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Great North Business Incubator

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***The training starts here, Empower and Perform! Join us for Sustainable Development***

**Education and Management**

**Training Programme Calendar 2020**

**All course fees are inclusive of Accommodation which includes B&B, lunches, Training material, All logistics and Excursion**

**We also do inhouse as and when requested in your backyard. Group bookings for the same course enjoy a 5% discount**

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| **2** | **EMP** | | **Education Management Program** | | | |
| Civic Education for Headmasters, Principals and Senior Teachers | | | | 5 Days | 06/04/-10/04/2020 | **$2850** |
| Inspection; supervision and control of schools | | | | 5 Days | 01/06/-09/06/2020 | **$2850** |
| Instructional Leadership ; supervisor’s role in improving Teaching and Learning | | | | 5 Days | 08/06- 12/06/2020 | **$2850** |
| Facilities Management in the education sector | | | | 10 Days | 06/07/-17/07/2020 | **$3770** |
| Financial Management for Non-Financial Professional | | | | 10 Days | 16/03- 06/03/2020 | **$3770** |
| Improving Teachers’ Performance | | | | 5 days | 20/04-25/04/2020 | **$2550** |
| Diplomacy for Executive Assistants, Pas and Executive Managers | | | | 5 Days | 18/05- 23/05/2020 | **$2550** |
| Problem Solving and Decision Making | | | | 5 Days | 01/06/-05/06/2020 | **$2850** |
| Information and Knowledge Management | | | | 5 Days | 22/06-27/06/2020 | **$2850** |
| Training Development, Management, eLearning and Techniques | | | | 5 Days | 16/11- 22/11/2020 | **$2850** |
| Coaching, Mentoring and Guidance | | | | 5 Days | 21/06-26/06/2020 | **$2850** |
| Supply Chain Management; Strategy and | | | | 5 Days | 07/09/-12/09/2020 | **$2850** |
| Asset Management in the education sector | | | | 5 Days | 06/07/-17/07/2020 | **$3770** |
| Effective Classroom Management Strategies and Ideals for Teachers | | | | 5 Days | 01/06-05/06/2020 | **$2850** |
| Time Management | | | | 5 Days | 01/06-05/06/2020 | **$2850** |
| How to stop bullying and cyber bullying in schools and promote social emotional learning | | | | 5 Days | 20/04-25/04/2020 | **$2850** |
| Strategic Marketing in the schools | | | | 5 Days | 09/03- 13/03/2020 | **$2850** |
| Emotional intelligence and coaching skills for teachers, school and adult education staff | | | |  | 01/06-05/06/2020 | **$2850** |
| Stress and Conflict Management : The way to resilience and satisfaction | | | | 5 Days | 20/04-25/04/2020 | **$2850** |
| Innovative teaching methods for teachers, school and adult education | | | | 5 Days | 01/06-05/06/2020 | **$2850** |
| Teaching Entrepreneurship and Leadership | | | | 5 Days | 01/06-05/06/2020 | **$2850** |
| Problem Solving and Decision Making | | | | 5 Days | 01/06-05/06/2020 | **$2850** |
| Civil Society and Leadership, for teachers ( CSLT) | | | | 5 Days | 05/10-09/10/2020 | **$2850** |
| Employee/ Teachers Wellness programs in schools | | | | 5 Days | 03/08-07/08/220 | **$2850** |
| Fundamentals of Financial Management for Principals, Headmasters and Education directors and Supervisors | | | | 10 days | 16/03/-27/03/2020 | **$3770** |
| Advanced Secretarial Services for Administrators | | | | 5 days | 02/03/-06/03/2020 | **$2550** |
| Executive Assistants, PA and Administrators (EAPAA project management training) | | | | 5 Days | 02/03-06/03/2020 | **$2850** |
| Leadership, Management Strategy and Business Ethics (LMSBE) | | | | 5 Days | 08/06/-12/06/2020 | **$2850** |
| Conflict Management and Resolution | | | | 5 Days | 2/11/-07/11/2020 | **$ 2550** |
| ICT in improving learning delivery in the education system | | | | 6 Days | 23/03/2020 | **$2850** |
| School governing board management training ( SGBMT) | | | | 5 Days | 07/11-12/11/2020 | **$2850** |
| COSO 2017 Integrated Risk Management Course for IA (NIRM) in the education system | | | | 5 Days | 09/11- 14/11-2020 | **$2850** |
| Quality Management in Schools and District education supervisors | | | | 6 Days | 06/07-10/07/2020 | **$2850** |
|  | | **2.1Curriculum Development, Teacher Training, and Educational Administration (CDTTEA)** | | | | |
| Online education system ( OES) | | | | 5 Days | 07/11-12/11/2020 | **$2850** |
| Talent Management In Schools and Districts Offices | | | | 5 Days | 22/07/-26/07/2020 | **$2850** |
| Monitoring and Supervision of Schools Performance | | | | 10 Days | 08/06/-18/06/2020 | **$2850** |
| Governance and strategic management of Schools | | | | 5 Days | 07/09-11/09/2020 | **$2850** |
| 21st Centurion management and staff development in the education system | | | | 5 Days | 08/06/12/062020 | **$2850** |
| Entrepreneurship and Small business Management training for Primary, Junior and High school teachers | | | | 5 Days | 14/09/19/09/2020 | **$2850** |
| Effective Negotiation and Leadership Skills ( ENLS) | | | | 5 Days | 14/09-19/09/2020 | **$2850** |
| Effective School Leadership ( ESL) | | | | 5 Days | 13/07-17/07-17/07/2020 | **$2550** |
| Time Management &Stress Management (TMSM) | | | | 5 Days | 01/06/-05/06/2020 | **$2850** |
| Project planning and management in Schools( PPMS) | | | | 5 Days | 22/06/-27/06/2020 | **$2850** |
| A Community Development Approach to Early Childhood ( CDAECD) | | | | 10 Days | 04/05-15/05/2020 | **$3770** |
| Educational Technology Management ( ETM) | | | | 5 Days | 22/06/-27/06/2020 | **$2850** |
| Records Keeping and Archiving in schools ( RKAS) | | | | 5 Days | 09/03/13/03/2020 | **$3770** |
| Conducting performance Appraisals for teachers | | | | 5 Days | 04/05- 08/05/2020 | **$2550** |
| Child participation methodologies & Child rights programming (CPMCRP) | | | | 10 Days | 04/05-15/05/2020 | **$3770** |
| **Training Methods, Techniques & Program Design (TOT) & Development/Selection of Materials and Methods ( TMTPDSMM)** | | | | 10 Days | 06/07-17/06/2020 | **$3770** |
| **Management of Training Systems, Developing Vocational Instructions in schools and Colleges ( MTSDVISC)** | | | | 10 Days | 19/10/-29/10/2020 | **$3770** |
| **Design of Training Programs & Evaluation of Training Programs ( DTPETP)** | | | | 5 Days | 11/05/-16/05/2020 | **$2850** |
| **Training of Trainers in training management( TOTTM)** | | | | 10 Days | 01/12/-11/12/2020 | **$3770** |
| **Systemic training needs identification** | | | | 5 Days | 07/12/-11/12/2020 | **$2850** |
| **Performance consulting and Management for District Directors, Supervisors, Principals etc** | | | | 10 Days | 10/06/- 20/06/2020 | **$3770** |
|  | | **We can do trainings as per client request throughout the year** | | | | |

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| **Registration Form**   |  | | --- | | **PLEASE COMPLETE THIS FORM AND EMAIL BACK TO** [**JOSEPH@GNBI.ORG.ZA**](mailto:JOSEPH@GNBI.ORG.ZA) **TO SUCCESSFULLY COMPLETE YOUR BOOKING** |     **Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Tel Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| |  | | --- | | **DELEGATES DETAILS (PLEASE FILL IN USING BLOCK CAPITALS)** |   **1st Delegate Details:**   |  |  |  | | --- | --- | --- | | **Title:** | **Surname:** | **First Name:** | | **Job Title:** | **Email: (Required)** | **Telephone:** | | **2nd Delegate Details:** | | | | **Title:** | **Surname:** | **First Name:** | | **Job Title:** | **Email: (Required)** | **Telephone:** | | **3rd Delegate Details:** | | | | **Title:** | **Surname:** | **First Name:** | | **Job Title:** | **Email: (Required)** | **Telephone:** | |
| |  | | --- | | **AUTHORIZATION** |  |  |  |  | | --- | --- | --- | | **Title:** | **Surname:** | **First Name:** | | **Job Title:** | **Email: (Required)** | **Telephone:** |   **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(This booking is not valid without a signature)** |
| **TERMS AND CONDITIONS**  **1. Payment Terms:** On the return of the registration form, full payment is required within 10 working days.  Payment must be received prior to the conference date Great North Business Incubator reserves the right to refuse entry into the conference should full payment not have been received prior to this date. Cancellation will be charged under the term set out below.  **2. Cancellations, No shows & Substitutions:** Cancellations received in writing more than 21 days prior to the event being held carry a 50% cancellation fee. Should cancellations be received between 21 days and the date of the event, the full conference fee is payable and non –refundable. Non- payment or non-attendance does not constitute cancellation. No show will be charged the full registration fee. Cash alternatives will not be offered, however, substitutes at no extra charge are welcome.    **3. Alterations to advertised package**: Great North Business Incubator reserves the right to alter this programme without notice or penalty and in such situations no refunds or part – refunds or alternative offer will be made. Should Great North Business Incubator permanently cancel an event, for any reason whatsoever; the Client shall be provided a credit of the equivalent amount paid towards the cancelled event. In the case of a postponed or cancelled event, Great North Business Incubator will not be responsible for covering airfare, accommodation, or other travel cost incurred by Clients.  **4. Copyright:** All intellectual property rights in the materials distributed by Great North Business Incubator in connection with this event are expressly reserved and any unauthorized duplication, publication or distribution is prohibited.  **BANK DETAILS**  Bank Name: FIRST NATIONAL BANK(FNB)  Account Name: Great North Management and Leadership Training Institute/ TA Business Incubator NPC  Account No: 62796620873  Account type: GOLD Business cheque  Branch Name: Platinum Park  Branch code: 250655 |