



TRAINING PROGRAMMES 2022

Click here to go Directly to: [Middle Management](#), [Supervisors](#), [Office Staff](#), [Agri-Workers](#), [Health & Safety](#), [Assessments](#), [Business Diagnostics Instrument](#), [POPI Data Assessment](#), [HR Audits](#), [Contact us](#)

***NEW!**

SENIOR MANAGEMENT						
PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE (At your premises)	PUBLIC PRICE	
- Webinar option available @ -15% of Inhouse price						
Dealing with Retrenchments	3 hours	8	16	R730	R810	
Basic Labour Law Practices	1 day	8	20	R1 060	NVT	
Discrimination and the employee during the Covid Pandemic	3 hours	8	20	R730	R810	
How to deal with poor work performance and incompetence	3 hours		20	R730	R810	
Trade Unions and Workplace Forums	3 hours	8	16	R730	R810	
Discipline in the Workplace and Disciplinary Hearings and Procedures	2 days	10	25	R3 280	R3 600	
Labour Law	2 days	10	25	R3 280	R3 600	
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	/	
Beyond Unconscious Bias (Diversity Workshop)	1 day	8	20	R18 000 Per group	/	
Preparation for Disciplinary Hearings	½ day	10	20	R835	R915	
EE Workshop	½ day	10	20	R835	R915	
B-BBEE Workshop (Private Consultations available)	½ day	10	20	R950	R1 040	
Zoom for Dummies	2 hours	4	16	NA	R530 (via Zoom)	














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MIDDLE MANAGEMENT

PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE (At your premises)	PUBLIC PRICE
 -Webinar option available @ -15% of Inhouse price					
Practical Human Resource Management 	½ day	10	25	R835	R915
Dealing with Retrenchments 	3 hours	8	16	R730	R810
Basic Labour Law Practices 	1 day	8	20	R1 060	NA
Teamwork Workshop- Job responsibilities, Alignment & Goals	2 days	8	10	On request	NA
How to deal with poor work performance and incompetence 	3 hours	8	20	R730	R810
Sales Skills	2 days	8	10	On request	NA
Discipline in the Workplace and Disciplinary Hearings and Procedures 	2 days	10	25	R3 280	R3 600
Labour Law 	2 days	10	25	R3 280	R3 600
WorkQ® (Personal-,Work-,Team- and Organisation's Journey) <i>*Accredited with Services Seta'</i> 	2 days	8	16	R18 000 per group	/
LeadQ® ('Leading Change') <i>Learners/Leaders that have completed WorkQ</i> 	2 days 1 day	8	16	R25 400 per group R12 700 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 6	16 16	R12 700 p/day p/group R6 890 per session R3 700	/
Beyond Unconscious Bias (Diversity Training) 	1 day	8	20	R18 000 per group	/
Preparation for Disciplinary Hearings 	½ day	10	20	R835	R915
EE Workshop 	½ day	10	20	R835	R915
B-BBEE Workshop 	½ day	10	20	R950	R980
Zoom for Dummies	2 hours	4	16	NA	R530 (via Zoom)
Finance for the Non-Financial Person	1 day	8	16	R1 060	R1 380













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SUPERVISORS

PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE (At your premises)	PUBLIC PRICE
 - Webinar option available @ -15% of Inhouse price					
Supervisory Skills: Quality and Productivity <i>Optional: Follow-up visit to the farm R1200 plus travel and accommodation (if needed)</i>	2 days	10	18	R2 780	R3 100
Basic Labour Law Practices 	1 day	8	20	R1 060	N/A
Teamwork Workshop- Job responsibilities, Alignment & Goals	2 days	8	10	On request	NA
Introduction to the Xhosa Language and Culture	½ day	10	16	R600	R680
Labour Legislation: a Better understanding  (Rights and obligations of Agri-Workers for Agri-workers)	½ day	10	30	R600	R680
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 600 per group	
WorkQ® (Personal-,Work-,Team- and Organisation's Journey)  <i>*Accredited with Services Seta'</i>	2 days	8	16	R18 000 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	R18 000 Per group	/
LeadQ® ('Leading Change')  Learners/Leaders that have completed WorkQ	2 days 1 day	8	16	R25 400 per group R12 700 per group	/
Lifeskills  <i>*Accredited with Services Seta</i>	4 days	8	16	R36 000 per group	R4 450
LifeQ ®  Employee Engagement & Employee Wellness: stress management, conflict handling, goal achievement and the development of positive attitudes and behaviours)	2 days	8	16	R18 000 per group	R3 100
Money Sense  <i>*Accredited with Services Seta</i>	2 days	8	16	R18 000 per group	R3 100
Zoom for Dummies 	2 hours	4	16	NA	R530 (via Zoom)

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Track record



OFFICE STAFF

PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE (At your premises)	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	R3 280	R3 600
Basic Labour Law Practices 	1 day	8	20	R1 060	NVT
Teamwork Workshop- Job responsibilities, Alignment & Goals	2 days	8	10	On request	NA
Sales Skills	2 days	8	10	On request	NA
Practical Human Recourse Management 	½ day	10	25	R835	R915
Discipline in the Workplace and Disciplinary Hearings and Procedures 	2 days	10	25	R3 280	R3 600
Labour Law 	2 days	10	25	R3 280	R3 600
Introduction to the Xhosa Culture and Language (English presentation)	½ day	10	16	R600	R680
Labour Legislation: a Better understanding (Rights and obligations of Agri-Workers for Agri-workers) 	½ day	10	30	R600	R680
WorkQ® (Personal-,Work-,Team- and Organisation's Journey)  <i>*Accredited with Services Seta'</i>	2 days	8	16	R18 000 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	R18 000 Per group	/
Lifeskills <i>*Accredited with Services Seta</i> 	4 days	8	16	R36 000 per group	R4 450
LifeQ ® Employee Engagement & Employee Wellness: stress management, conflict handling, goal achievement and the development of positive attitudes and behaviours) 	2 days	8	16	R18 000 per group	R3 100
Money Sense <i>*Accredited with Services Seta</i> 	2 days	8	16	R18 000 per group	R3 100
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 600 per group	/
Finance for the Non-Financial Person 	1 day	8	16	R1 060	R1 380
Zoom for Dummies 	2 hours	4	16	NA	R530 (via Zoom)


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AGRI-WORKERS

PROGRAMME	DURATION	MIN	MAX	INHOUSE PRICE (At your premises)	PUBLIC PRICE
 - Webinar option available @ -15% of Inhouse price					
Introduction to the Xhosa Culture and Language (English presentation)	½ day	10	16	R 600	R 680
Labour Legislation: a Better understanding (Rights and obligations of Agri-Workers for Agri-workers)	½ day	10	30	R 600	R680
Lifeskills <i>*Acredited with Services Seta</i>	4 days	8	16	R36 000 per group	R4 450
LifeQ® Employee Engagement & Employee Wellness: stress management, conflict handling, goal achievement and the development of positive attitudes and behaviours)	2	8	16	R18 000 Per group	R3 100
WorkQ® (Personal-,Work-,Team- and Organisation's Journey) <i>*Acredited with Services Seta'</i>	2 days	8	16	R18 000 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	R18 000 Per group	/
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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 600 Per group0	/
Zoom for Dummies	2 hours	4	16	NA	R530 (via Zoom)

HEALTH AND SAFETY DEVELOPMENT

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

PRICE INCREASE FOR 2022 ONLY IN MARCH

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	R826.09
FIRST AID LEVEL 2 / 3 <i>(Blended Learning option available)</i>	3 days	10	25	R1 178.26
FIRST AID LEVEL 1 – 3 <i>(Blended Learning option available)</i>	5 days	10	25	R1 826.09
FIRE SAFETY WORKSHOP	4 hours	10	25	R452.17

** Public and Inhouse except for Fire Safety (Inhouse)*

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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	R 680p.p
ADMINISTERED APTITUDE TEST	General Workers, especially if illiterate	R 680p.p + R3 000 for consultant. Travel expenses not included.
PSYCHOMETRIC ASSESSMENT BATTERY	Management	Between R5 000 and R11 000 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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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	Different options available. Contact us for 'n quote. (Minimum 8 hours required)
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HR AUDITS

HopkinsCoetzee will visit your offices and do an in-depth investigation which normally takes approximately 4 hours to complete. This procedure requires the presence of both the manager and office personnel. This Paper Audit is a necessity if management requires an in-depth investigation into their Human Resource Processes. Phase I is completed by a report of findings with a prioritized plan of action.	Consultation & Report	R8 500
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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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Visit our website for more information regarding our services: www.hopcal.co.za

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