

Just-in-Time Training

July–December 2018

Take charge of your career today

Imagine walking into your workplace feeling empowered and able to perform more productively. In order for you to be able to achieve this sense of greatness, it's important to continuously improve yourself by updating your skills. The more skills and knowledge you have about your area of expertise, the more valuable you will feel. Experts from University of Pretoria are ready to assist you take charge of your professional journey.

#maketheshift #trainingsolutions #skillsdevelopment #madetomeasure

Dates listed indicate course start dates.

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|---|--|-----|-----------------|--|--|
| Agricultural and Food Security | | | | | |
| 23 Jul | Seed Science | | 19 Jul | | Carbon Footprinting - From Strategy to Practical Tool |
| | | | 23 Jul | | Transnet Freight Rail Operations |
| | | | 25 Jul | | Cisco Certified Networking Associate: Routing and Switching (CCNA®) |
| Built Environment and Construction | | | | | |
| 13 Aug | Advanced Course in Construction Contracts | CPD | 26 Jul | | Power System Protection in Smart Grid Environments |
| 20 Aug | Construction Contracts | CPD | 2 Aug | | Railway Technology for Executives |
| 5 Sep | Spatial Planning, Land Use Management and Urban Development Dynamics | | 14 Aug | | Modelling and Simulation of Wastewater Treatment Processes |
| 8 Oct | Project Quality, Risk and Time Management | CPD | 15 Aug | | Railway Asset Management |
| | | | 20 Aug | | Chamber of Mines Certificate in Rock Engineering (Paper 1 Preparation) |
| Business Management and Entrepreneurship | | | | | CPD |
| 3 Jul 18 Sep | Small Business Finance – Are You Really Making a Profit? | | 20 Aug 21 Sep | | Strata Control |
| 11 Jul 19 Sep | Business Process Modelling | | 20 Aug | | Programme in Geotechnical Engineering for Mines (Chamber of Mines Paper 1 Preparation) |
| 7 Aug 9 Oct | Small Business Sales – How to Close the Deal | | | | Mine Dewatering Design and Implementation |
| 23 Aug | Advanced Course in Event Management | | 24 Aug | | Bow Tie Analysis Masterclass |
| 4 Sep 9 Sep | Funding for Small Business – How to Access Funding | | 27 Aug 6 Nov | | Cisco Certified Networking Professional: Building Scalable Internetworks (CCNP®) |
| 11 Sep 30 Oct | Small Business Finance – Are You Charging the Right Price | | 28 Aug | | Railway Safety Investigation Course |
| 1 Oct | Certified Rescue Analyst Programme | | | | Generator Technology |
| 22 Oct | Business Process Management | | 28 Aug | | Requirements Engineering |
| | | | 30 Aug | | Introduction to Multidisciplinary Concepts in Railway Engineering |
| Education and Teacher Development | | | 3 Sep | | |
| 11 Jul | Assessment Practices and Computer Based Assessment | | 10 Sep | | Programme in Geotechnical Engineering for Mines (Chamber of Mines Paper 3.1) |
| 21 Jul 25 Aug | School Readiness Assessment | | | | Programme in Geotechnical Engineering for Mines (Chamber of Mines Paper 3.2) |
| 23 Jul | Statistics in Education for Teachers (Statistical Package for Social Sciences) | | 17 Sep | | Programme in Geotechnical Engineering for Mines (Chamber of Mines Paper 3.3) |
| 23 Jul | South African Sign Language Elementary Course – Level 1 (SASLE-1) | | 17 Sep | | Programme in Geotechnical Engineering for Mines (Chamber of Mines Paper 3.4) |
| 1 Aug | Professional Course for Educational Leaders (PCEL) | | 17 Sep | | Open-Pit Mine Planning and Design |
| | | | | | Law, Risk, Economics, and the Environment in Railway Operation |
| Engineering and Technology Management | | | | | Systems Engineering Management |
| 3 Jul | Train Movement Control Systems | CPD | 17 Sep | | Rolling Stock Technology |
| 13 Jul | Technical Writing and Presentation Skills | | 17 Sep | | |
| 16 Jul | Architectural and Engineering Approaches to Infection Control | | 3 Oct | | |
| 16 Jul | Geotechnical Engineering Practitioner Application (Chamber of Mines Paper 2) | | 15 Oct | | |
| | | | 16 Oct | | |

Shifting knowledge to insight

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Just-in-Time Training

Upcoming Courses | Courses Categories | CPD Courses | Online Courses | Corporate Training

26 Oct Programme in Geotechnical Engineering for Mines (Chamber of Mine Paper 4)
 5 Nov Wheel-Rail Interaction
 19 Nov Railway Infrastructure Maintenance Management
 19 Nov Systems Design
 19 Nov Water Analysis and Monitoring
 3 Dec Operation of Water and Wastewater Treatment Plants

CPD
CPD

Environmental Management and Geophysics

2 Jul Advanced Water Treatment Processes
 18 Jul GIS Professional Practice
 15 Oct Water Quality Management and Effluent Treatment

Financial Management and Taxation

2 Jul Internal Auditing
 2 Jul Law for Commercial Forensic Practitioners
 9 Jul Performance Auditing
 23 Jul Investigation and Management of Cyber and Electronic Crime
 27 Jul | 2 Nov Ethics in Business and Professions
 30 Jul Money Laundering Investigation and Detection
 13 Aug Computable General Equilibrium Modelling
 27 Aug Prevention and Detection of Procurement and Contract Fraud
 10 Sep Economic Crime Schemes
 13 Sep Audit Readiness - Reporting on Predetermined Objectives
 17 Sep Cost and Management Accounting
 1 Oct Fraud Risk Management
 8 Oct Interviewing Skills for Fraud Examiners and Auditors
 29 Oct Basic Course in Financial Investigation
 12 Nov Time-Series Econometrics for the Practitioner
 19 Nov Advanced Course in Time-Series Econometrics
 19 Nov Financial Management for Non-Financial Managers
 26 Nov Econometric Analysis of Panel Data
 3 Dec Economic Indicators: Monitoring the South African Economy

General Management and Leadership Development

30 Jul Advanced GROW Coaching
 15 Aug Supervisory Management Skills
 27 Aug Negotiation Skills
 13 Aug Senior Management Programme (SMP)
 3 Sep Management Development Programme (MDP)
 15 Oct A Contextual-Collaborative Approach to Coaching
 1 Nov Soft Skills for First-Line Managers

Health and Health Care

9 Jul Expanded Functions for Oral Hygienists (2000 Scope)
 16 Jul Expanded Functions for Oral Hygienists (2013 Scope)
 20 Aug Programme in the Monitoring and Evaluation of General Health Programmes
 1 Oct Occupational Hygiene Legal Knowledge

Human Capital Management

3 Jul | 2 Oct Basic Course in Employee Assistance Programmes (Pretoria)
 9 Jul Combining the Maree Career Matrix and the Career Interest Profile in Career Counselling
 10 Jul Career Construction Counselling Using Early Recollections
 10 Oct Advanced Course in Employee Assistance Programmes (Pretoria)

17 Oct Employee Wellness
 22 Oct Basic Course in Employee Assistance Programmes (Port Elizabeth)
 24 Oct Advanced Course in Employee Assistance Programmes (Cape Town)
 5 Nov Basic Course in Employee Assistance Programmes (Cape Town)
 14 Nov Advanced Course in Employee Assistance Programmes (Cape Town)
 19 Nov Basic Course in Employee Assistance Programmes (Durban)
 19 Nov Human Resources Management
 21 Nov Advanced Course in Employee Assistance Programmes (East London)
 26 Nov Labour Relations
 3 Dec Basic Course in Employee Assistance Programmes (Bloemfontein)

Information and Communication Technology

2 Jul Virtual Currencies (Bitcoin)
 9 Jul | 13 Aug Information Technology Management Programme
 30 Jul | 26 Nov Fundamentals of Business Analysis
 1 Aug Learning Python for Business Data Analysis
 11 Aug Basic Course in Computer Literacy
 13 Aug Programme in Business Analysis
 3 Sep Information Security Management
 15 Oct Digital Forensics and Investigations
 5 Nov Business and Systems Analysis
 26 Nov Business Cases for IT Professionals

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Law and Human Rights

9 Jul National Credit Regulator (NCR) Debt Counselling Training Course
 9 Jul | 16 Jul Contract Drafting
 25 Jul | 22 Aug Seminar on Decoding the Protection of Personal Information Act
 17 Jul Programme in Legislative Drafting
 26 Jul Competition Law
 20 Aug Environmental Law

Marketing, Communication and Languages

9 Jul Customer, Service and Media Management Development Programme
 9 Jul SMME and Entrepreneurial Marketing Development Programme
 10 Jul Introductory Course in Marketing Management
 30 Aug From Data to Insights for Enhanced Business Decisions
 3 Sep Customer Service Excellence
 10 Sep Customer Complaint Management
 11 Sep | 1 Oct Relationship Marketing: Building Strong Relationships with Customers
 1 Oct | 19 Nov Business Writing
 4 Oct | 22 Nov Report Writing

Project and Risk Management

30 Jul Programme in Project Management (PPM)
 15 Oct Project Management Professional Exam Preparation (PMP®)
 13 Aug Project Management Principles and Practices in Organisations

CPD

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15 Oct Project Management Principles and Practices with Microsoft Project
 19 Nov Certified Associate in Project Management Preparation (CAPM®)

Property, Retail and Facilities Managements

9 Sep Shopping Centre Management (CSCM)

Public Administration and Management

2 Jul Public Financial Management for Non-Financial Managers
 5 Jul Municipal Management Development Programme (MMDP)
 9 Jul Public Management Development Programme (PMDP)
 17 Jul Knowledge and Information Management for Senior Managers

18 Jul Public Financial Management for Public Sector Managers
 23 Jul Public Financial Management Act (PFMA)
 24 Jul Strategic Capability and Leadership for Public Sector Managers
 21 Aug Programme and Project Management for Public Sector Managers
 27 Aug Municipal Public Accounts Committee (MPAC)
 5 Sep Metro Governance Excellence
 12 Sep PFMA Supply Chain Management Bid Committees
 27 Aug Business Presentation and Public Speaking for the Public Sector

Social and Religious Studies

13 Aug Radio Ministry

CPD

20 Aug Interim Ministry
 19 Sep Trauma Counselling

Sport, Tourism, Arts and Culture

4 Oct Sport Law

Supply Chain Management and Logistics

1 Aug Fleet Management
 3 Sep Hands-on Supply Chain Management

Veterinary Science


17 Aug Introductory Course in Early Canine Development
 27 Aug Update on Small Animal Medicine and Surgery
 12 Sep Advanced Course in Early Canine Development

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Online courses

1 Jun Online Course in Food Microbiology
 2 Jul Online Course: Introduction to Neuroscience Coaching
 16 Jul Online Course in Supply Chain Management
 4 Aug Online Programme in IT Project Management
 15 Jul Project Management Principles and Practices

For more online courses and online CPD activities, visit www.enterprises.up.ac.za/pods

CPD = Continuing Professional Development points
 = Online course/Also available online



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