



SMME TRAINING SCHEDULE 2021.

MODULE 1:

This will be a free course module ,designed to help SMME's to start and grow their businesses

ACTION STEP DESCRIPTIONS	PARTY / DEPT RESPONSIBLE	DATE TO BEGIN	SESSION DURATION	RESOURCES REQUIRED	DESIRED OUTCOME	NOTES
Group 1	CEO: Joseph Makuvaza	11/01/2021	6 hours	<ul style="list-style-type: none"> Venue Training equipment Transport 	Beating the Odds at start up	
Group 2		18/01/2021	6 hours			
Group 3		25/01/2021	6 hours			
Group 4		01/02/2021	6 hours			

MODULE 2: LEADERSHIP AND HUMAN RESOURCES

Develop SMME Founders and CEOs with leadership skills that enable the business to grow through its people (Lighting the fire)

ACTION STEP DESCRIPTIONS	PARTY / DEPT RESPONSIBLE	DATE TO BEGIN	SESSION DURATION	RESOURCES REQUIRED	DESIRED OUTCOME	NOTES
Group 1	CEO: Joseph Makuvaza	21/01/2021	6 hours	<ul style="list-style-type: none"> Venue Training equipment Transport 	SMMES are equipped with effective leadership skills to grow their businesses.	
Group 2		02/02/2021	6 hours			
Group 3		08/02/2021	6 hours			
Group 4		11/02/2021	6 hours			

MODULE 3: MANAGING FINANCES

Empower the SMME's with skills and knowledge in making money work. (Managing business finance)

ACTION STEP DESCRIPTIONS	PARTY / DEPT RESPONSIBLE	DATE TO BEGIN	SESSION DURATION	RESOURCES REQUIRED	DESIRED OUTCOME	NOTES
Group 1	CEO: Joseph Makuvaza	02/02/2021	6 hours	<ul style="list-style-type: none">• Venue• Training equipment• Transport	SMMEs to be able to manage financial risks, refrain from fraudulent business practices and make money work for the business	
Group 2		16/02/2021	6 hours			
Group 3		18/02/2021	6 hours			
Group 4		22/02/2021	6 hours			

MODULE 4: STRATEGY AND OPERATIONS

Develop the SMME Founders and Directors with skills in developing a business strategy and operational plan. (Working with a vision)

ACTION STEP DESCRIPTIONS	PARTY / DEPT RESPONSIBLE	DATE TO BEGIN	SESSION DURATION	RESOURCES REQUIRED	DESIRED OUTCOME	NOTES
Group 1	CEO: Joseph Makuvaza	15/02/2021	6 hours	<ul style="list-style-type: none">• Venue• Training equipment• Transport	SMMEs to develop business strategy and operational model that promote growth and success	
Group 2		25/02/2021	6 hours			
Group 3		26/02/2021	6 hours			
Group 4		04/03/2021	6 hours			

MODULE 5: MARKETING MANAGEMENT

Train and equip SMME's with the skills and techniques to understand the market, so as to develop products for customers and not products to customers

ACTION STEP DESCRIPTIONS	PARTY / DEPT RESPONSIBLE	DATE TO BEGIN	SESSION DURATION	RESOURCES REQUIRED	DESIRED OUTCOME	NOTES
Group 1	CEO: Joseph Makuvaza	02/03/2021	6 hours	<ul style="list-style-type: none"> • Venue • Training equipment • Transport 	SMME's to build and maintain good customer relationship SMMEs meet the needs of the customers and thus grow their brands	
Group 2		08/03/2021	6 hours			
Group 3		10/03/2021	6 hours			
Group 4		15/03/2021	6 hours			

MODULE 6: PRODUCTION AND POST PRODUCTION

Empower the SMME in product development and quality assurance

ACTION STEP DESCRIPTIONS	PARTY / DEPT RESPONSIBLE	DATE TO BEGIN	SESSION DURATION	RESOURCES REQUIRED	DESIRED OUTCOME	NOTES
Group 1	CEO: Joseph Makuvaza	18/03/2021	6 hours	<ul style="list-style-type: none"> • Venue • Training equipment • Transport 	Increased product quality and meeting individual customer specific needs Promotes SMME innovation and creativity in the production process	
Group 2		22/03/2021	6 hours			
Group 3		25/03/2021	6 hours			
Group 4		29/03/2021	6 hours			