



ELADA
INSTITUTE





Table Of Contents

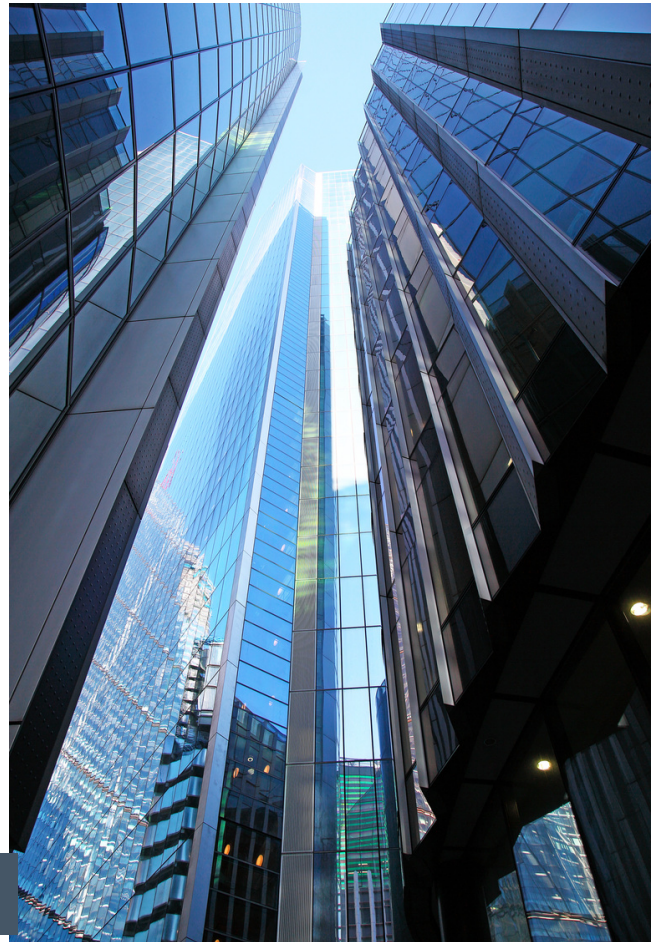
 Our Company	03
 Why Elada Institute	04
 Qualifications	05
 Short Courses	06
 Contact Details	08

OUR COMPANY

Elada Institute is a private institution that aims to provide remarkable and value adding skills development skills to our clients through an exceptional and outstanding learning experience to learners.

Our courses are accredited through Services SETA and QCTO.

Our training approach is Action Based, Work Based, Business Based and centered around value for clients and learners



Company Values

Elada Institute has its headquarters in Johannesburg South Africa and has campuses in Zambia and the Democratic Republic of Congo.

Due to our international footprint, we pride ourselves in adhering to international business ethics and values.

Our values are:

1. Professionalism
2. Transparency
3. Consistency
4. ROI orientated

Our Mission

Our mission is:

To help clients to become be the best skills development solutions provider in Africa through accredited, updated, world-class and value adding training and coaching solutions.



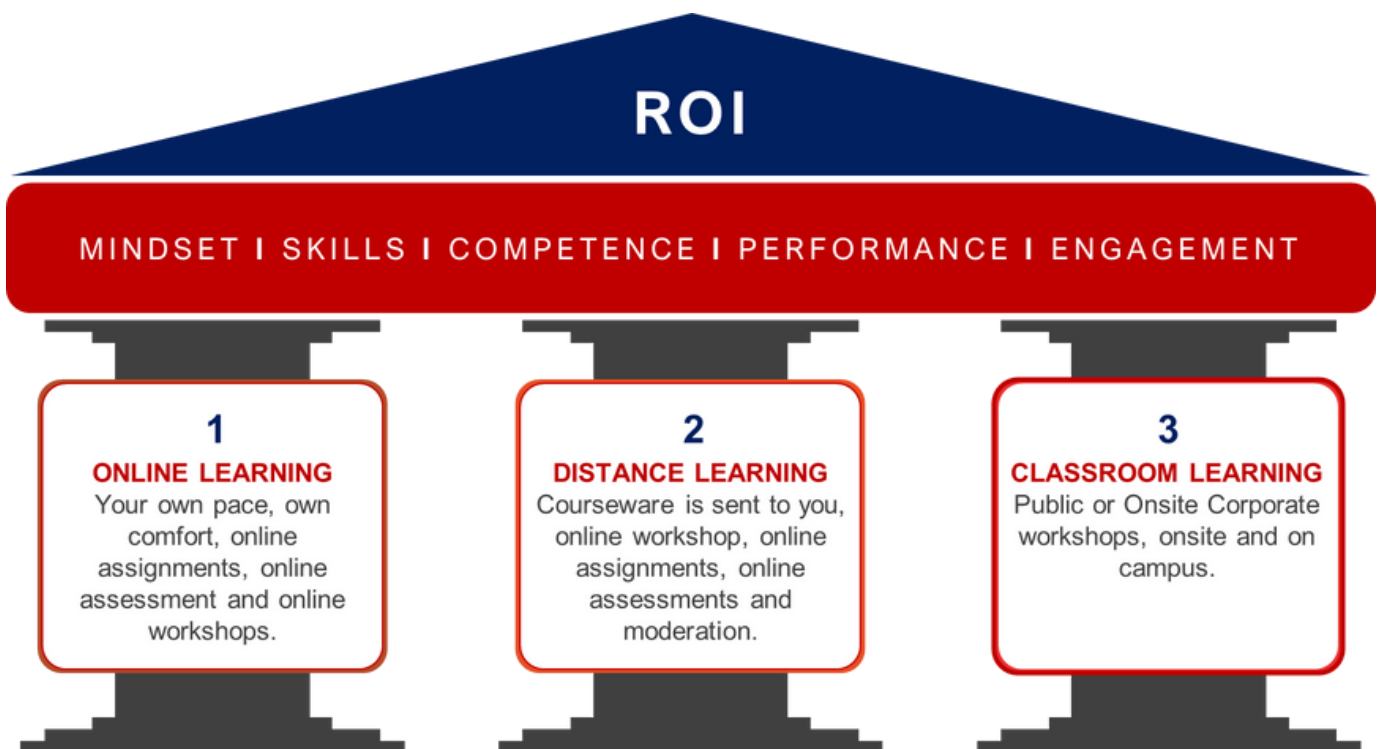
WHY ELADA INSTITUTE

We are the best

Elada Institute provides a performance optimization journey for companies, employees and business owners through training and coaching solutions.

- Our courses are accredited and aligned to SAQA standards
- Our training methodology is proven for sustainable transformation: Business-based, work-based, critical and systemic thinking.
- Our courses are always concluded with an action plan in line with a business or work reality.

Our Training Methods



What we Offer

We offer the following solutions to corporates as well as individuals:

1. Learnership programs
2. Full qualifications programs
3. Short courses programs
4. Business and management consulting solutions



QUALIFICATIONS

Management Qualifications

1. Diploma: Marketing Management
2. Diploma: Customer Management
3. Diploma: Project Management
4. Certificate: Administration Management
5. Certificate: Bookkeeper
6. Certificate: Office Administrator
7. Certificate: Supply and Distribution Manager
8. Certificate: Quality Management System

HR Qualifications

9. Diploma: Labour Relations practices
10. Certificate: Payroll Administration

Business Qualifications

11. Certificate: New Venture Creation (Entrepreneurship)
12. Certificate: Business Practices
13. Certificate: Contact Centre Ops

Our Accreditation





SHORT COURSES

Management Courses

1. Personal Management
2. Project Management
3. Time Management
4. Cost Management
5. Quality Management
6. Managing Resources in Businesses
7. Leadership Development
8. Financial Management
9. Operations & Project Management
10. Office Management
11. General Management
12. Performance Management
13. Leadership & Motivation
14. Decision Making & Problem Solving
15. Action Plan development
16. Team Building & Management
17. Business & Office Ethics
18. Office Procedures Development
19. Self-Management
20. Office Administration
21. Supervisors Skills
22. Bookkeeping

Sales and Marketing Courses

1. Marketing Operations Management
2. Customer Care Management
3. Basic Principles of Marketing
4. Sales & Marketing
5. Business Communication
6. Contact Centre & Sales Techniques
7. Implement Contact Centre Activity



Human Resources Courses

1. Human Resource Management
2. Conflict and Disciplinary Action
3. Recruitment and Selection
4. Procurement Management
5. People Management
6. Change Management
7. Payroll Administration
8. Records Management
9. Report Writing





Business and Entrepreneurship Courses

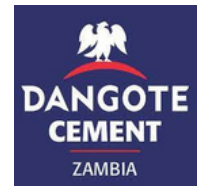
1. Business Operations for Small Businesses
2. Innovation and Creativity
3. Computer Skills
4. Business Practices
5. Entrepreneurship
6. Develop Business Plan
7. Negotiation Skills

Health and Safety Courses

1. Risk Management
2. Occupational Health and Safety
3. Health Promotion Officer
4. Environmental Practice
5. Perform Basic Fire Fighting
6. Perform Basic Fire Fighting
7. First Aid in The Workplace
8. OHS Legislations
9. Hazardous Materials Management
10. Basic Rescues from Fall Arrest
11. Fall Arrest Techniques
12. Mobile Elevating Work Platform
13. Erect & Dismantle Scaffold
14. Forklift
15. Illuminate through a lighting Plant
16. Operate A Skid Steer Loader
17. Operate Articulated Dump Truck
18. Operate A Front-End Loader
19. Operate A Tractor
20. Operate A Roller
21. Dangerous Goods
22. Care Of Power Tools
23. Use And Maintain Hand Tools
24. Confined Spaces
25. Risk Assessment
26. Working At Heights
27. Operate A Scraper
28. Operate A Wheeled Dozer
29. Operate A Water Cart
30. Operate A Service Truck
31. Skid Steer Loader
32. TIP Truck
33. TLB
34. Use Access Scaffolding
35. Water Truck
36. Operate A Rigid Body Dump Truck
37. Operate A Tip Truck
38. Operate An Excavator
39. GMP (Good Manufacturing Practices)
40. PRP (Pre-requisite Programs)
41. HACCP
42. ISO 22000
43. Root Cause Analysis
44. Internal Auditing
45. Hygiene
46. Basis Food Microbiology
47. GFSI
48. FSSC 2200



HAPPY CLIENTS





Contact Details

Elada Institute - South Africa

JHB SA: 35 Fricker Road, Ground Floor, Illovo, Johannesburg

SA: +2710-012-3325

EMAIL: info@eladainstitute.com | WEB: www.eladainstitute.com



Elada Institute - DRC

54, Yav Tshibal, Golf / Lubumbashi

Tel: +24383 322 7654

EMAIL: drc@elada.co.za | WEB: www.eladainstitute.com



Elada Institute - Zambia

Plot 32/24/4586 Caspad House, Muramba Road, Lusaka

Tel: +260 97 414 2531

EMAIL: zambia@elada.co.za | WEB: www.eladainstitute.com

