

PROFILE	
Adv. Don Leffler	
PERSONAL DETAILS	
SURNAME	LEFFLER
FIRST NAMES	DONALD BERNARD
IDENTITY NUMBER	600425 5139 087
DATE OF BIRTH	25 April 1960
EMAIL ADDRESS	donleffler@lantic.net
TELEPHONE NUMBER	071 0493 221 and 076 5800 271
FACSIMILE NUMBER	0866 1733 66
POSTAL ADDRESS	31 POMONA GARDENS, 11 Highbury Street, Hillcrest. Kwa Zulu Natal 3 630, South Africa
PHYSICAL ADDRESS	08 The Avenues, Augusta Country Estate, Hillcrest, Kwa Zulu Natal, South Africa
COUNTRY OF CITIZENSHIP	SOUTH AFRICA (registered in 1969)
COUNTRY OF BIRTH	ZIMBABWE
EDUCATIONAL QUALIFICATIONS	
TERTIARY EDUCATION	<p>Bachelor of Commerce University of the Witwatersrand, Johannesburg, South Africa</p> <p>Bachelor of Laws University of the Witwatersrand, Johannesburg, South Africa</p> <p>Post-Graduate Diploma in Marketing Management University of South Africa</p> <p>Masters of Law: Incomplete University of South Africa</p> <p>Admitted as an Advocate of the High Court of South Africa</p>
SECONDARY EDUCATION	<p>Full University Exemption: Matric / Grade 12 De La Salle Holy Cross College, Victory Park Johannesburg, South Africa</p>
PRIMARY EDUCATION	<p>De La Salle College, Victory Park, South Africa St. Michaels, Harare, Zimbabwe Springfield Convent, Cape Town, South Africa St. Albert's, Harare, Zimbabwe</p>
CAREER HISTORY	
	<p>1998 – 2010 (Present) Director of:</p> <ul style="list-style-type: none"> • Business Solutions Network • Tourism, Hospitality & Sport Business School

	<ul style="list-style-type: none"> • The School of Business (THSBS) • Eazi Study • Eazi Study Publishers • Academy of Sport DNA • View website at www.thsbs.com • View website at www.eazistudy.com • View website at http://welcomewozani.com <p>Founding Partner of Igebe Learning Academy (2010)</p> <p><u>1988 – 1998</u> Group Manager: Legal and Human Resources, Rennies Group Limited (subsequently acquired by Bidvest Limited)</p> <p><u>1985 - 1988</u> Director: Legal Services, S.A. Printing and Allied Industries Federation</p> <p><u>1983 – 1985</u> Assistant to General Secretary, Clothing Manufacturers Association of South Africa</p>
COMPETENCIES	<ul style="list-style-type: none"> • Strong Leadership Skills
	<ul style="list-style-type: none"> • Strong negotiating and management skill and experience;
	<ul style="list-style-type: none"> • Strong change management / transformation skills and experience;
	<ul style="list-style-type: none"> • Strong understanding of business objectives and the philosophy of "return on funds employed";
	<ul style="list-style-type: none"> • Education, Training and Skills Development
	<ul style="list-style-type: none"> • Strong General Management skill and experience
	<ul style="list-style-type: none"> • Excellent Project Management skills <ol style="list-style-type: none"> 1. Strategic Development 2. Financial Management and Budgeting systems and processes 3. Marketing Management 4. Sales Management 5. Operational Management 6. Legal systems and processes 7. People Management 8. Team Management 9. Communication skills 10. Education and Training
	<ul style="list-style-type: none"> • Specialist in Labour Law
	<ul style="list-style-type: none"> • Specialist in Education and Training
	<ul style="list-style-type: none"> • Specialist in Human Resource Management
	<ul style="list-style-type: none"> • Specialist in Skills Development, training and Education systems, processes and interventions
	<ul style="list-style-type: none"> • Drafting and implementation of commercial contracts, negotiation of merger, acquisition and divestment of organizations;
	<ul style="list-style-type: none"> • Understanding of developing and nurturing of a sound business culture, vision, values and ethics;

	<ul style="list-style-type: none">• Author of Articles for trade publications and press
	<ul style="list-style-type: none">• Author of Employment Policies and Procedure Guideline Manual
	<ul style="list-style-type: none">• People driven and people sensitive;
	<ul style="list-style-type: none">• Ability to interact effectively across all races, cultures, sexes, religions, gender and job functions;
	<ul style="list-style-type: none">• Leadership skills and ability to influence outcomes through conciliation;
	<ul style="list-style-type: none">• Honest with strong integrity and objectivity;
	<ul style="list-style-type: none">• Work driven, committed, loyal and supportive;
INTERESTS	Travel; Business; Sport
REFERENCES	Available on request

PROFILE OF ADV. DON LEFFLER

Adv. Don Leffler

Director: The School of Business

Director: Business Solutions Network

Director: Eazi Study

Director: Eazi Study Publishers

Director: Tourism, Hospitality & Sport Business School

Director: The Academy of Sport DNA

Managing and Founding Partner: Igebe Training Academy

Location: Durban, South Africa

Industry: Education and Business Management

Don Leffler is working on the design and development of new education and training strategies for THSBS and Eazi Study. View at www.thsbs.com and at www.eazistudy.com

Current

Director of:

- The School of Business;
- Business Solutions Network;
- Eazi Study
- Eazi Study Publishers

- Tourism, Hospitality & Sport Business School
- Academy of Sport DNA

Managing and Founding Partner of: Igebe Learning Academy

Past

- Group Industrial Relations Manager at Rennies Group Limited (subsequently acquired by Bidvest Limited)
- Director: Legal Services at S.A. Printing & Allied Industries Federation

Education

- **University of the Witwatersrand:** Bachelor of Commerce and Bachelor of Laws
- **University of South Africa:** Post Graduate Diploma in Marketing Management
- **De La Salle Holy Cross, Victory Park:** University Entrance

Memberships

ADMITTED MEMBERSHIP : Admitted as an Advocate of the High Court of South Africa (Gauteng)

REGISTERED MEMBERSHIP : Registered Human Resources Practitioner : South African Board of Personnel Practice

Registered Industrial Relations Practitioner : Industrial Relations Association of South Africa

THSBS is a Member of

- APPETD: Association of Private Providers of Education, Training and Development
- SATSA: South African Tourism Services Association
- FEDHASA: Federated Hospitality Association of South Africa
- ASATA: Association of South African Travel Agents
- PASA: Publishers Association of South Africa
- ANC Progressive Business Forum: African National Congress Progressive Business Forum

SUMMARY OF THSBS

THSBS:

- is a specialist Education, Training & Business Support Provider offering a professional service to Educators in FET Colleges and Schools and, also, to Corporate Clients, Government Bodies, Individuals and School-Leavers
- specializes in professional Human Resource, Industrial Relations, Labour Law and Project Management services across all sectors.
- is a Member of SATSA, ASATA, Fedhasa, APPETD, ANC Professional Business Forum, is accredited by THETA and is registered with the Department of Sport & Recreation as a Training Provider
- is a recognized leader in Education & Training.
- is a recognized specialist in Labour Law and Human Resource Management

FOR REFERENCE TO BLOGS DRAFTED BY DON LEFFLER FOR THSBS view at

<http://www.skills-universe.com/profiles/blog/list?user=3mrn7v2tzcsnp>

CAPABILITIES IN TRAINING / EDUCATION / SKILLS DEVELOPMENT

- As Owner and Director of The School of Business (THSBS) and its various Divisions (view at www.thsbs.com and at www.eazistudy.com) I have experience in Skills Development strategy and policy formulation
- I am experienced in Training Project Management and Co-ordination for national, provincial, local and in-house training projects
- I am experienced in procurement processes of Training Course Material and Training Providers for large Training and Education Projects
- THSBS has been directly involved in the Training of Volunteers for the FIFA 2009 Soccer Confederations Cup and the 2010 FIFA Soccer World Cup. I led a group of THSBS Facilitators to facilitate training of Volunteers in Johannesburg, Durban, Cape Town, Pretoria and Bloemfontein. I was also a contributor to the design of Course material for various Modules of Volunteer Training Programmes
- THSBS markets and facilitates the SA Host Service Excellence Training Programme, which is similar to the Kiwi Host programme
- THSBS markets and facilitates the Welcome Visitor Experience Customer Service Training Programme
- In a response to the Training / Skills development needs for the 2010 FIFA Soccer World Cup, THSBS researched various international Training Programmes and has designed and facilitated a variety of Training Programmes including the following:
 1. Smile South Africa "Welcome" campaign
 2. "Be Aware Be Safe" Awareness : safety; security; health issues for Visitors
 3. "Winning with Words" English Communication Skills: pronunciation improvement and enunciation neutralization
 4. "Meet 'n Greet" Visitors Programme for Tour Operators and VIP's at Airports; Hotels; Border Posts; etc.
 5. Hospitality short-courses for waitrons; cleaning and other contract workers
- I led THSBS's successful application for accreditation by the Tourism, Hospitality & Sport Education and Training Authority (THETA)
- I manage a Team of committed and experienced Training Course Designers, Facilitators and Assessors and have successfully run national Training Projects for the Ministries of Education and of Tourism, as well as many varied corporate clients
- THSBS designed and facilitated the WELCOME VISITOR EXPERIENCE Customer Training Workshop for South Africa Tourism and the Ministry of Tourism
- THSBS designed the FUNDI Destination Knowledge Training Programme for South Africa Tourism funded by the Ministry of Tourism
- THSBS designed the Tourism Black Talent website portal for the Ministry of Tourism
- THSBS and its Division, The Academy of Sport DNA, is registered as an approved Training Provider with the Ministry of Sport
- THSBS facilitates various Sport skills development programmes in Sport Management; Sport Administration and Coaching
- THSBS offers a variety of effective soft skills training programmes including Communication

CAPABILITIES IN HUMAN RESOURCES / PEOPLE DEVELOPMENT / LABOUR AND COMMERCIAL LAW

- Strong negotiating and management skill and experience;
- Organizational design and development skill experience;
- Job grading skill and experience;
- Multi-skilling skill and experience;

- Salary structuring and payroll skill and experience;
- Employee benefit competencies;
- Performance management modeling, processes and implementation competencies;
- Strong knowledge of Labour Law and competencies in application;
- Experience in negotiating with Employees and their Representatives (including capability in managing Trade Unions);
- Strong change management / transformation skills and experience;
- Strong understanding of business objectives and the philosophy of "return on funds employed";
- Drafting and implementation of commercial contracts, negotiation of merger, acquisition and di-vestment of organizations;
- Understanding of developing and nurturing of a sound business culture, vision, values and ethics;
- People driven and people sensitive;
- Ability to interact effectively across all races, cultures, sexes, religions, gender and job functions;
- Leadership skills and ability to influence outcomes through conciliation;
- Honest with strong integrity and objectivity;
- Work driven, committed, loyal and supportive;

View at www.thsbs.com

EDUCATION &
TRAINING
SPECIALISTS



HR/IR, LABOUR
LAW & PROJECT
MANAGEMENT
ADVISORY
SERVICES

THE SCHOOL OF BUSINESS
T/A TOURISM, HOSPITALITY & SPORT BUSINESS
SCHOOL

Campuses in Johannesburg, Cape Town & Durban
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Email: info@tourismtraining.co.za
Tel: 071 0493 221 or 076 5800 271
Fax: 0866 1733 66 or 0865 1148 67

THETA Accreditation Nr. 613/P/000051/2005

www.thsbs.com

