



TRAINING PROGRAMMES 2021

Go Directly to: Middle Management, Supervisors, Office Staff, Agri-Workers, Health & Safety, Assessments, Business Diagnostics Instrument, POPI Data Assessment, Contact us

CONTACT US FOR INFORMATION SHEETS OF THESE PROGRAMMES

SENIOR MANAGEMENT						
PROGRAMME		DURATION	MIN	MAX	INHOUSE PRICE	PUBLIC PRICE
- Webinar option available @ -15% of Inhouse price						
Dealing with Retrenchments		3 hours	8	16	R690	R765
Basic Labour Law Practices		1 day	8	20	R1000	NVT
NEW Discrimination and the employee during the Covid Pandemic		3 hours	8	20	R690	R765
NEW How to deal with poor work performance and incompetence		3 hours		20	R690	R765
NEW Trade Unions and 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
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 * POR	/
Creating a Culture of Inclusion – Beyond Unconscious Bias		1 day	8	20	R18 000 Per group	/
Preparation for Disciplinary Hearings		½ day	10	20	R790	R865
EE Workshop		½ day	10	20	R790	R865
B-BBEE Workshop (Private Consultations available)		½ day	10	20	R900	R980

















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INHUIS PRYSE sluit nie reiskoste en akkommodasie (indien nodig) in nie



MIDDLE MANAGEMENT

PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE	PUBLIC PRICE
 -Webinar option available @ -15% of Inhouse price					
Practical Human Resource Management 	½ day	10	25	R790	R865
Dealing with Retrenchments 	3 hours	8	16	R690	R765
Basic Labour Law Practices 	1 day	8	20	R1000	NVT
NEW Discrimination and the employee during the Covid Pandemic 	3 hours	8	20	R690	R765
NEW How to deal with poor work performance and incompetence 	3 hours	8	20	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	R17000 per group	/
LeadQ® ('Leading Change') <i>Learners/Leaders that have completed WorkQ</i> 	2 days 1 day	8	16	R24000 per group R12000 per group	/
SOAR! a) <i>Leading Self & Leading others</i> OR b) <i>Leading Others (Standalone)</i> Optional but strongly recommended: • Coaching Circles through the course of the classroom sessions • Management Orientation with Management Support guide <i>*Accredited with Services Seta'</i>	4 days 2 days ½ day 2 hours	6	16	R12000 per day per group R6500 per session R3500	/
Creating a Culture of Inclusion – Beyond Unconscious Bias 	1 day	8	20	R18 000 per group	/
NEW Staying Strong  An ideal tool to equip your employees to cope emotionally with this stress. Its focus is on strengthening resilience, optimism, and ownership – a mindset that will positively impact employees' work and lives far beyond COVID-19. 	1 day	10	16	R10 000 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


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SUPERVISORS

PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE	PUBLIC PRICE
 - Webinar option available @ -15% of Inhouse price					
Supervisory Skills: Quality and Productivity Optional: Follow-up visit to the farm R1200 plus travel and accommodation (if needed)	2 days	10	18	R2 625	R2925
Basic Labour Law Practices	1 day	8	20	R1000	N/A
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 *Accredited with Services Seta'	4 days 2 days ½ day 2 hours	6	16	R12000 per group per day R6500 per session R3500	/
Introduction to the Xhosa Language and Culture	½ day	10	16	R525	R600
Labour Legislation: a Better understanding (Rights and obligations of Agri-Workers for Agri-workers)	½ day	10	30	R525	R600
NEW Staying Strong An ideal tool to equip your employees to cope emotionally with this stress. Its focus is on strengthening resilience, optimism, and ownership – a mindset that will positively impact employees' work and lives far beyond COVID-19.	1 day	10	16	R10 000 per group	
WorkQ® (Personal-, Work-, Team- and Organisation's Journey) *Accredited with Services Seta'	2 days	8	16	R17000 per group	/
WorkQ® Diversity This version of WorkQ®, our highly successful employee engagement programme, has been specially customised to offer an alternative to traditional diversity training. It offers an inside out approach to diversity, viewing it not as the entry point, but as one of the ripple effects of individual growth and organisational alignment.	2 days	8	16	R17 000 Per group	/
LeadQ® ('Leading Change') Learners/Leaders that have completed WorkQ	2 days 1 day	8	16	R24000 per group R12000 per group	/
Lifeskills *Accredited with Services Seta	4 days	8	16	R34000 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 *Accredited with Services Seta	2 days	8	16	R17000 per group	R2925














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OFFICE STAFF

PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE	PUBLIC PRICE
 -Webinar option available @ -15% of Inhouse price					
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 Practices 	1 day	8	20	R1000	NVT
Practical Human Recourse Management 	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 presentation)	½ day	10	16	R525	R600
Labour Legislation: a Better understanding (Rights and obligations of Agri-Workers for 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	R17000 per group	/
WorkQ® Diversity  This version of WorkQ®, our highly successful employee engagement programme, has been specially customised to offer an alternative to traditional diversity training. It offers an inside out approach to diversity, viewing it not as the entry point, but as one of the ripple effects of individual growth and organisational alignment.	2 days	8	16	R17 000 Per group	/
Lifeskills  <i>*Acredited with Services Seta</i>	4 days	8	16	R34000 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>*Acredited with Services Seta</i>	2 days	8	16	R17000 per group	R2925
NEW- Staying Strong  An ideal tool to equip your employees to cope emotionally with this stress. Its focus is on strengthening resilience, optimism, and ownership – a mindset that will positively impact employees' work and lives far beyond COVID-19. 	1 day	10	16	R10 000 per group	/

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FREE TO GROW
Igniting purpose, passion and potential for growth

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



AGRI-WORKERS

PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE	PUBLIC PRICE
 - Webinar option available @ -15% of Inhouse price					
Introduction to the Xhosa Culture and Language (English presentation)	½ day	10	16	R525	R600
Labour Legislation: a Better understanding (Rights and obligations of Agri-Workers for Agri-workers)	½ day	10	30	R525	R600
Lifeskills <i>*Accredited with Services Seta</i>	4 days	8	16	R34000 per group	R4200
LifeQ® Employee Engagement & Employee Wellness: stress management, conflict handling, goal achievement and the development of positive attitudes and behaviours)	2	8	16	R17000 per group	R2925
WorkQ® (Personal-, Work-, Team- and Organisation's Journey) <i>*Accredited with Services Seta'</i>	2 days	8	16	R17000 per group	/
<i>WorkQ® Diversity</i> This version of WorkQ®, our highly successful employee engagement programme, has been specially customised to offer an alternative to traditional diversity training. It offers an inside out approach to diversity, viewing it not as the entry point, but as one of the ripple effects of individual growth and organisational alignment.	2 days	8	16	R17 000 Per group	/
<i>Money Sense</i> <i>*Accredited with Services Seta</i>	2 days	8	16	R17000 per group	R2925
NEW- Staying Strong An ideal tool to equip your employees to cope emotionally with this stress. Its focus is on strengthening resilience, optimism, and ownership – a mindset that will positively impact employees' work and lives far beyond COVID-19.	1 day	10	16	R10 000 Per group	/

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 <i>*Online option available</i>	1 day	10	25	R826.09
GENERAL OCCUPATIONAL HEALTH & SAFETY <i>*Online option available</i>	1 day	10	25	R956.52
FIRST AID LEVEL 1 (<i>Blended Learning option available</i>)	2 days	10	25	R717.39
FIRST AID LEVEL 2 / 3 (<i>Blended Learning option available</i>)	3 days	10	25	R1100
FIRST AID LEVEL 1 – 3 (<i>Blended Learning option available</i>)	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*



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ASSESSMENTS

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 + R3000 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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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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Black owned



ISO certification

CONTACT US 021 863 0830 / WWW.HOPCAL.CO.ZA

LA CONCORDE, HOOFSTRAAT 57, PAARL

TRAINING & DEVELOPMENT

KAREN VAN HEERDEN

karen@hopcal.col.za

RECRUITMENT & TALENT MANAGEMENT

HENK COETZEE / MARGOT JULIES

recruitment@hopcal.co.za

SPECIALISED HR SERVICES

JOHAN HOPKINS

johan@hopcal.co.za

ADMINISTRATION & FINANCES

MELANIE DU PREEZ

info@hopcal.co.za



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

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