

Key Activity List		
No	Activity	Responsibility for each activity
1	<p>Identify the need.</p> <p>Identify target groups: (50 Senior, 200 Middle and 250 Junior Managers).</p> <p>Identify service provider(s).</p> <p>Request quotations</p> <p>Appoint service provider(s).</p> <p>Sign SLA/MOU with service provider(s).</p> <p>Request nominations using learner enrolment/booking forms for 500 managers.</p> <p>Enrolment of learners.</p> <p>Commencement of training.</p>	<p>D:LP</p> <p>Project Manager</p> <p>Provincial Trainers</p> <p>Project Coordinator</p> <p>Training Coordinator</p> <p>DD: Admin & Finance</p> <p>Service provider</p>

2	<p>Training provided as per quarterly breakdown:</p> <p>Quarter 1 = 100</p> <p>Quarter 2 = 150</p> <p>Quarter 3 = 150</p> <p>Quarter 4 = 100</p> <p>NB: The above breakdown is inclusive of all levels of managers per quarter depending on availability but also in adherence with the annual target breakdown (50 Senior, 250 Middle and 200 Junior Managers).</p>	<p>Project Manager</p> <p>Project Coordinator</p> <p>Facilitator/ Service provider</p>
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Evidence for each activity
Learner enrolment forms/booking forms.
A copy of the SLA/MOU (where applicable).
Quotations (where applicable).
Approved submission (where applicable).
Payment invoice (where applicable)
Attendance Registers

Courses to be offered include, but are not limited to:

Emerging Management Development Programme (EMDP), Advanced Management Development Programme (AMDP), Executive Development Programme (EDP),

Project Management; Operations Management, Value-based Leadership, Lean Processing and Six Sigma (Lean Six Sigma), Financial Management for Non-Financial Managers, Multiple Intelligences, Diversity Management, Risk Management and Labour Relations related courses

Attendance Registers.

Course Outline/Lesson plan.

Quarterly and Annual reports.