- and public reputation risks with regards to your policy around data security.	Consultation, Report, and assistance with business policy	R1 200 per hour (Minimum 8 hours required)
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PLEASE NOTE:

Prices do not include VAT

IN-HOUSE PRICES do not include transport or accommodation for the facilitator (when required)



FREE TO GROW
Igniting purpose, passion and potential for growth

FREE TO GROW
25 YEARS
1320
98,500
33 COUNTRIES
Track record



CONTACT KAREN VAN HEERDEN KAREN@HOPCAL.CO.ZA FOR MORE INFORMATION REGARDING THESE PROGRAMS

The HopkinsCoetzee Associates team of consultants are committed to your workplace prosperity. Apart from consultation services and personal advice, we can contribute to the success of your company by implementing and monitoring specific processes and projects. We also source expert associates that are carefully screened and selected to provide an efficient, cost-effective, one stop service. We further specialise in management recruitment and HR project management to properly address any of your human resources needs.



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Visit our website for more information regarding our services: www.hopcal.co.za