



SKILLS COURSES

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Fill in your Soft Skills Gap

The soft skills courses offered will confidently compliment your technical skills and therefore help your business exploit its technical expertise to maximum benefit.

These acquired skills fill the gap where you need to retain clientele after attracting them, or prevent high staff turnover of incompetent employees. In addition, you develop leadership skills that will separate leaders from bosses.

You will reap the benefits of soft skills training and comprehend the subtle art of management, be it yourself or others.

Communication Training

Verbal communication skills are essential in a business environment both formally and informally. Whether in a meeting, addressing a colleague or making a presentation, this course provides you with the skills to home in on issues, organise ideas, reduce preparation and response time and handle awkward questions.

This practical course will dramatically improve your oral communication skills, enabling you to get your point across concisely, persuasively and memorably. This course contains group activities, one to one exercises, scenarios and role play.

Business Writing

The programme is designed to provide learners with the ability to follow a process in writing texts required in business.

It is intended to promote clear and explicit communication in plain language and to improve the quality of written letters and other texts that are specific to a business environment.

This business writing course will enable learners to recognise and effectively apply modern textual conventions.

Business Skills

Through our Business Acumen workshop your participants will improve their judgement skills.

Business Acumen is all about seeing the big picture and recognizing that all decisions, no matter how small, can have an effect on the bottom line. Your participants will increase their financial literacy and improve their business sense.

This will give your participants an advantage everyone wishes they had. The workshop will help participants to recognize learning events, manage risks better, and increase their critical thinking. Business Acumen has the ability to influence your whole organization, and provide that extra advantage that will lead to success.

Learning Strategies

The aim of this program is to assist qualifying candidates to develop learning strategies and techniques to assist them with managing their own learning.

The program will enable candidates to develop an understanding of the types of learning resources, learning and assessment methods and techniques available.

It will help them identify, evaluate and apply methods specific to their needs.

Conflict Management Skills

The programme is designed to identify and manage the resolution of personal conflict between individuals or teams.

The main focus is on the workplace, although the same principles can be used elsewhere.

Business teams and leaders are equipped with a range of skills and strategies which will help them to manage and resolve the inevitable conflicts which are part of any business process.

Improve your job effectiveness

COURSE CODE	TRAINING DAYS	COURSE NAME
SC 001	5	Business reception
SC 002	5	Business writing skills
SC 003	3	Meeting administration
SC 004	3	Apply safety procedure
SC 005	1	Basic fire fighting
SC 006	2	Basic first aid
SC 007	10	Safe use of gas cutting tools
SC 008	15	Carbon steel arc and gas welding operator
SC 009	10	Gas metal arc operator
SC 010	15	Gas tungsten and metal arc welding skills
SC 011	30	Carbon steel tack welder for coding
SC 012	5	Business communication
SC 013	5	Business administration
SC 014	5	Deal with customers and monitor customer satisfaction
SC 015	5	Manage workplace relationships in a project team
SC 016	5	Deal with administrative procedures
SC 017	5	Deal with stock and fixed assets
SC 018	5	Work with service providers
SC 019	5	Budgeting
SC 020	10	Basic Shielded Metal Arc Welding in all Positions using Jigs
SC 021	20	Assistant Arc Welder