



MARKETING **BROCHURE**

BEMARKINGS- **BROSJURE**



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Programs

Any of these programs can be adapted in context and/or way of presenting it, fitting the needs of companies.

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- Building Better Supervisors	
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Programme

Enige van die programme kan verander of aangepas word tov inhoud en aanbiedingswyse, soos die behoefte van die organisasie dit vereis.

Bestuursprogramme	13
- Mentor Management	
- Deelnemende Leierskap	
- Mentor Supervision	
- Lead ABC	
- Bou Beter Spanleiers	
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- Spanleier	
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- Komitee Opleiding & Vergadering Prosedure	
- Ontvangsklerk	
- Berekeninge vir die Werkplek	
- Trotse Trustlede	

WELCOME WELKOM

Our work is our calling.

We are celebrating our 29th existing year in 2025!

Anida de Villiers, owner of Anida Training, believes that through training and development, people will grow and discover their own potential. And with the necessary self-confidence, become the person they were meant to be.

Training at Anida is not a magic wand, but a special effort from the heart - to touch the hearts and lives of others in such a way, that they will choose to make better decisions in life.

We are accredited by FoodBev Seta and some of the courses are accredited by Foodbev Seta.

Ons werk is ons roeping.

Ons vier ons 29ste bestaansjaar in 2025!

Anida de Villiers, eienaar van Anida Training, glo deur opleiding en ontwikkeling sal mense groei en hul eie potensiaal ontdek; en met die nodige selfvertroue, die persoon wat hulle bedoel was om te wees, wel word.

Opleiding by Anida is nie 'n towerstaf nie, maar 'n poging gedryf deur opregte omgee - om die harte en lewens van ander op so 'n manier aan te raak dat hulle sal kies om beter besluite in die lewe te neem.

Ons is geakkrediteer deur FoodBev Seta en sommige van die kursusse is deur Foodbev Seta geakkrediteer.



OUR MISSION

Through training & development people will grow and discover their own potential and will, with the necessary self-confidence, become the person they were meant to be.



OUR VALUES

- Integrity
- Dedication
- Fairness
- Perseverance
- Honesty
- Loyalty

WAY TO EXCELLENCE

Involve all job levels in the company in the growth and development of individuals' potential, personal and work/management skills.



ONS MISSIE

Om deur opleiding persone te ontwikkel sodat hulle hul eie potensiaal sal ontdek, en met die nodige selfvertroue groei tot hul volle menswees.



ONS WAARDES

- Integriteit
- Toewyding
- Regverdigheid
- Deursettingsvermoë
- Eerlikheid
- Lojaliteit

PAD NA UITNEMENDHEID

Betrek alle posvlakke in die besigheid by die groei en ontwikkeling van individue se persoonlike en werks-/bestuursvaardighede.

INTERNSHIP, MENTORSHIP & WORKPLACE EXPERIENCE

We are involved in various mentoring programs, namely Oewerzicht, Lona Fruit, Stettyn, Vineyards Stettyn Cellar, Jonkersrivier, Esselfontein, Koue Bokkeveld Training Centre, KET Farms and Grassroots.

We have also offered similar programs in the Langkloof. Our involvement takes different forms based on the company's specific needs or problems, whether as process facilitators, mentors, or a combination of both.

The mentoring process can play an important role in implementing the skills development act, BEE requirements and employment equity act.

Our involvement can add the following value:

- Assessment of progress of the learner involved
- Addressing problems and needs
- Direction & assistance to mentors and/or learners etc.

The above can help to ensure that learners are more successful with internships, apprenticeships and workplace experiences. You can also apply for funding of each of the actions at the relevant SETA where your company is involved.

PERSONAL/EXECUTIVE COACHING & INDIVIDUAL SESSIONS

We believe that a personal involvement in the lives of management and workers will enhance learning and knowledge to help learners bring a positive change in their personal life and work environment.



INTERNSKAPPE, MENTORSKAPPE & WERKPLEKERVARING

Ons is betrokke by verskeie mentorprogramme, naamlik Oewerzicht, Lona Fruit, Stettyn, Vineyards Stettyn Kelder, Jonkersrivier, Eselfontein, Koue Bokkeveld Opleidingsentrum, KET Plase en Grassroots.

Ons het ook soortgelyke programme in die Langkloof aangebied. Ons betrokkenheid is op verskillende maniere volgens die aard van die behoeftes en/of probleme van die maatskappy as fasiliteerders van die proses en/of mentors.

Die mentorskapproses kan 'n belangrike rol speel in die implementering van die Wet op vaardigheidsontwikkeling, BEE en gelyke indiensnemingswet met die fokus op internskappe, werkplekervaring en vakleerlingskappe.

Ons betrokkenheid kan die volgende waarde toevoeg:

- Assessering van vordering van die betrokke leerder
- Aanspreek van probleme en behoeftes
- Rigting & bystand aan mentors en/of leerders ens.

Bogenoemde kan help om te verseker dat leerders meer suksesvol is met internskappe, vakleerlingskappe en werkplekervarings. Jy kan ook aansoek doen vir befondsing van elk van die aksies by die betrokke SETA waar jou maatskappy betrokke is.

PERSOONLIKE AFRIGTING & INDIVIDUELE SESSIES

Ons glo dat die persoonlike betrokkenheid by die werk en lewe van die bestuurders en werkers, die leerervaring verbeter en positiewe veranderinge in die leerders se persoonlike en werksomgewing bring.

OUR SERVICES

- Different Training Interventions
- Personal Coaching
- Coaching on different management levels
- Motivational Speeches
- Strategic Planning for Companies
- Workshop in Different Life Skills Topics etc
- Needs Analysis
- Mentoring
- Completing of WSP/ART Forms
- Screening: To interview candidates for possible filling of certain positions.
- On the Job Assessment: To go into the workplace of learners and assess them on their competency and application of course content.



ONS DIENSTE

- Verskillende Opleiding Intervensies
- Persoonlike Coaching
- Coaching op verskillende bestuursvlakke
- Motiveringspraatjies
- Strategiese Beplanning vir Besighede
- Werkswinkel in Verskillende Lewensvaardigheidsonderwerpe ens
- Behoeftebepalings
- Mentorskap
- Voltooiing van WSP/ATR Vorms
- Sifting: Om individuele onderhoude met kandidate te voer om vas te stel of hul geskik is om sekere posisies te vul.
- Indiensassessering: Om leerders binne hul werksplek te assessee ten opsigte van hul bevoegdheid en die mate waarop hulle die leerinhoud van kursusse toepas.

HOW THE MENTORING PROCESS WORKS

Mentoring is a holistic approach to the development of people. It is about combining training and experience and then applying it to the work environment.

Problem areas are identified and addressed. If other sources are needed, it is found and made available to the mentees.

Technical, personal and managerial areas are covered as far as possible.

Every mentee is a unique and special person. Everyone's problem areas are unique and everyone's progress is at his/her tempo.

The process usually consists of:



The discussion with mentees are on a one-on-one basis or done in groups. Regular discussions are also held with the mentors of the mentees.

Mentoring process can deliver the following results:

- Application of knowledge and skills obtained in courses.
- Development of subordinates in totality enabling them to attain higher levels of achievement.
- Addressing of problem areas, also in companies. The dynamics of the process leads to positive consequences for everyone involved.

HOE DIE MENTORSKAP-PROSES WERK

Mentorskap is 'n holistiese benadering tot die ontwikkeling van mense. Dit gaan daaroor om opleiding en ervaring te kombineer en dit dan op die werksomgewing toe te pas.

Probleemareas word geïdentifiseer en aangespreek. Indien ander bronne benodig word, word dit gevind en aan die mentees beskikbaar gestel.

Tegniese-, persoonlike- en bestuursareas word sover moontlik gedek.

Elke mentee is 'n unieke en spesiale persoon. Elkeen se probleemareas is uniek en elkeen se vordering is op sy/haar tempo.

Die proses bestaan gewoonlik uit:



Die gesprek met mentees vind op 'n een-tot-een basis of in groepe plaas. Daar word ook gereeld gesprekke met die mentors van die mentees gevoer.

Die mentorskapproses kan die volgende resultate lewer:

- Toepassing van kennis en vaardighede wat in kursusse verkry is.
- Ontwikkeling van ondergeskiktes in totaliteit, wat hulle in staat stel om hoër vlakke van prestasie te bereik.
- Aanspreek van probleemareas, ook in maatskappye. Die dinamika van die proses lei tot positiewe gevolge vir almal wat betrokke is.

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SHORT SUMMARY OF OUR PROGRAMS

Management Development Programs

Mentor Management (p14 & 15)

Target groups: Senior & Middle Management

Aim: Programme can be combined with coaching to imbed knowlegde and solve problems

Length: 8 one day models seperated over time

Participatory Leadership (p16)

Target group: Mangers, senior supervisors/foremen

Aim: To develop leaders to be better in empowering employees

Length: 4 days

Mentor Supervision (p17 & 18)

Target groups: Experienced supervisors (must have done some management training).

Aim: To enhance knowlegde and skills to develop in more effective leaders

Length: 6 one day models over time

Lead ABC (p19, 20 & 21)

Target group: New and experienced supervisors

Aim: Giving leaders basic principles to manage a section/team successfully

Length: 4 or 5 days and a follow-up session

Building Better Supervisors (p22)

Target group: All leaders that have completed the Basic Management Principle course

Aim: To do revision of the content of Basic Management Principles and compare their role with a coach and a team.

Length: 2 days

Building a Top Team (p23)

Target groups: Senior supervisors/foremen

Aim: To give leaders the motivation to manage their section/teams to be more productive

Length: 3 days

Teamleader (p24)

Target group: Seasonal teamleaders

Aim: To empower these leaders with basic knowlegde and skills to manage a team.

Length: 2 days

Excellent Teamleader (p25)

Target Group: Seasonal teamleaders who have completed the Teamleader course

Aim: To build leaders self confidence and give skills to solve problems/conflict.

Length: 2 days

Mentorship/coaching (p26)

Target group: All leaders

Aim: To discover how to be a mentor/coach

Length: 1 day

Personal Development Programs

I am Worthy (p28 & 29)

Target groups: All employees

Aim: To build self confidence, discover your uniqueness, communicate better and handle conflict with more ease

Length: 4 days

Life Skills (p30)

Target groups: All workers and supervisors/ foremen

Aim: To shortly develop self image, communication, conflict handling

Length: 1 day

Money Matters (p31)

Target groups: All workers, supervisors/ foremen

Aim: To help learners to manage their money better

Length: 1 day

General Programs

Basic Business Principles (p33)

Target groups: All workers, supervisors/ foremen

Aim: Learners understand the functioning of a business and their role better.

Length: 1 day

Committee Training (p34)

Target groups: Committee/workerforums

Aim: To empower committee members to understand their roles better be able to manage a meeting better, including setting up of agendas/ minutes

Length: 1 day

Calculations for the Workplace (p36)

Target groups: All employees

Aim: To learn the applicable mathematical skills to use in a work environment

Length: 4 days

Proud Trust Members (p37)

Target Group: Trustees

Aim: Informative discussion to help trustees understand their role

Length: 1 day

MANAGEMENT
PROGRAMS

BESTUURS-
PROGRAMME



MENTOR MANAGEMENT

Target Group

Management.

Can be used in individual coaching/
mentoring.

Duration

7 months with 3 - 4 weeks between
each module or one-on-one coaching
sessions.

Goals

Improvement of decision-making
Better delegation
Better use of subordinates' skills
Better management of assets
Building of self-confidence
Improved teamwork and planning

Contents

Module 1

Self-evaluation
My role in the organisation
Systems in the organisation
Productivity
Task

Module 2

Communication
Attitude
Handling of conflict
Assertiveness
Adaptability
Task

Module 3

Setting of Goals
Structuring of a Task
Budgeting
Task

Module 4

Control
Problem Solving
Feedback
Task

MENTOR MANAGEMENT

Teikengroep

Bestuur.

Kan gebruik word in
individuele afrigting/mentorskap.

Duur van Kursus

7 maande met 3-4 weke
tussen elke module of sessies een-op-een
coaching.

Doelwitte

Verbetering van besluitneming.
Beter taaktoewysing.
Beter gebruik van span se vaardighede.
Beter bestuur van bates.
Bou van selfvertroue.
Beter spanwerk en beplanning.

Inhoud

Module 1

Self-evaluerings
My rol binne die organisasie
Netwerk binne 'n organisasie
Produktiwiteit
Taak

Module 2

Kommunikasie
Houding
Konflikhantering
Selfhandhawing
Aanpasbaarheid
Taak

Module 3

Doelwitstelling
Taakstruktuering
Begroting
Taak

Module 4

Kontrole
Probleemoplossing
Terugvoering
Taak

Module 5

Competence
Utilizing of skills
Delegation
Time management
Task

Module 6

Teamwork
Building a team
Stereotypes
Team roles
Leadership
Management theory
Task

Module 7

Motivation
Human needs
Supporting motivation
Hertzberg Theories
Handling of problematic behaviour
Task

Module 8

Different concepts.
Advantages of mentoring and coaching.
Roles of Mentor and Mentee.
Assessment of Mentor and Mentee.
Influence of culture of organisation.
Responsibilities of role players.

Implementation

Managers get a task after each module.
Direct heads must manage and mentor supervisors.
When using in coaching/mentoring, homework is given as progression with cause.
Feedback is given to direct manager.

Group Size

Maximum 20 learners,
minimum 10 learners.

Module 5

Bevoegdheid
Vaardigheidsbenutting
Taaktoewysing
Tydbestuur
Taak

Module 6

Spanwerk
Spanbou
Vooroordeel
Spanrolle
Leierskap
Bestuursteorieë
Taak

Module 7

Motivering
Menslike behoeftes
Motiveringsondersteuning
Hertzberg Teorieë
Hantering van probleemgedrag
Taak

Module 8

Verskillende begrippe.
Voordele van mentorskap en afrigting.
Rolle van Mentor en Mentee.
Assessering van Mentor en Mentee.
Invloed van kultuur van organisasie.
Verantwoordelikhede van rolspelers.

Toepassing

Bestuurders kry opdragte na elke module.
Direkte hoofde moet toesighouers bestuur en take kontroleer.
Huiswerk word met 'n doel gegee as deel van die ontwikkelingsproses.
Terugvoer word aan die direkte bestuurder gegee.

Groep Grootte

Maksimum van 20 leerders,
minimum van 10 leerders.

PARTICIPATORY MANAGEMENT PRINCIPLES

Target Group

Middle Management

Duration

3 Days + 1 Individual coaching/
mentoring day.

Goals

Improved managing of team.
Higher productivity.
Better managing of costs ect.

Contents

Self-image /	Delegation of
Self-confidence	responsibilities
Management and	Problem solving
leadership	Communication
Management functions	Handling of conflict
Sources to be managed	Control
Management skills	Small team
Various management	dynamics
styles	Participation of
Planning of work	management
Organization of work	Motivation theories
Giving of instructions	

Group Size

Maximum 20 learners, minimum 10 learners.
Can also be used individually
in mentorship/coaching.

DEELNEMENDE BESTUURS- BEGINSELS

Teikengroep

Middelbestuur

Duur van Kursus

3 Dae + 1 Individuele afrigting-/
mentorskapsdag.

Doelwitte

Beter bestuur van span.
Hoër produktiwiteit.
Beter bestuur van koste, ens.

Inhoud

Selfvertroue / Selfbeeld	Delegering van
Bestuur en leierskap	verantwoordelikheid
Bestuursfunksies	Probleemoplossing
Bronne wat bestuur	Kommunikasie
moet word	Konflikhantering
Bestuursvaardighede	Beheer
Verskillende bestuur-	Klein Spandinamika
style	Deelnemende bestuur
Beplanning van werk	Motiveringsteoriee
Organisering van werk	
Gee van instruksies	

Groep Grootte

Maksimum van 20 leerders,
minimum van 10 leerders.
Kan ook individueel in mentorskap/
afrigting gebruik word.

MENTOR SUPERVISION

Goals

Can be used after supervisors completed.
Basic Management Principles.
Better managing of team.
Better understanding of the world of work.
Improved managing of costs, ect.

Duration

7 months with 3 - 4 weeks
between each module.

Contents

Skills of a Supervisor
Self-image/believe in yourself
Communication
Conflict handling/problem solving

World of Work

Productivity/Production goals
Functioning/Goal of a business
Factors that influence profit/loss
Exchange rate
Me and my teams role and responsibility in
the functioning of a business (name some
characteristics).
Why is it important that an organisation is
successful?

Characteristics and role of a leader (supervisor)

When is some one a leader?
Expectations of a leader
Characteristics of a leader
Am I a leader?
What are my shortages?
What are my areas to improve on

MENTOR SUPERVISION

Doelwitte

Kan gebruik word nadat toesighouers
Basiese Bestuursbeginsels voltooi het.
Beter bestuur van die span.
Beter begrip van die werkswêreld.
Verbeterde bestuur van koste, ens.

Duur van Kursus

7 maande met 3 - 4 weke
tussen elke module.

Inhoud

Vaardighede van 'n Toesighouer
Selfbeeld/selfvertroue
Kommunikasie
Konflikhantering/probleemoplossing

Wêreld van Werk

Produktiwiteit/Produkiedoelwitte
Funksionering/Doel van 'n besigheid
Faktore wat wins/verlies beïnvloed
Wisselkoers
My en my span se rol en verantwoorde-
likheid in funksionering van besigheid
(noem van eienskappe).
Waarom is dit belangrik dat organisasie
suksesvol is?

Kenmerke en rol van 'n leier (toesighouer)

Wanneer is iemand 'n leier?
Verwagtinge van 'n leier
Kenmerke van 'n leier
Is ek 'n leier?
Wat is my tekorte?
Areas om te verbeter

Managing my team

Network that is influenced and or managed
(of which teams do I form part of).

Reasons why teamwork is important.

Characteristics of good team work:

Reach goals

Co-operation

Low costs

Good relationships

Acknowledge each others differences

Understanding

Respect

Trust

How good is my teams teamwork?

Areas to improve on.

Ways to improve.

Suggestions how to improve.

How can I function better in a team:

To my manager (direct head)

Other managers

Colleagues

Other sections

Applying of discipline/control

Is discipline/control necessary?

What must all be controlled?

Where do I get the guidelines for
discipline and or control?

Why is it difficult to apply
discipline/control?

Solutions/suggestions.

Disciplinary procedure (basic).

Grievous procedure.

Elements of management.

Important elements of management.

Planning and organising practices.

Weak points/shortages that can occur in
connection with elements/practices.

Ways to improve and corrective weak
points and shortages.

Group Size

Maximum 20 learners,
minimum 10 learners.

Bestuur van my span

Netwerk wat beïnvloed en/of bestuur word,
en waarvan ek deel vorm (insluitend die
spanne waaraan ek behoort).

Redes waarom spanwerk belangrik is.

Kenmerke van goeie spanwerk:

Bereik doelwitte

Samewerking

Lae kostes

Goeie verhoudinge

Erken mekaar se verskille

Begrip

Respek

Vertroue

Hoe goed is my span se spanwerk?

Areas om te verbeter.

Maniere om te verbeter.

Wenke hoe om te verbeter.

Hoe kan ek beter in 'n span funksioneer:

Teenoor my bestuurder (direkte hoof)

Ander bestuurders

Kollegas

Ander afdelings

Toepassing van dissipline/kontrole

Is dissipline/kontrole nodig?

Wat moet alles gekontroleer word?

Waar kry ek die riglyne vir
dissipline en/of kontrole?

Waarom is dit moeilik om
dissipline/kontrole toe te pas?

Oplossings/wenke.

Dissiplinere prosedure (basies)

Griewe prosedure.

Elemente van bestuur.

Belangrike elemente van bestuur.

Beplanning en organiseringspraktyke.

Swakpunte/tekorte wat kan ontstaan ten
opsigte van die elemente/praktyke.

Maniere om swakpunte/tekorte te verbeter
en/of reg te stel.

Group Size

Maksimum van 20 leerders,
minimum van 10 leerders.

LEAD ABC

This course is a leading programme for developing leadership and management skills. If you want to equip your leaders with a comprehensive and practical growth opportunity, this is the course you've been looking for.

With 28 years of refinement and proven success, the course offers a strong foundation for leaders to build self-confidence, embrace new challenges, and apply new skills effectively.

What sets this course apart is the active involvement of direct supervisors in the learner feedback process. This encourages a deeper understanding of their role in leadership development and helps them support their team members in a focused and meaningful way.

The course is available in Afrikaans, English, Sotho, and Xhosa. All training materials are designed to be user-friendly and accessible to a wide range of learners.

Continuous assessment throughout the programme ensures that participants not only understand the content, but can also apply it effectively in real-world situations.

Target Group

First Level Line Manager.
Can also be used individually
in mentorship/coaching.

LEAD ABC

Hierdie kursus is 'n toonaangewende program in die ontwikkeling van leierskap- en bestuursvaardighede.

As u u leiers wil blootstel aan 'n omvattende en praktiese ontwikkelingsgeleentheid, is hierdie kursus die een waarna u soek!

Met 28 jaar se verfynde inhoud en suksesvolle toepassing, bied die kursus die ideale grondslag vir leiers om selfvertroue op te bou, sodat hulle met sekerheid nuwe uitdagings kan aanpak en nuwe vaardighede met sukses kan aanwend.

Wat hierdie kursus besonders maak, is dat direkte bestuurders aktief betrek word by die terugvoer van leerders. Dit help hulle om hul rol in die ontwikkeling van leiers beter te verstaan en leerders doelgerig te ondersteun in hul groei.

Die kursus word aangebied in Afrikaans, Engels, Sotho en Xhosa. Die handleidings is gebruikersvriendelik om leer maklik en toeganklik te maak.

Assessering vind deurlopend plaas om te verseker dat leerders die inhoud verstaan én dit in die praktyk kan toepas.

Teikengroep

Eerstevlak Lynbestuur.
Kan ook individueel in mentorskap/
afrigting gebruik word.

Goals

Improved self-confidence.
Improved managing of teams.
More productive teams.
Better organising and control of teams.
Better solving of problems.

Duration

4 Days and 1 individual follow-up session

Content

Module 1: Selfdevelopment

Self esteem and the improving of self esteem

Module 2: Me as a Supervisor

Helping learners better understand their role.

Knowledge of key concepts such as management skills, quality standards, profit, loss, productivity, production goals, organisational structure, etc.

What is the difference between leadership and management?

Management styles –

Arnold Mol's management theories

Importance of using team members' skills effectively.

Module 3: Planning and Time Management

Steps in planning.

Goals of planning.

Budgeting applied to personal budgeting.

Why is time important?

Ways to manage time more effectively.

Why is it important to keep a diary or planner?

Module 4: Organising

Steps in organising.

Correct way of giving instructions

Ways to ensure the team understands instructions clearly.

Delegation.

Doelwitte

Verbeterde selfvertroue.
Beter bestuur van spanne.
Meer produktiewe spanne.
Beter organisering en beheer van spanne.
Beter probleemoplossing.

Duur van Kursus

4 Dae en 1 individuele opvolgssessie

Inhoud

Module 1: Selfontwikkeling

Selfbeeld en die verbetering van selfbeeld

Module 2: Ek as 'n toesighouer

Dat leerders hul rol beter verstaan.

Kennis van kern begrippe, soos bestuursvaardighede, kwaliteit standarde, wins, verlies, produktiwiteit, produksiedoelwitte, organogram, ens.

Wat is die verskil tussen leierskap en bestuur?

Bestuurstyl - Arnold Mol se bestuursteorieë.

Die belangrikheid daarvan om spanlede se vaardighede doeltreffend te benut.

Module 3: Beplanning en Tydsbestuur

Stappe van beplanning.

Doelwitte van beplanning.

Begroting toegepas op persoonlike begroting.

Waarom is tyd belangrik?

Maniere om tyd beter te bestuur.

Waarom is dit belangrik om 'n dagboek te hê?

Module 4: Organiserings

Stappe van organisering.

Korrekte wyse van instruksies gee.

Maniere om seker te maak dat die span opdragte reg verstaan.

Taaktoewysing.

Module 5: Controlling

Areas of control
Types of control
Steps in control

Module 6: Leading

Meaning of communication, motivation, and conflict handling.

Connection between decision-making, problem-solving, and conflict resolution.

Aspects of communication, e.g. direction of communication, problems caused by poor communication and how to resolve them.
Difference between listening and hearing.

Motivation –

Theories of Hertzberg and Arnold Mol.

Handling conflict.

Personal conflict styles.

Module 7: Group Problem-Solving

Steps in problem-solving and how to apply them with your team.

Group Size

Maximum 20 learners,
minimum 10 learners.

Module 5: Beheer

Areas van beheer
Soorte beheer
Stappe van beheer

Module 6: Leiding

Betekenis van kommunikasie, motivering en konflikthantering.

Verband tussen besluitneming, probleemoplossing en konflikthantering

Aspekte van kommunikasie bv. Rigting van kommunikasie, probleme wat swak kommunikasie veroorsaak en hoe om dit op te los.

Verskil tussen luister en hoor.

Motivering -

Hertzberg en Arnold Mol se teorieë.

Hantering van konflik.

Persoonlike konflikstyle.

Module 7: Groep Probleemoplossing

Stappe van probleemoplossing en hoe om dit toe te pas met jou span.

Groep Grootte

Maksimum van 20 leerders,
minimum van 10 leerders.

BUILDING BETTER SUPERVISORS

Target Group

First Level Line Manager

Duration

2 Days

A follow-up for the Basic Management Principles course.

Content

Revision of content of Basic Management Principles course.

Apply principals of the basic management principles to the concept of team and coach.

Case study: Conflict handling

Case study: Communication

Identification of problems and solutions that are experienced with:

Subordinates

Management

Self-management

Group Size

Maximum 20 learners,
minimum 10 learners.

BOU BETER TOESIGHOUERS

Teikengroep

Eerstevlak Lynbestuur

Duur van Kursus

2 Dae

'n Opvolg vir die Basiese Bestuursbeginsels-kursus.

Goals

Hersiening van inhoud van Basiese Bestuursbeginsels kursus.

Toepassing van Basiese Bestuursbeginsels op die begrip van Span en Afrigter

Gevallestudie: Konflikhantering

Gevallestudie: Kommunikasie

Identifisering van probleme en oplossings wat ondervind word met:

Ondergeskiktes

Bestuur

Selfbestuur

Groep Grootte

Maksimum van 20 leerders,
minimum van 10 leerders.

BUILDING A TOP TEAM

Target Group

Experienced supervisors and/or those that have completed the Basic Management Principles course.

Goals

Applying knowledge gained through experience and/or the Basic Management Principles course.
Enhancing team management skills.
Developing the ability to solve problems faced by individuals, team members, and teams as a whole.

Duration

3 Days

Content

My role as First Level Line Manager.
Introduction to the management of a team.
Managing interpersonal skills in a Team.
Managing workers on a personal level
Assessment.

Group Size

Maximum 20 learners,
minimum 10 learners.

BOU ‘N WENSPAN

Teikengroep

Ervare toesighouers en/of dié wat die Basiese Bestuursbeginsels-kursus voltooi het.

Doelwitte

Toepassing van kennis wat deur ervaring en/of die Basiese Bestuursbeginsels-kursus verkry is.
Verbetering van spanbestuursvaardighede.
Ontwikkeling van die vermoë om probleme van individue, spanlede en spanne as geheel op te los.

Duur van Kursus

3 Dae

Goals

My rol as Eerstevlak Lynbestuurder.
Inleiding to die bestuur van spanne.
Bestuur van interpersoonlike vaardighede in 'n span.
Bestuur van werkers op 'n een-tot-een basis.
Opdrag.

Groep Grootte

Maksimum van 20 leerders,
minimum van 10 leerders.

TEAMLEADER

Target Group

All people that have never received formal training as Supervisors, e.g. Teamleaders.

Goals

To equip leaders with foundational knowledge on effective team management.
To help leaders gain a deeper understanding of their role within the organisation.
To enhance communication and conflict resolution skills.

Duration

2 Days

Content

I, the supervisor
Organisation and control
Giving of instructions
Communication
Handling of conflict
Problem solving
Measuring and setting of goals

Group Size

Maximum 20 learners,
minimum 10 learners.

SPANLEIER

Teiken Groep

Alle persone wat nog geen formele Toesighouersopleiding ontvang het nie, bv. Spanleiers.

Doelwitte

Om leiers toe te rus met basiese kennis oor effektiewe spanbestuur.
Om leiers te help om hul rol binne die organisasie beter te verstaan.
Om kommunikasie- en konflikthanteringsvaardighede te verbeter.

Duur van Kursus

2 Dae

Inhoud

Ek, die toesighouer
Organisering en kontrole
Gee van instruksies
Kommunikasie
Konflikhantering
Probleemoplossing
Meet en stel van doelwitte

Groep Grootte

Maksimum van 20 leerders,
minimum van 10 leerders.

MENTORING / COACHING

Target Group

People that act as a mentor in any capacity.

Goals

To help managers understand their role as mentors and coaches.
To help managers to utilize the skills of those reporting to them.

Duration

1 Day

Content

Core concepts.
Process of coaching.
Roles of mentor, mentee.
Characteristics and skills of mentors.
Different role players and their responsibilities.
Mentoring process.
Case study.
Documentation.

Group Size

Maximum 20 learners,
minimum 10 learners.

MENTORSKAP / AFRIGTING

Teiken Groep

Persone wat in enige hoedanigheid as 'n mentor optree.

Doelwitte

Om bestuurders te help om hul rol as mentors en afrigters te verstaan.
Om bestuurders te help om die vaardighede van dié wat aan hulle rapporteer, optimaal te benut.

Duur van Kursus

1 Dag

Inhoud

Kern konsepte.
Proses van afrigting ("Coaching").
Rolle van mentor, mentee.
Eienskappe en vaardighede van mentors.
Verskillende, rolspelers en hulle verantwoordelikhede.
Mentorskapproses.
Gevallestudie.
Dokumentasie.

Groep Grootte

Maksimum van 20 leerders,
minimum van 10 leerders.



PERSONAL
DEVELOPMENT
PROGRAMS

PERSOONLIKE
**ONTWIKKELINGS-
PROGRAMME**

EXCELLENT TEAMLEADER

Target Group

Teamleaders who have completed the teamleader course.

Goals

To strengthen self-confidence and enhance self-image.

To reduce costs.

To address and resolve challenges commonly faced by team leaders.

Duration

2 Days

Content

Self-esteem, self-confidence and how it affects me to do my job.

Conflict handling/problem solving.

Quality, profit, loss and management of factors that affect it.

Control

Errors made in organizing teams

Assessment

Group Size

Maximum 20 learners,
minimum 10 learners.

UITNEMENDE SPANLEIER

Teiken Groep

Spanleiers wat die spanleierkursus voltooi het.

Doelwitte

Om selfvertroue en selfbeeld te bou.

Om kostes te bespaar.

Om probleme op te los wat spanleiers ervaar.

Duur van Kursus

2 Dae

Inhoud

Selfbeeld, selfvertroue en hoe dit my beïnvloed om my werk te doen.

Konflikhantering/probleemoplossing.

Kwaliteit, wins, verlies en die bestuur van faktore wat dit beïnvloed.

Kontrole

Foute wat gemaak word by die organisering van spanne.

Assessering

Groep Grootte

Maksimum van 20 leerders,
minimum van 10 leerders.

I AM WORTHY

Goals

The course is the building block for any further development for learners. Learners can build self-confidence and believe in their own abilities. To help with skills in communication, conflict handling and assertiveness. To solve problems and work problems in a better way. Can be used in individual mentorship/coaching.

Duration

4 Days

Contents

How are you compiled?

Meaning of self-esteem.
Identification of self-esteem.
Influence of self-esteem.
How to improve your self-esteem.

My dreams

My Vision
Path to my dream
Parts of my life
Obstacles
How to overcome obstacles.

Communication

What is communication?
Elements of communication
Tone of voice, body language, value.
Factors that play a role in communication.
Levels of communication.
Listen.

I AM WORTHY

Doelwitte

Die kursus is die bousteen vir enige verdere ontwikkeling van leerders. Leerders kan selfvertroue opbou en in hul eie vermoëns glo. Om te help met vaardighede in kommunikasie, konflikthantering en selfgeldendheid. Om probleme en werksuitdagings op 'n beter manier op te los. Kan gebruik word in individuele afrigting/mentoring.

Duur van Kursus

4 Dae

Inhoud

Hoe is ek saamgestel?

Betekenis van selfbeeld.
Identifisering van eie selfbeeld.
Invloed van selfbeeld.
Hoe om jou selfbeeld te verbeter.

My drome

My Visie
Pad na my droom
Dele van my lewe
Struikelblokke
Hoe om struikelblokke te oorkom.

Kommunikasie

Wat is kommunikasie?
Elemente van kommunikasie.
Stemtoon, lyftaal, waarde.
Struikelblokke in kommunikasie.
Vlakke van kommunikasie.
Luister.

Conflict handling

Meaning of conflict

Conflict management style

Conflicts from inside and outside

Forgiveness

Causes of conflict

Handling of conflict

Assertiveness

Self-maintenance questionnaire

Doormat

Aggression/anger

Assertiveness

Impact of self-confidence

Ways of communicating different styles

Role play

Fears that prevent self-sustaining
behaviour.

5 Finger self-sustaining communication

Exercises

Group Size

Maximum 20 learners.

Konflikhantering/konflik bestuur

Betekenis van konflik

Konflikbestuurstyle

Konflik van binne en buite

Vergiffenis

Oorsake van konflik

Hantering van konflik

Selfhandhawing

Selfhandhawing vraelys

Deurmat

Aggressie/woede

Selfhandhawing

Effek van selfvertroue op selfhandhawing

Wyse van kommunikasie van
verskillende style

Rolle spel

Vrese wat verhoed dat jy nie
selfhandhawend optree nie.

5 Vinger selfhandhawende kommunikasie

Oefeninge

Groep Grootte

Maksimum 20 leerders.

LIFE- SKILLS

Goals

To give an introduction to understanding themselves better.

To start building self-image and self-confidence.

To give an introduction to personal skills of communication and conflict handling.

Duration

1 Day

Contents

Self development

Self image

Self confidence

Balance in your life

Communication

Conflict handling

Problem solving

Group Size

Maximum 20 learners.

LEWENS- VAARDIGHED

Doelwitte

Om 'n inleiding te gee tot beter selfbegrip.

Om te begin met die bou van selfbeeld en selfvertroue.

Om 'n inleiding te gee tot persoonlike vaardighede in kommunikasie en konflikthantering.

Duur van Kursus

1 Dag

Inhoud

Selfontwikkeling

Selfbeeld

Selfvertroue

Balanseer jou lewe

Kommunikasie

Konflikhantering

Probleemoplossing

Groep Grootte

Maksimum 20 leerders.

MONEY MATTERS

Target Group

General workers and supervisors.

Goals

Improved managing of money.
To understand the role of money in
personal lives.
To budget better.
To help to decrease debt.

Duration

1 Day

Contents

How do I feel about money?
Self image - Money
Examples of how we are caught out to buy.
Who is in control?
Results of no budgeting.
Controlling my money.
How do I decide to buy or not to buy?
Domestic budget

Group Size

Maximum 20 learners.

MONEY MATTERS

Teikengroep

Algemene werkers and toesighouers.

Doelwitte

Beter bestuur van geld.
Om die rol van geld in persoonlike lewens
te verstaan.
Om beter te begroot.
Om skuld te verminder.

Duur van Kursus

1 Dag

Inhoud

Hoe voel ek oor geld?
Selfbeeld - Geld
Voorbeelde van hoe ons uitgang
word om te koop.
Wie is in beheer?
Gevolge van geen begroting.
Beheer oor my geld.
Hoe besluit ek om te koop of nie
te koop nie?
Huishoudelike begroting.

Groep Grootte

Maksimum 20 leerders.

GENERAL
PROGRAMS

ALGEMENE
PROGRAMME



BASIC BUSINESS PRINCIPLES

Target Group

All workers.

Goals

To understand how a business function.
To understand basic principles of profit, loss and productivity.
To understand the role of quality and costs in production of products.

Duration

1 Day

Contents

Function of a business.
Factors that influence the price of product/service.
Production goals and productivity.
When is a business competitive?
What is a Trust?
Trustees' responsibilities

Group Size

Maximum 20 learners.

BASIESE BESIGHEIDSBEGINSELS

Teikengroep

Alle werkers.

Doelwitte

Om te verstaan hoe 'n besigheid funksioneer.
Om basiese beginsels van wins, verlies en produktiwiteit te verstaan.
Om die rol van gehalte en kostes in die vervaardiging van produkte te verstaan.

Duur van Kursus

1 Dag

Inhoud

Funksionering van 'n besigheid.
Faktore wat prys van produkte/dienste beïnvloed.
Produkiedoelwitte en produktiwiteit.
Wanneer is 'n besigheid kompetender?
Wat is 'n Trust?
Trustlede se verantwoordelikhede.

Groep Grootte

Maksimum 20 leerders.

COMMITTEE TRAINING & MEETING PROCEDURES

Target Group

Trust committee, Farm committees,
Committees for Land Reformation
Projects etc.

Goals

To help committee members to function
better as a team.
The committee members will understand
the different roles in a committee.
Understanding terms used in meetings.

Duration

1 Day

Contents

Team work
Problem solving
Meeting procedures
Draw up of:
Agenda, Minutes, Business letter
Purpose, role, responsibilities and
functions of different members.
Purpose, role, responsibilities and
functions of the committee.
Role play: Meeting
Understand laws of skills development and
employment equity.

Group Size

Maximum 20 learners.

KOMITEE OPLEIDING & VERGADERING PROSEDURES

Teikengroep

Trustkomitees, Plaaskomitees, Komitees vir
Grondhervormingsprojekte ens.

Doelwitte

Om komiteelede te help om beter as 'n
span saam te werk.
Die komiteelede sal die verskillende rolle in
'n komitee verstaan.
Om die terme wat tydens vergaderings
gebruik word, beter te verstaan.

Duur van Kursus

1 Dag

Inhoud

Spanwerk
Probleemoplossing
Vergaderingsprosedures
Opstel van:
Agenda, Notule, Sakebrief
Doel, rol, verantwoordelikhede en funksies
van verskillende ampsdraers.
Doel, rol, verantwoordelikhede en
funksie van die komitee.
Rollespel: Vergadering
Verstaan hoe die wette oor opleiding en
gelyke geleenthede by werkplek werk.

Groep Grootte

Maksimum 20 leerders.

CALCULATIONS FOR THE WORKPLACE

Goals

To help learners perform basic calculations. Learners will be able to apply these skills in the work environment, for example, calculating pesticide dosages for spray operators.

Duration

4 Days

Contents

Understanding of numbers
Complete numbers
Fractions
Percentages
Profit margin
Discount
Value Added Tax (VAT)
Measurements and weight
Proportions
International time
Conversion of money units

Group Size

Maximum 20 learners,
minimum 10 learners.
Can be done individually.

BEREKENINGE VIR DIE WERKPLEK

Doelwitte

Help leerders om basiese berekeninge te doen. Leerders sal hierdie vaardighede in die werkplek kan toepas, byvoorbeeld om gifmengsels vir spuitoperateurs te bereken.

Duur van Kursus

4 Dae

Inhoud

Getalle begrip
Heel getalle
Breuke
Persentasies
Winsgrens
Afslag
Belasting op Toegevoegde Waarde (BTW)
Mate & gewigte
Verhoudings
Internasionale tyd
Omskakeling van geldeenhede

Groep Grootte

Maksimum van 20 leerders,
minimum van 10 leerders.
Kan individueel gedoen word.

PROUD TRUST MEMBERS

Target Group

Trust committee and/or trust members.

Goals

To help trust members better understand their roles within organisations.

To support improved communication and information sharing among trust members.

To enhance understanding of key terms used in the trust model.

Duration

1 Day

Contents

Responsibility

Authority

Assignment/duty

Purpose, functions and responsibilities

Ideal Trust employee

Organisation forms:

Single ownership

Partnership

Company

Trust

Definition of Leadership

Characteristics of a good leader

Questionnaire

Group Size

Maximum 20 learners,
minimum 10 learners.

TROTSE TRUSTLEDE

Teikengroep

Trustkomitee en/of trustlede.

Doelwitte

Om trustlede te help om hul rolle binne organisasies beter te verstaan.

Om kommunikasie en die deel van tussen trustlede te bevorder.

Om 'n beter begrip van sleutel terme wat in die trustmodel gebruik word, te ontwikkel.

Duur van Kursus

1 Dag

Inhoud

Verantwoordelikheid

Gesag

Opdrag/plig

Dael, funksies & verantwoordelikhede

Die Ideale Trustlid

Organisasievorme:

Alleeneienaarskap

Vennootskap

Maatskappy

Trust

Definisie van leierskap

Eienskappe van 'n goeie leier

Vraelys

Groep Grootte

Maksimum van 20 leerders,
minimum van 10 leerders.



ANIDA TRAINING

ONS WERK IS ONS ROEPING | OUR JOB IS OUR CALLING

