school of government
Department:
National School of Government
REPUBLIC OF SOUTH AFRICA

NSG TRAINING CALENDER : 01 OCTOBER 2017 - 31 MARCH 2018 (All programmes excluding CIP and BB2E)

Information on additional training courses is available at www.thensg.gov.za or Telephone +27 0861 008 326 or e-mail contactcentre@thensg.gov.za

	Target Audience	Duration	Course Code	October					November				December			January				February				March			
				02-06 Oct	09-13 Oct	16-20 Oct	23-27 Oct	30-03 Nov	06-10 Nov	13-17 Nov	20-24 Nov	27- 01 Dec	04-08 Dec	11-15 Dec	18-22 Dec	08-12 Jan	15-19 Jan	22-26 Jan	29-02 Feb	05-09 Feb	12-16 Feb	19-23 Feb	26-02 Mar	05-09 Mar	12-16 Mar	19-23 Mar	26-30 Mar
GOVERNANCE AND ACCOUNTABILITY PROGRAMMES																											
Anti-corruption Training for Practitioners (US 243264)	Anti-corruption practitioners.	4 Days	PD229	KZN (1) MP (1)			NAT (1) WC(1)			NAT (3)				EC (1)				GP (1) FS (2)									
Promoting Anti-Corruption in the Public Service (US 243263)	It is intended for capacity building of all employees in the public sector, including those who perform corruption prevention duties in senior, middle and junior management positions.	4 Days	PD234	GP (1) FS (1)	WC (1) NC (1)			EC(1) MP (1)			NAT (1) NC (1)			GP (1) KZN (1)	FS (1) LIM (1)	NAT (1) NW(1)		EC (1) WC (1)	FS (1) MP (1)				GP (2)			NAT (1)	
Diversity Management	Junior, middle and project managers across all spheres of government.	3 Days	PD231			NAT (1)				NAT (1)				NAT (1)				NAT (1)									
Ethics Management in Local Government	Section 57 managers and those managers who report to them, as well as counsellors.	2 Days	PD230				NAT (1)					NAT (1)			NAT (1)		NAT (1)										
Excellent Customer Service for Frontline Staff (US 242901)	Frontline staff as well as entry level supervisors	3 Days	PD203	FS (1) EC (1)		GP (2) NW (1)		MP(1) NAT (1)			LIM(1)		NAT (1) WC(1)	GP (1) NAT (1)		MP(1)	KZN (1) NC (1)		NAT (1) NW(1)					EC(1) GP(1) MP(1)			
Gender Mainstreaming	Gender mainstreaming officials, policy makers, project managers and human resource practitioners.	4 Days	PD232	GP (1)		KZN (1) MP (1)	LIM (1) NW (1)		EC (1)	GP (1) FS (1)	NC (1) NAT (1)		LIM (1) EC (1)		NAT (1) MP (1)	GP (1) FS (2)	LIM (1) NW (1)	NC (1) WC (1)	KZN (1) NAT (1)								
Implementing the Promotion of Administrative Justice Act	Government managers at all levels who are responsible for making service delivery decisions in the public service.	3 Days	PD227				NAT (1)				NAT (1)			NAT (1)			NAT (1)			NAT (1)							
Project Khaedu: Field Assignment (US 15214 & 252026) [IC]	Middle and senior managers in the public sector across the three spheres.	5 Days	PD344										NAT (3)					NAT (4)			NAT (5)				NAT (2)		
Project Khaedu: Methods & Perspectives (US 15214 & 252026) [IC]	Middle and senior managers in the public sector across the three spheres.	5 Days	PD346							NAT (4)			NAT (5)						NAT (6)		NAT (7)						
HUMAN RESOURCE MANAGEMENT PROGRAMMES																											
	Target Audience	Duration	Course Code	October					November				December			January				February				March			
Advanced Project Management for the Public Service	Administrators / Junior and middle managers/ Senior managers.	5 Days	PM305		NAT (1)	PROV (1)					PROV (1)	MIXED(1)						PROV (2)	NAT (1)	MIXED (1) NAT (1)		PROV (1)		NAT (1)	PROV (2)		
Assessor Training	Public Service staff and inter-governmental partners.	3 Days	HR236		NAT (1)	PROV (1)					PROV (1)		PROV (1)	MIXED (1)			NAT (1)	MIXED (1)	PROV (1)		NAT (1)	MIXED (1)	PROV (1)	PROV (1)	NAT (2)		
Basic Project Management for the Public Service	Administrators / Junior and middle managers/ Senior managers.	5 Days	PM216			PROV (1)	NAT (1)	MIXED (1)	MIXED (1)	NAT (1)			NAT (1)	MIXED (1) PROV (1)			PROV (1)		NAT (1)	NAT (1)		MIXED (1) NAT (1)	PROV (1)				
Disability Management in the Public Service	Persons delegated to implement the JobACCESS Strategic Framework on the Recruitment, Employment and Retention of Persons with Disabilities in the Public Service and the White Paper on the Rights of Persons with Disabilities.	5 Days	HR230			PROV (1)		MIXED (1)	PROV (1)		NAT (1)			PROV (1)			NAT (1)		PROV (1)		PROV (1)	NAT (1)		PROV (2)	NAT (1)		
Grievance and Disciplinary Action Procedures	Junior, middle and senior Managers that deal with grievances and disciplinary procedures across all spheres of government.	5 Days	HR229				PROV (1)			NAT (1)				PROV (1)				PROV (1)		PROV (1)					NAT (1)		
Induction to HRM	Existing Human Resource Managers and Practitioners /Existing line function managers / New entrants into the public service working in the HR unit or line function / New interns.	3 Days	HR326			NAT (1)			PROV (1)				MIXED (1)							NAT (1)				PROV (1)			
Labour Relations for Managers	Existing line function managers / New line managers in the public service working in the line function	5 Days	HR331		PROV (1)						PROV (1)	NAT (1)									MIXED (1)	PROV (1)			NAT (1)		
Recruitment and Selection	Human resource practitioners, and line managers that are responsible for the recruitment of persons in terms of the Public Service Act, 103 of 1994, as amended.	4 Days	HR231				NAT (1)				PROV (1)						PROV (1)				MIXED (1)			NAT (1)	PROV (1)		
Strategic HRP for the achievement of organisational results	Persons involved with the conceptualisation, compilation, implementation and management of departmental Human Resource Plans.	5 Days	HR321			NAT (1)			PROV (1)				MIXED (1)							NAT (1)				PROV (1)			
Workshop: Disability Management for managers	Line function managers and supervisors at all management levels and Public Service Trainers.	1 Day	WO202				PROV (1)			PROV (1)	NAT (1)							NAT (1)			MIXED (1)	PROV (1)			NAT (1)		
Training of Trainers in the PS	Public Service Trainers and Facilitators/ HRD Managers and Practitioners / Curriculum Developers and Training Co-ordinators	8 Days	HR325			NAT (1)				NAT (1)			PROV (1)								PROV (1)						
Developing HRD Implementation Plans	SDF's/ HRD Managers and Practitioners	5 Days	HR310			NAT (1)			PROV (1)				MIXED (1)							NAT (1)				PROV (1)			
Moderator Training	Public service staff and inter-governmental partners who are/will be responsible for moderating and quality assuring outcomes based assessments within the public service.	3 Days	HR237		NAT (1)					PROV (1)				PROV (1)			NAT (1)		NAT (1)			NAT (1)					
Appilication of PILIR	Human resource practitioners, Labour relations officers and Health and Wellness practitioners required to implement and apply the DPSA PILIR policy in their departments, as well as address the management of absenteeism and ill-health and incapacity.	3 Days	HR240				PROV (1)				PROV (1)	NAT (1)		PROV (1)							PROV (1)	PROV (1)			PROV (1)		
Job Evaluation Follow-up	Practitioners who are required to evaluate jobs in the Public Service and who have attended the Job Evaluation Initial Training.	3 Days	HR207																					PROV (1)			
Job Evaluation Initial	Practitioners who are required to evaluate jobs in the Public Service.	5 Days	HR101																								
Job Evaluation Panel - 3Days	Role players involved in the making of grading decisions.	3 Days	HR329																								
Organisational Design (US 12138 & 252404)	Senior managers, Deputy Directors, Assistant Directors in OD Directorates, Work study officers.	4 Days	HR232																								

MONITORING AND EVALUATION PROGRAMMES

	Target Audience	Duration	Course Code	October					November				December			January				February				March			
				02-06 Oct	09-13 Oct	16-20 Oct	23-27 Oct	30-3 Nov	06-10 Nov	13-17 Nov	20-24 Nov	27-01 Dec	04-08 Dec	11-15 Dec	18-22 Dec	08-12 Jan	15-19 Jan	22-26 Jan	29-02 Feb	05-09 Feb	12-16 Feb	19-23 Feb	26-02 Feb	05-09 Mar	12-16 Mar	19-23 Mar	26-30 Mar
Introduction to M&E	Managers in the public sector who rely on monitoring and evaluation processes or elements of such processes.	3 Days	LM209															NAT(1)				LIM(1)					
M&E Course 1: Orientation to Monitoring and Evaluation	M&E Practitioners/M&E Managers	3 Days	PM204										NAT(1)				WC(1)			NAT(1)							
M&E Course 2: Use of Indicators for Managing Performance in Government	M&E Practitioners/M&E Managers	3 Days	PM208											WC(1)													
M&E Course 3: Quantitative Research Methods for Monitoring and Evaluation	M&E Practitioners/M&E Managers	4 Days	PM203								NAT(1)					WC(1)						NC(1)					
M&E Course 4: Information Management for Monitoring & Evaluation	M&E Practitioners/M&E Managers	3 Days	PM205																								
M&E Course 5: Qualitative Research Methods for Monitoring and Evaluation	M&E Practitioners/M&E Managers	2 Days	PM202												EC(1)												
M&E Course 6: Data Analysis and Presentation Methods for Monitoring and Evaluation	M&E Practitioners/M&E Managers	2 Days	PM206										GP (1) NW(1)				GP(1) WC(1)								EC(1)		
M&E Course 7: Report Writing for Monitoring and Evaluation	M&E Practitioners/M&E Managers	2 Days	PM207								NW(1)															LIM(1) MPU(1)	

FINANCIAL MANAGEMENT PROGRAMMES

	Target Audience	Duration	Course Code	October					November				December			January				February				March			
Advanced Acquisition Management (US 377896)	The target group is public sector practitioners and managers (junior, middle and senior) in Supply Chain Management in various government departments and for Public entities operating under the PFMA Act	3 Days	FI211		NAT(1)		NAT(1)		NAT(1)																		
Bid Committees (MFMA) [US 337061]	The course is aimed at all candidates who are Supply Chain Management Practitioners, Senior Managers, Managers, CFOs, Accounting Officers and End Users who operate in cross functional teams as well as specialists in specific fields who are members of the bid committees.	5 days	FI332									NAT(1)															
Bid Committees (PFMA) [US 337061]	For Supply Chain Management Practitioners, Senior Managers, Managers, CFOs, Accounting Officers and End Users who operate in cross functional teams as well as specialists in specific fields who are members of the bid committees.	5 Days	FI333	NAT(1)	WC(1)	EC(1)	NAT(1)		LIM(1)	NAT (2)	NW(1)		NAT (2)	WC(1)			EC(1)	MPU(1)	NC(1)	GP(1)		NAT(2)		NAT(1)	WC(1)	EC(1)	
Contract Management (MFMA) [US 377896]	This Contract Management course is aimed at Supply Chain Management Practitioners and non-Practitioners in the public sector. Non-Practitioners include Managers, Senior Managers, Accounting Officers and End-Users operating in cross-functional teams.	3 Days	FI214					NAT(1)																			
Contract Management (PFMA) [US 377896]	Supply Chain Management Practitioners, Senior Managers, Managers, Accounting Officers and End Users who operate in cross functional teams.	3 Days	FI213						NAT(1)																		
Demand Management (US 377901)	The course is aimed at all candidates who are Supply Chain Management Practitioners, Senior Managers, Managers, Accounting Officers and End Users who operate in cross functional teams.	3 Days	FI212							NAT(1)																	
Logistics Management	Junior & Middle managers who operate in a SCM environment in the public service.	5 Days	FI208		NAT(1)				WC(1)				LIM(1)							MPU(1)							
Strategic Sourcing: Strategic Assessment (US 260077)	Public Sector Commodity Managers, Heads of Supply Chain and managers, supply chain officials and managers from all spheres of government.	3 Days	FI338	NAT(1)																							
Strategic Sourcing: Strategic Execution (US 260137)	Public Sector Commodity Managers, Heads of Supply Chain and managers, supply chain officials and managers from all spheres of government.	3 Days	FI339									NAT(1)															
Strategic Sourcing: Strategy Development (US 260097)	Public Sector Commodity Managers, Heads of Supply Chain and managers, supply chain officials and managers from all spheres of government.	3 Days	FI337						NAT(1)																		
Supply Chain Management for Public Service (US 119345)	For Supply Chain Management Practitioners, Senior Managers, Managers, CFOs, Accounting Officers and End Users who operate in cross functional teams as well as specialists in specific fields who are members of the bid committees.	5 Days	FI333	NAT(2)	GP(1) WC(1)	EC(1) NAT(1)	LIM(1) MPU(1)	NAT(2)		NAT(2)	NW(1) NC(1)	NAT(2)	GP(1)	NAT(1)	NAT(1)	WC(1)	EC(1)	NAT(1)	NAT(2)	GP(1) WC(1)	NC(1)	EC(1)	MPU(1)	NC(1)	GP(1)	NAT(1)	NAT(1)
SCOA and ERF for Budget Managers and Non-Financial Officials	Programme managers; Sub programme managers ; Officials in charge of a responsibility; Line function managers and officials (engineers, architects, infrastructure components etc.); Human resource practitioners; Budget, financial and policy analysts.	3 Days	FI321				NAT(1)																				
Applied Risk Identification and Assessment	Middle and senior managers in the public sector risk management environment.	5 Days	FI341																								
Introduction to Assets Management	The course targets public sector officials responsible for asset management.	3 Days	WO220			NAT(1)						NAT(1)								NC(1)					GP(1)		
Finance for Non-Financial Managers	Non-financial officials and other financial management staff typically in the CFO's office; SCM officials; Asset management officials; System controllers; Budget officials who may require a refresher course in Financial Management.	5 Days	WO303		NAT(2)					WC(1)	NW(1)	EC(1)	NAT(2)				MPU(1)				NAT(1) LIM(1)		NAT(1)	GP(1)		NAT(1)	
SCOA and ERF for Practitioners (US 377953)	Financial management staff ; SCM officials; Asset management officials; System controllers; Budget officials.	3 Days	FI342						NAT(1)									NAT(1)									

LEADERSHIP PROGRAMMES

	Target Audience	Duration	Course Code	October					November				December			January				February				March			
				02-06 Oct	09-13 Oct	16-20 Oct	23-27 Oct	30-03 Nov	06-10 Nov	13-17 Nov	20-24 Nov	27-01 Dec	04-08 Dec	11-15 Dec	18-22 Dec	08-12 Jan	15-19 Jan	22-26 Jan	29-02 Feb	05-09 Feb	12-16 Feb	19-23 Feb	26-02 Mar	05-09 Mar	12-16 Mar	19-23 Mar	26-30 Mar
EDP: Strategic Planning & Management	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM409			NAT(1)		NAT(1)			NAT(1)						NAT(1)		NAT(1)	NAT(1)			NAT(1)		NAT(1)		NAT(1)
EDP: Financial Management and Budgeting	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM403				NW(1)		NAT(1)									NAT(1)			NAT(1)	NAT(1)		NW(1)	NAT(1)		
EDP: Strategic Human Resource Management	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM410	GP(1)	NW(1)			NAT(1)			NAT(1)							NAT(1)		NAT(1)			GP(1)		NAT(1)		
EDP: Programme and Project Management	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM406		NAT(1)	NW(1)			NW(1)								NAT(1)		NAT(1)			NAT(1)		NAT(1)			
EDP: Policy Formulation and Implementation	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM405		NAT(1)		NAT (1)			NAT (1)								NAT(1)			NAT(1)			NAT(1)	NAT(1)		NW(1)
EDP: Leadership for Good Governance	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM404	NAT(1)				NAT(1)				NAT(1)						NAT(1)	NW(1)		NAT(1)		NAT(1)				
EDP: Communication and Citizen Focused Strategies	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM402																								
EDP: Leading Change	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM401																								
EDP: Research Methodology	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM407		EC(1)																						
EDP: South African Economy in a Global Context	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM408																								
EDP: Orientation	Senior Management Service (SMS) member in the Public Service and Middle manager who is central in strategic direction of the organisation.	3 Days	LM420																								
Accelerated Development Programme - All Sessions (34 days)	Middle managers in the public service especially women and people with disabilities	34 Days	LM459			NAT(1)						NAT(1)						NAT(1)						NAT(1)			
Foundation Management Development Programme (Session 1)	First line supervisors on salary levels 3-5.	5 days	HR104																								
Emerging Management Development Programme (Session 1)	Emerging managers on salary levels 6-8.	5 days	LM210																								
Advanced Management Development Programme (Session 1)	Middle managers on salary levels 9-12.	5 days	LM315																								
Mentoring for Public Sector Managers	Managers in the Public Service who have mentees assigned to them, those who are interested in becoming a mentor, and those who have the responsibility to establish and maintain a Mentorship Programme in their organisations.	3 Days	HR409	NAT(1)	NAT(1)		NAT(1)																				
Leading Innovation in the Public Service	Managers in the Public Service.	2 Days	HR410					NAT(1)	NAT(1)												NAT(1)						
Academy: Workshop/Consulting Level 3 (Conversations with Women in Leadership)	Managers in the Public Service.	1 Day	WO310															NAT (1)				NAT (1)					
Academy: Workshop/Consulting Level 3 Moving beyond compliance: Greening the Public Service	Managers in the Public Service.	1 Day	WO311			NAT(1)							NAT (1)														
Academy: Workshop/Consulting Level 3 (ED: Financial Management)	Managers in the Public Service.	1 Day	WO312													NAT (1)											
Academy: Workshop/Consulting Level 3 (Emotional Intelligence)	Managers in the Public Service.	1 Day	WO314		NAT(1)						NAT (1)															NAT (1)	
Academy: Workshop/Consulting Level 3 (Leadership and Change Management)	Managers in the Public Service.	1 Day	WO316												NAT (1)												
Academy: Workshop/Consulting Level 3 (Leadership and Governance)	Managers in the Public Service.	1 Day	WO317																						NAT (1)		
Academy: Workshop/Consulting Level 3 (Legitimate Delegation)	Managers in the Public Service.	1 Day	WO318														NAT (1)										
Academy: Workshop/Consulting Level 3 (Maximising Performance Through Managing Diversity)	Managers in the Public Service.	1 Day	WO319																NAT (1)								
Academy: Workshop/Consulting Level 3 (Media Communication)	Managers in the Public Service.	1 Day	WO320		NAT (1)																						
Academy: Workshop/Consulting Level 3 (Mentoring and Coaching)	Managers in the Public Service.	1 Day	WO321																								
Academy: Workshop/Consulting Level 3 (Performance Management)	Managers in the Public Service.	1 Day	WO322																	NAT (1)							
Academy: Workshop/Consulting Level 3 (Promoting Ethical & Responsible Leadership)	Managers in the Public Service.	1 Day	WO324							NAT (1)				NAT (1)													
Academy: Workshop/Consulting Level 3 (Business Modelling and Process Mapping)	Managers in the Public Service.	2 Days	WO112				NAT (1)					NAT (1)															

* Mpumalanga - Nelspruit
* Gauteng - Johannesburg
* Limpopo - Polokwane
* Northern Cape - Kimberly
* Western Cape - Cape Town
* North West - Mafikeng
* Kwazulu NATal - Durban
* Eastern Cape - Bisho
* Free State - Bloemfontein
* National - Pretoria
* E-Learning : Excellent Customer Service for Frontline Staff
* E-Learning : Supply Chain Management in the Public Service
* E-Learning : Information Management for M&E
* E-Learning : Data Analysis and Presentation Methods for M&E
* E-Learning : Introduction to Asset Management
* E-Learning : Report Writing for M&E
* E-Learning : Orientation to M&E
* E-Learning : Qualitative Research Methods for M&E
* E-Learning : Quantitative Research Methods for M&E

TERMS AND CONDITIONS

The quotation is obtainable from contactcentre@thensg.gov.za
You may accept the quotation by completing, duly signing and faxing through the booking form and a copy of the government purchase order. On receipt of the above documents NSG will issue an invoice which must be paid before the training commence.
An invoice for the payment of the training will be forwarded to you within 7 working days after you submitted a booking form. This invoice should be paid in full by your department.
Once paid, written notification of a postponement or a cancellation must reach NSG 10 working days prior to the course commencement date. If proper notice is not received, your department may forfeit the funds paid.
When we receive confirmation of the payment you will be contacted to discuss the date the training will commence. At least 10 working days are required by the NSG to attend to the training logistics after receipt of payment.
You are kindly requested not to make any travel and accommodation arrangements for your training delegates before the training date has been confirmed by the NSG in writing. The NSG will not be held responsible for any loss incurred by you as a result of such arrangements.
For mixed groups, your department will be invoiced for the number of delegates confirmed on the booking form, irrespective of whether they attended or not.
For dedicated groups, your department will be invoiced for the number booked as indicated on the booking form. Should attendees exceed the number paid for, an additional invoice will be issued to your department.
The required number of delegates should be 20-25 per group, except for the CIP were number of delegates is four (4) if the department has its own trainer.
However where a department cannot send a full group, individual bookings can be send though and be accommodated as mixed groups. The training calendar for mixed group can be accessed at www.thensg.gov.za
The NSG values your business and should you wish to lodge a complaint or pay a compliment you can bring it to the attention of the Director: Client Relations at the following e-mail: arnold.raaths@thensg.gov.za