

	<p align="center"> <b>THE SCHOOL OF BUSINESS</b>  T/A TOURISM, HOSPITALITY &amp; SPORT BUSINESS SCHOOL  Campuses in Johannesburg, Cape Town &amp; Durban  P.O. Box 388 Lonehill 2062  Email: <a href="mailto:info@tourismtraining.co.za">info@tourismtraining.co.za</a>  Tel: 071 0493 221 or 031-266-4027  Fax: 0866 1733 66 or 0865 1148 67  <b>THETA Accreditation Nr. 613/P/000051/2005</b> </p>	 <p align="center"> <b>Partners in Performance</b>  <a href="http://www.thsbs.com">www.thsbs.com</a> </p>
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January 2009

**TO: THE HUMAN RESOURCES DIRECTOR / MANAGER**

**Greetings,**

**Best wishes for 2009!!!!**

We wish to take this opportunity to introduce you to our range of specialist Training and Consultancy services for 2009 and, particularly, to our 2009 NCV and NC S FET College Lecturer and School FET Educator Training Workshops.

THSBS was appointed by the Department of Education in 2006 to design and present Training Programmes for the NC V Levels 2, 3 and 4 in certain subjects. THSBS has also been appointed by individual FET Colleges to conduct in-house training and subject methodology workshops for Lecturers on the NC V across all Levels and Subjects.

THSBS has similar specialist skills in the NC S and the training of FET Educators.

**THSBS** is a professional Training Provider and Consultancy with twenty years experience in training and education and offers the following Training and Consultancy services to FET Colleges, Schools, Provincial Offices of the Department of Education and other Government Departments

<b>TRAINING PROGRAMMES AND SKILLS DEVELOPMENT WORKSHOPS</b>	
1.	<b>NC V: Level 2 and / or 3 and / or Level 4</b> <ul style="list-style-type: none"> <li>• Any or all subjects dependent upon needs</li> <li>• 3-DAY SUBJECT METHODOLOGY WORKSHOPS</li> </ul>
2.	<b>NC S: Grades 8 to 12</b> Any or all subjects dependent upon needs 3-DAY SUBJECT METHODOLOGY WORKSHOPS
3.	<b>Teaching Methodology &amp; Approach</b>
4.	<b>English Communication and Academic Literacy</b> <ul style="list-style-type: none"> <li>• Teaching learners with poor English</li> <li>• How to develop the English language skills of your learners.</li> <li>• Developing English language skills in your learners</li> <li>• Upgrade your English for teaching</li> <li>• English for FET College lecturers</li> <li>• English for School FET Educators</li> </ul>
5.	<b>Facilitator, Assessor and Moderator Training (by an accredited EDTP training provider)</b>
6.	<b>Assessment</b> <ul style="list-style-type: none"> <li>• Assessment administration made effective and efficient</li> <li>• Using assessment to improve learner results - Getting the best out of your learners</li> </ul>

## 7. Computer Training

- Computer Training for Lecturers teaching Data Processing or the Computer component of Life Orientation
- Computer Training for FET Educators teaching Computer Applications Technology, Information Technology and related subjects or components of subjects

## CONSULTANCY SERVICES

- On-Line / Telephonic Hotline Service on all NC V and NC S issues
- Understanding the NC V and the NC S: systems and processes
- Understanding Assessment processes
- Teaching Methodology
- Presentation Skills
- Drafting of Employment Policies and Procedures to ensure legal compliance
- Revision of existing Employment Policies and Procedures to ensure legal compliance
- Disciplinary Codes and Procedures
- Managing work performance: systems and procedures
- Managing Grievances in the workplace
- Investigating allegations of misconduct or non-performance/ Forensic Investigations
- Drafting allegations of misconduct or non-performance for referral to a Disciplinary or Performance Hearing
- Chairing of Disciplinary Hearings
- Chairing of Appeal Hearings
- Chairing of Grievance Hearings
- Dispute Handling Procedures
- Effective negotiation processes
- Effective consultation processes
- Training on HR/IR/Labour Law issues
- Project Management

Regards

**Don Leffler (Adv) and Cathy Foden**

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[www.thsbs.com](http://www.thsbs.com)