

mCon Short Courses for young professionals

Unleash your potential – build your capacity – be part of a vibrant learning community!

mCon is a newly established consultancy and training provider for non-profit organisations. Designed as social enterprise and owned by Masifunde Learner Development NPC, mCon can access the know-how of fifteen years of non-profit management: locally, nationally and internationally.

mCon offers you a wide range of tailor-made short courses. Experiential learning is our primary training method, enabling you to learn through experimentation and direct involvement in the execution of tasks.

Our four-days short courses aim to bridge the gap between academic theories on secondary and tertiary level and the day-to-day realities of the workplace. Our aim is to fully unleash your (or your team members') potential so that you can effectively contribute towards achieving organisational goals and personal career objectives.

course 1: office administration and etiquette in a 21st century workplace

A well administrated office is essential for the success of any organisation: it reduces misunderstandings and helps to eliminate common errors. Regardless what position you hold, administration is always part of your job description and therefore this course assists everyone to develop their knowledge, skills and capabilities for being an effective and efficient team member. You will also learn about how to conduct yourself in a professional setting and guidelines for the practice of office etiquette across different situations.

Dates 2020: (1) 25. – 28. February (2) 21. – 24. April

course 2: emotional intelligence and interpersonal skills in a 21st century workplace

Being a successful member of your team involves more than your technical skills. You must also be able to work and communicate constructively with your colleagues, supervisors, clients and beneficiaries. This course assists you to grow towards being a dynamic and charismatic person that sticks out and is remembered. You will learn techniques to communicate, negotiate and network with lasting impact. You will strengthen your ability to understand yourself and your colleagues in terms of motivation, behaviour and performance. This course is suitable not only for young professionals but also for seniors who seek personal development.

Dates 2020: (1) 04. – 07. March (2) 28. April – 04. May

course 3: soft skills to achieve your career goals

A workplace can be a daunting experience not only for job starters and young professionals. Employees regularly find themselves in unexpected and stressful situations that make it difficult for them to carry out their tasks and meet deadlines. This course develops your soft skills to deal with stressful work situations and be more organised. You will learn how to become organised better, to manage your time better and to reduce and manage stress. This course is suitable not only for young professionals but also for seniors who seek personal development.

Dates 2020: (1) 10. – 13. March (2) 05 – 08. May

course 4: managing finances: personally and in small projects

Achieving financial freedom is many people’s objective. That achieving this objective does not so much depend on your income but rather your spending habits is one of life’s biggest lessons. The is course will help you develop a set of skills and knowledge that allows you to make informed and effective decisions with all of your financial resources. Learn how to create effective budgets, set financial goals, and develop healthy spending habits – both for you as well as for your projects. This course is suitable not only for young professionals but also for project- and office administrators, and seniors who seek personal development.

Dates 2020: (1) 17. – 20. March (2) 12. – 15. May

course 5: self-management for productivity in a workplace

Do you often wish you had more time in a day in order to carry out your tasks? Are you finding it difficult to organise yourself to do all you have to do with your work? Then this course is for you! This course aims to equip you with techniques that will help with planning, scheduling and being more organised. In this course, you will learn how to establish routines, set goals, create an efficient environment, use time-honoured planning and organizational tools to maximise your personal productivity. This course is suitable not only for young professionals but also for seniors who seek personal development.

Dates 2020: (1) 24. – 27. March (2) 19. – 22. May

Costs:	R 800 per course, including handouts, manual, certificate and 4 days of catering
Venue:	Masifunde’s Changemaker Academy, 23 Witbooi Street, Walmer Township.
Duration:	16 hours each course Tuesday – Fridays, 8h30 – 13h00
Catering:	30min tea- and coffee-breaks with one cappuccino and muffin A mutual lunch at the end of each day for networking and informal exchange.
Quality:	All courses are based on tested, and approved workshop material, and are adjusted to the realities of the South African realities of young professionals in the non-profit sector.
Accreditation:	Courses are not yet accredited.
Handouts:	Each participant receives a certificate, workshop manual and handouts.
Facilitation:	Courses are implemented by a certified trainer.

mCon Short Courses Application Form

Please tick: Do you take part as a private person as an organisational employee or as beneficiary of an organisation

Company or NPO Name			
Address			
Company or NPO Contact Name & Email Address for Payments	Name		
	Tel		
	Email		

INFORMATION OF THE PARTICIPANT

Surname			
Full Names:			
*ID Number:			
Cell Phone Nr:		Work Nr	
Email:			

Mark with a X	SHORT COURSE NAME		Date from to (DD MM YYYY)
Learning Programme: (tick applicable block) Mark with a X	Office Administration and Etiquette		
	Emotional Intelligence and Interpersonal Skills		
	Soft Skills to achieve career goals (Time- and Stress Management, Networking)		
	Managing Finances		
	Self Management for Productivity		
	Facilitation and Presentation Skills		
	Basic ICT for the workplace: MS-Office Suite (Word, Excel, PowerPoint), Outlook and tools to simplify your workflow		

APPLICANTS: Please be aware of the important requirements as outlined in the TERMS AND CONDITIONS below. If you are making the booking on behalf of any applicants, please ensure that you make them aware of the requirements.

BANKING DETAILS

Account Name: Masi Consult (mCon) Pty (Ltd)
Bank: Standard Bank
Branch Code: 051 001
Account No.: 061 447 234

***Reference:** SURNAME+INITIALS/COMPANY/NPO NAME

*** please email PROOF OF PAYMENT with this form to info@m-consult.co.za
– no proof, no booking, no exceptions –**

TERMS AND CONDITIONS

1. Participants agree to adhere to the Student Code of Conduct (available from mCon training centre at the Masifunde Changemaker Academy or www.m-consult.co.za)
2. Before the first day, the candidates must have submitted Proof of Payment
3. Certificates issued upon:
 - a. Applicants attended all workshop days of their respective short courses
 - b. Full payment with proof of payment
4. 50% payment to be made to confirm booking. Balance to be paid at least 1 day prior to course. No booking confirmations will be forwarded to the applicant without proof of payment.
5. The company/individual will be invoiced should any applicant book for training and not attend. Cancellations must be made, in writing, at least 5 days prior to the start of the course or the penalty of 50% will become applicable. All cancellations must be in writing. The date of cancellation shall be the date received by Masi Consult (Pty) Ltd.
6. Refreshments and lunch included in training.

Please complete the form above in PRINT and email the form to info@m-consult.co.za

Signature: _____ Date: _____