



premier

Department:
Office Of The Premier
PROVINCE OF KWAZULU-NATAL



KWAZULU-NATAL PROVINCIAL PUBLIC SERVICE TRAINING ACADEMY TRAINING COURSES



TRAINING ACADEMY

MANAGEMENT & LEADERSHIP

COURSE INFORMATION	DURATION	TYPE OF COURSE	NQF LEVEL	CREDITS
Leadership Course for Middle Managers	3 days	Outcomes based		
Women in Management	2 days	Outcomes based		
Financial Management: For Non-Financial Managers	5 days	Outcomes based		
Project Management	5 days	Unit standard based 120372	5	5
CIP for level 13 and 14	online & Classroom based	Outcomes based		
CIP for level 15 and 16	online			
Monitoring and Evaluation	19 days	Outcomes based		
African Leadership Development Programme	3 days	Outcomes based		
Strategic and Annual Performance Planning	5 days	Outcomes based		
Emotional Intelligence Workshop	2 days	Outcomes based		

GENERAL ADMINISTRATION

COURSE INFORMATION	DURATION	TYPE OF COURSE	NQF LEVEL	CREDITS
Problem Solving and Decision Making	2 days	Outcomes based		
Writing Skills	3 days	Unit standard based 13934	3	4
Writing Minutes of Meeting	3 days	Unit standard based 242816	4	5
Chairing Meetings Effectively	3 days	Unit standard based 242870	3	12
Public Sector Administrative Skills	2 days	Outcomes based		
Promotion of Administrative Justice Act (PAJA)	5 days	Outcomes based		
Promotional of Access to Information Act (PAIA)	5 days	Outcomes based		
Strategic Minute Taking to Improve Evidence-Based Decision Making and Reporting	1 day	Outcomes based		
Report Writing Course	2 days	Outcomes based		

PEOPLE MANAGEMENT AND DEVELOPMENT

COURSE INFORMATION	DURATION	TYPE OF COURSE	NQF LEVEL	CREDITS
Performance Management Course	3 days	Outcomes based		
Embracing Diversity	3 days	Outcomes based		
Developing People	3days	Outcomes based		
Course on Facilitating Learning	5 days	Unit standard based 117871	5	10
Mentoring for Growth	3 days	Outcomes based		
Recruitment and Selection	3 days	Unit standard based 10978	4	10
Presentation Skills	3 days	Outcomes based		

CHANGE & SERVICE DELIVERY IMPROVEMENT

COURSE INFORMATION	DURATION	TYPE OF COURSE	NQF LEVEL	CREDITS
Customer Care: The Batho Pele Way	3 days	Outcomes based		

GOVERNANCE

COURSE INFORMATION	DURATION	TYPE OF COURSE	NQF LEVEL	CREDITS
Ethics and Values Training for Senior Managers	3 days	Outcomes based		
Government and Decision Making Process in KZN	2 days	Outcomes based		

MANAGEMENT & LEADERSHIP

COURSE INFORMATION	DURATION	TYPE OF COURSE	NQF LEVEL	CREDITS
Effective Management Principles for Junior Managers	8 days	Unit standard based 119336	5	5
Supervisory Skills	10 days	Unit standard based 242903 / 10981 / 11473	4	26

NB: The course content and structure is subject to change.
Please contact the Academy for further information.



CONTACT US:



Main Centre Durban

Physical Address

321 ZK Matthews Road, Glenwood,
Durban, 4001

Postal Address

Private Bag X9037,
Pietermaritzburg, 3200
Telephone : 031 274 4902 / 4196
Fax : 031 274 4128



Regional Centre Pietermaritzburg

Physical Address

15th Floor,
North Tower,
Natalia Building,
330 Langalibalele Street,
Pietermaritzburg

Postal Address

Private Bag X9037,
Pietermaritzburg, 3200
Telephone : 033 395 2862 / 2895 / 3151
Fax : 033 342 4681
Website : www.kznacademy.gov.za

