

Put real
SKILLS
back at the forefront of
**YOUR
BUSINESS**



**SHORT
COURSES**



The problem

The modern day makes it difficult to find time and afford to learn and improve our skills.

We waste a lot of time and effort fixing mistakes, trying to figure things out, or paying someone else to do it for you.



Agitate

You know you need to learn new skills, but where do you even begin?

Even more frustrating, you know you could learn and you want to, its just the lack of focused time and budget that's preventing you from doing it.



Solution

We are here to help. With our affordable training packages and wide variety of topics you can learn in a structure designed for you. Custom-built time lines based on your schedule or face-to-face learning sessions and our *NEW on-line learning platform coming soon.*

The TOP topics

FOR THE LEADERS AND MANAGERS

- Business Leadership
- Self-Leadership
- Leadership and Influence
- The art of Emotional Intelligence
- The Art of Delegation.
- Mastering Planning and Scheduling
- HR for the Non-HR Manager
- The Professional Supervisor
- The ABC's of Supervising Others
- Coaching and Mentoring
- Leadership Skills for Supervisors – Communication, Coaching, and Conflict
- Negotiating for Results
- Creative Thinking and Innovation
- Critical Thinking Skills
- Influence and Persuasion
- Problem Solving & Decision Making
- Accounting Skills for New Supervisors
- Employee Accountability
- Motivating your workforce.

CUSTOMER SERVICE AND PROFESSIONALISM

- The Critical Elements of Customer Service
- How to the Manage Customer Service Dept.
- Handling difficult customers
- Telephone Etiquette
- Call Centre Training (Sales & Service)
- E-mail etiquette for business professionals
- Body Language for beginners

HOSPITALITY

- Waiter Etiquette - Get the basics to master the exceptional.
- Conference and Event Management
- The Hygiene factor

EMOTIONAL INTELLIGENCE

- Introducing Emotional Intelligence
- Self Awareness
- Anger Management
- Building Self-Esteem
- Conflict Management
- Stress Management

FOR TEAM

- Communication Strategies
- Time Management Mastery
- Skills for the Admin Assistant
- Business Etiquette
- Introduction to Marketing and sales
- Corporate branding Essentials

FOR THE ENTREPRENEUR AND THE DRIVEN

- Writing an effective business plan
- Building a consulting business
- Entrepreneurship 101
- Business Process Development

FOR THE HR DRIVERS

- Change Management
- Effective Performance Reviews
- Employee Dispute resolution
- Counselling skills



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THERE IS MORE ↓

COMPLETE LIST of Our Topics

ADMINISTRATIVE SKILLS BUNDLE

- Skills for the Admin Assistant
- Accountability in the Workplace
- Administrative Office Procedures
- Administrative Support
- Archiving and Records management
- Basic Bookkeeping
- Business Writing
- Collaborative Writing
- Executive and Personal Assistant s
- Meeting Management
- Organizational Skills
- Social Media in the Workplace
- Supply Chain Management
- Time Management Mastery

CAREER DEVELOPMENT BUNDLE

- Building confidence and assertiveness skills
- Communication strategies
- Creative Problem Solving
- Creativity: Thinking outside the box
- Developing Creativity
- Digital Citizenship
- Entrepreneurship
- Interpersonal Skills
- Negotiation Skills
- Personal Branding
- The Cloud and the Business
- Time Management
- Women in Leadership

FOR THE STORES AND STOCK CONTROLLERS

- Simply Inventory Management

SALES AND MARKETING BUNDLE

- Introduction to Marketing and sales
- Body Language Basics as a Sales tool.
- Call Centre Training
- Coaching Sales People
- Event Planning
- In Person Sales
- Internet Marketing Fundamentals
- Overcoming Sales Objections
- Sales Presentation Skills
- Prospecting and lead generation
- Sales Fundamentals
- Building Relationships in Sales
- Selling Smarter
- Networking outside the company
- Intro to CRM
- Managing and creating Corporate Brands

PERSONAL DEVELOPMENT

- Critical Thinking
- Goal Setting and getting things done
- Improving mindfulness
- Increasing your happiness
- Job Search Skills
- Managing Personal Finances
- Managing Workplace Anxiety
- Personal Productivity
- Public Speaking
- Social Intelligence
- Work-Life Balance

PROJECT MANAGEMENT

- Project Management Level 1
- Project Management Level 2
- Project Management Advance

WORKPLACE ESSENTIALS

- Business Etiquette
- Business Ethics
- Change management
- Diversity in the Workplace
- Workplace Harassment and violence
- Delivering Constructive Criticism
- Developing Corporate Behavior

FOR TEAM

- Team Work – Developing Better Teams.
- Teambuilding through chemistry
- Trust building and resiliency.

FOR THE ENTREPRENEUR AND DRIVEN

- Writing an effective business plan
- Building a consulting business
- Entrepreneurship 101
- Business Process Development

HUMAN RESOURCES

- Performance Management
- Conducting annual employee reviews
- Employee Motivation
- Human Resource Management
- Business Succession Planning
- Contract Management
- Diversity, Equity and Inclusion.
- Employee onboarding
- Employee Recruitment
- Hiring strategies
- Talent Management
- Change Management
- Effective Performance Reviews
- Employee Dispute resolution
- Counselling skills
- Measuring results from Training

Learn more about how our services helps busy professionals make more of their valuable time and budgets.