

Training Schedule – January 2017 to February 2018

As training schedules are subject to change, please confirm dates with ENJO Consultants.

ODETDP Level 5 – National Certificate SAQA Qualification 50334 National Certificate: Occupationally-Directed Education Training and Development Practices, NQF Level 05, 151 Credits

Training Programme	Days	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018
ODETDP L5 Cert 50334 Mod 1: Communication & Presentation	3			6 – 8		2 – 4				26 – 28				29 – 31	
Facilitator Training Programme	5	16 – 20	6 – 10 27 Feb – 3 Mar	27 – 31	18 – 21	2 – 5 29 May – 2 Jun		3 – 7 31 Jul – 4 Aug		4 – 8	2 – 6 30 Oct – 3 Nov	27 Nov – 1 Dec	11 – 15	8 – 12	5 – 9
Facilitator Training Programme <i>Saturday Training</i>	5		4, 11, 18, 25 Feb & 4 Mar			6, 13, 20, 27 May & 3 Jun			5, 12, 19, 26 Aug & 2 Sept			4, 11, 18, 25 Nov & 2 Dec			
Assessor Training Programme	5	23 – 27	13 – 17	6 – 10	3 – 7	8 – 12	5 – 9	10 – 14	14 – 18	11 – 15	9 – 13	6 – 10	4 – 8 11 – 15	15 – 19	12 – 16
Assessor Training Programme <i>Saturday Training</i>	5		4, 11, 18, 25 Feb & 4 Mar			6, 13, 20, 27 May & 3 Jun			5, 12, 19, 26 Aug & 2 Sept			4, 11, 18, 25 Nov & 2 Dec			
Moderator Training Programme	4	30 Jan – 2 Feb 20 – 23		13 – 16	10 – 13	15 – 18	12 – 15	17 – 20	21 – 24	18 – 21	16 – 19	13 – 16	11 – 14	22 – 25	19 – 22
Moderator Training Programme <i>Saturday Training</i>	4		4, 11, 18, 25 Feb					1, 8, 15, 22 Jul							
Design & Develop Learning Material Training Programme	5		20 – 24	27 – 31		15 – 19		24 – 28	28 Aug – 1 Sept		2 – 6	13 – 17			19 – 23
Skills Development Facilitator Training Programme (SDF)	5		6 – 10	6 – 10	3 – 7	8 – 12	5 – 9	10 – 14	14 – 18	11 – 15	9 – 13	6 – 10	4 – 8	8 – 12	5 – 9
Skills Development Facilitator Training Programme (SDF) <i>Saturday Training</i>	5					6, 13, 20, 27 May & 3 Jun			5, 12, 19, 26 Aug & 2 Sept						
Learner Support Training Programme	5	-	27 Feb – 2 Mar			22 – 25		24 – 27			23 – 26				

ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za

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ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC



Other Accredited Training Programmes

Training Programme	Days	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018
Coaching & Mentoring Training Programme	2	9 – 10	27 – 28		10 – 11		12 – 13	17 – 18	21 – 22		2 – 3	6 – 7			1 – 2

Training Programme	Days	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018
Report Writing & Business Communication	3			22 – 24	24 – 26		26 – 28		23 – 25						

ODETDP Level 5 – National Diploma

SAQA Qualification 50333: National Diploma: Occupationally Directed Education, Training and Development Practices. NQF Level 05, 241 Credits

Training Programme	Days	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018
ODETDP 50333 Mod 1: Communication & Presentation	5						19 – 23								26 Feb – 3 Mar
ODETDP 50333 Mod 2: Facilitator Training Programme	5	16 – 20	6 – 10 27 Feb – 3 Mar	27 – 31	18 – 21	2 – 5 29 May – 2 Jun		3 – 7 31 Jul – 4 Aug		4 – 8	2 – 6 30 Oct – 3 Nov	27 Nov – 1 Dec	11 – 15	8 – 12	5 – 9
ODETDP 50333 Mod 2: Facilitator Training Programme <i>Saturday Training</i>	5		4, 11, 18, 25 Feb & 4 Mar			6, 13, 20, 27 May & 3 Jun			5, 12, 19, 26 Aug & 2 Sept			4, 11, 18, 25 Nov & 2 Dec			
ODETDP 50333 Mod 3: Assessor Training Programme	5	23 – 27	13 – 17	6 – 10	3 – 7	8 – 12	5 – 9	10 – 14	14 – 18	11 – 15	9 – 13	6 – 10	4 – 8 11 – 15	15 – 19	12 – 16
ODETDP 50333 Mod 3: Assessor Training Programme <i>Saturday Training</i>	5		4, 11, 18, 25 Feb & 4 Mar			6, 13, 20, 27 May & 3 Jun			5, 12, 19, 26 Aug & 2 Sept			4, 11, 18, 25 Nov & 2 Dec			
ODETDP 50333 Mod 4: Moderator Training Programme	4	30 Jan – 2 Feb	20 – 23	13 – 16	10 – 13	15 – 18	12 – 15	17 – 20	21 – 24	18 – 21	16 – 19	13 – 16	11 – 14	22 – 25	19 – 22

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ODETDP 50333 Mod 4: Moderator Training Programme <i>Saturday Training</i>	4		4, 11, 18, 25 Feb					1, 8, 15, 22 Jul							
ODETDP 50333 Mod 5: Design & Develop Learning Material	5		20 – 24	27 – 31		15 – 19		24 – 28	28 Aug – 1 Sept		2 – 6	13 – 17			19 – 23
ODETDP 50333 Mod 6: Skills Development Facilitator Training Programme (SDF)	5		6 – 10	6 – 10	3 – 7	8 – 12	5 – 9	10 – 14	14 – 18	11 – 15	9 – 13	6 – 10	4 – 8	8 – 12	5 – 9
ODETDP 50333 Mod 6: Skills Development Facilitator Training Programme (SDF) <i>Saturday Training</i>	5					6, 13, 20, 27 May & 3 Jun			5, 12, 19, 26 Aug & 2 Sept						
ODETDP 50333 Mod 7: Learner Support Training Programme	5	-	27 Feb – 2 Mar			22 – 25		24 – 27			23 – 26				
ODETDP 50333 Mod 8: Team Dynamics & Development	5		20 – 24				26 – 30				16 – 20				
ODETDP 50333 Mod 9: HR Management in Education Training	3			22 – 24				24 – 26				20 – 22			
ODETDP 50333 Mod 10: Conflict Management Training	2				24 – 25			27 – 28				23 – 24			
ODETDP 50333 Mod 11: Productivity Improvement Training	2					22 – 23			21 – 22					11 – 12	
ODETDP 50333 Mod 12: Specialised Facilitation Training Programme	4						12 – 15								12 – 15
ODETDP 50333 Mod 13: Evaluation and Monitoring Training Programme	4							31 Jul – 3 Aug				27 – 30			

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SABPP HRM Level 5– National Diploma
SAQA Qualification 49692: National Diploma: Human Resources Management and Practices - NQF Level 05 - 259 Credits

Training Programme	Days	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018
HRM L5 Mod 1: Communication & Presentation	5		13 – 17					10 – 14						29 Jan – 2 Feb	
HRM L5 Mod 2: Budgeting	1			9					8						
HRM L5 Mod 3: Organisational Needs Analysis	2				5 – 6					11 – 12					
HRM L5 Mod 4: Facilitator Training Programme	5	16 – 20	6 – 10 27 Feb – 3 Mar	27 – 31	18 – 21	2 – 5 29 May – 2 Jun		3 – 7 31 Jul – 4 Aug		4 – 8	2 – 6 30 Oct – 3 Nov	27 Nov – 1 Dec 11 – 15		8 – 12	5 – 9
HRM L5 Mod 4: Facilitator Training Programme <i>Saturday Training</i>	5		4, 11, 18, 25 Feb & 4 Mar			6, 13, 20, 27 May & 3 Jun			5, 12, 19, 26 Aug & 1 Sept			4, 11, 18, 25 Nov & 2 Dec			
HRM L5 Mod 5: Assessor Training Programme	5	23 – 27	13 – 17	6 – 10	3 – 7	8 – 12	5 – 9	10 – 14	14 – 18	11 – 15	9 – 13	6 – 10	4 – 8 11 – 15	15 – 19	12 – 16
HRM L5 Mod 5: Assessor Training Programme <i>Saturday Training</i>	5		4, 11, 18, 25 Feb & 4 Mar			6, 13, 20, 27 May & 3 Jun			5, 12, 19, 26 Aug & 2 Sept			4, 11, 18, 25 Nov & 2 Dec			
HRM L5 Mod 6: Recruitment, Selection and Induction of Staff	3					24 – 26					9 – 11				
HRM L5 Mod 7: Draft Employment Contracts	1			10		19		21				12			
HRM L5 Mod 8: Labour and Employee Relations	5			13 – 17			5 – 9		14 – 18		16 – 20				
HRM L5 Mod 09: Compensation and Administration	3			27 – 29			26 – 28				23 – 25				
HRM L5 Mod 10: Legislative Requirements and Organisational Policies and Procedures	5					8 – 12		17 – 21		4 – 8			4 – 8		

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HRM L5 Mod 11: Best Human Resource Practices	3			22 – 24			19 – 21				4 – 6				
HRM L5 Mod 12: Identifying Strengths and Areas for Improvement in Human	5						19 – 23					13 – 17			
HRM L5 Mod 13: OBET and the NQF	1								7				1		
HRM L5 Mod 14: Skills Development Facilitator Training Programme (SDF)	5		6 – 10	6 – 10	3 – 7	8 – 12	5 – 9	10 – 14	14 – 18	11 – 15	9 – 13	6 – 10	4 – 8	8 – 12	5 – 9
HRM L5 Mod 14: Skills Development Facilitator Training Programme (SDF) Saturday Training	5					6, 13, 20, 27 May & 3 Jun			5, 12, 19, 26 Aug & 2 Sept						
HRM L5 Mod 15: Productivity Improvement	5					29 May – 2 Jun			28 Aug – 1 Sept			20 – 24			
HRM L5 Mod 16: Supervise a Project Team of a Business Project to Deliver	3				18 – 20					18 – 20					

Bookings & Enquiries

Please contact us for further information, quotes or to make a booking.

Email: training@enjoconsultants.co.za

Tel: (012) 667 1985 / Cell: 084 620 0437 / Fax: 086 514 7543

*As training schedules are subject to change, please confirm dates with ENJO Consultants.
ENJO Consultants reserves the right to reschedule or cancel training.*

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