

# Elsimate Holdings

## MANAGEMENT

### TRAINING INSTITUTE

2015/2016 TRAINING PROGRAMME SCHEDULE

Skills development



Capacity development



Management development



## CORPORATE



#### CONTACT DETAILS

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# Elsimate Institute

Your Future Begins Here

ACCREDITED INSTITUTION BQA/HRDC

## About US

Since its establishment in 2002, ElsiMate Institute has been offering different part ward qualifications in public training recognized by Botswana Qualifications Authority. Early 2009 the institute has been given a go ahead by BQA to offer certificate level courses. BQA awards offered have encouraged the enrollment. Currently the Institute offers courses leading to its own awards & accreditation in the following categories

## Mission, Vision And Values

Across the world, throughout history, great leaders have guided people successfully through challenging times. Addressing complex dilemmas is the challenge today's wisdom leaders' face. At Elsimate we give you services and guide you how to achieve your dream in a more successful way.

## ElsiMate Mission Statement

**Our mission, summarizes our objectives, vision & values and its is as follows;**

“Provision of excellence, professional, competent and quality consultancy products & services, training & development services and management information systems to develop a strong and informed nation which will have a significant contribution to socio-economic development, enhanced private & non-private sector and improved entrepreneurial skills.”

## Elsimate Organization Value

**Honesty, integrity, and a strong work ethic:** Provision of training in line with the highest levels of professional integrity and the upholding of the highest standards of ethical behavior in accordance with Estimate's code of conduct.

**High Quality Learning:** A learning-centered approach to a lifelong pursuit of knowledge and understanding, by both the institute & students, through continued learning and development.

**Aspire to excellence:** The willingness to shoulder responsibility to achieve success and to learn from failure.

**Social Responsibility:** A strong relationship with the business community which recognizes the mutual interest uniting us.

**Team spirit:** the management and staff will work together as a team imbued with selflessness and a dedication to duty. Every employee must be considered as an individual. The Institute will respect the dignity of the individual employees and recognize their merit.

**Disciplined:** inquiry, reflective thought, reasoned judgment, and responsible citizenship

## Vision Statement

Our vision is to become a model for excellence in the application of active and shaped skills to the study of management, business, human resource, management information systems and finance disciplines, consultancy and research. We aim to develop students intellectually, professionally, and personally through a rigorous program that will distinguish our graduates as innovative thinkers, articulate communicators and business leaders.

## TRAINING PROGRAMMES

Training and development or "learning and development" as many refer to it now is one of the most important aspects to our lives and our work. In our culture, we highly value learning. Yet, despite our having attended many years of schooling, many of us have no idea how to carefully design an approach to training and development. ElsiMate Institute is a division which deals with issues of preparing people for performance both pre-service and in-service personnel.

## **Business Management, Finance & Entrepreneurial programmes calendar**

**1**

- Strategic Auctioneering & Disposal Management
- Tendering Process, procurement & Contracting
- Effective Customer Care
- Effective Internal Audit & Controls
- Tender Complaints & Grievance handling
- Effective Fleet & Transport Management
- Auctioneering Excellence & Conducting an Effective Auction Sale
- Basic Supply, Purchasing & Logistic Management
- Commercial Management & Legal Services
- Effective Investment Management
- Preparation of Tender Documents and Tender Planning Process
- Finance for Non-Finance Managers

## **Management Information Systems & Computer programmes calendar**

**3**

- Basic Computer Course
- Ms. Excel Skills
- MS. Access Skills (Simple database and forms)
- MS. Word Skills

## **Management development & HRM programmes calendar**

**2**

- Archives & Records Management
- Disciplinary Hearing and Chairing Skills
- Supervisory Management & Leadership development
- Strategic Leadership & Management Skills
- Occupational Health & Safety
- Effective minute taking, Writing & Communication Skills.
- Strategic Human Resource Management
- Land Adjudication Skills
- Cleaning & the Cleaner
- Professional Administration for Secretaries & Administrators
- Public Prosecution Skills
- Protocol & Diplomacy
- Managing Committee Meetings
- Loss & Damage Management
- Effective Team Building

## **Generic & Special programmes calendar**

**4**

- Emotional Intelligence for Social Workers
- Mind-Set Change & Developing a Professional Image
- Stress Management & Conflict Resolution
- Assertiveness Skills
- Strategic Thinking