



ASSOCIATION OF POWER UTILITIES OF AFRICA (APUA)  
AFRICAN NETWORK OF CENTERS OF EXCELLENCY (ANCEE)



2018 - 2019 UNIQUE TRAININGS CATALOGUE

N°	Code	Name of Course	General Objectives	Educational Objectives	Duration of Course (Days)	Target Personnel	Prerequisites	Minimum Participants	Maximum Participants
<b>I. GOVERNANCE &amp; COMMON SKILLS</b>									
<b>ID. GENERAL MANAGEMENT</b>									
1	10001	Certificate in Six Sigma Green Belt	To equip learners with the knowledge and understanding of the concepts, implementation and objectives of the Six Sigma	<ol style="list-style-type: none"> <li>1. Understand Six Sigma Methodology including the DMAIC Process and its</li> <li>2. Enhance technical problem solving skills</li> <li>3. Master tools and techniques required to assist in successful deployment of Six Sigma projects</li> </ol>	24	1) Engineers/Scientists or any other professionals working in a managerial level energy sector	1- Bachelor's Degree in any field and working experience in the Geothermal Industry	5	20
2	10002	Certificate in Energy Business Continuity Management	To equip learners with the knowledge and understanding of Business concepts and critical business processes and the impacts of disruption.	<ol style="list-style-type: none"> <li>1. Improve the trainee's resilience, have strong recovery capability processes and ensure continued survival in a competitive world</li> <li>2. Helps trainee's understand risk profile in the minds of insurers and complying with the expectations of regulators, business partners and other key stakeholders.</li> <li>3. Helps trainee's acquire knowledge in rapid recovery from incidents by minimizing risks to property, safeguarding against revenue losses, and maintaining cash flow</li> </ol>	24	1) Engineers/Scientists or any other professionals working in a managerial level energy sector	1-Bachelor's degree in Engineering (Mechanical, Civil, Electrical, Mechatronics, or a Related Engineering	5	20
3	10003	Certificate in Geothermal Engineering Economy	To provide learners with a sound understanding of concepts and principles of Geothermal Engineering economy & develop proficiency with methods of making rational decisions regarding problems likely to be encountered in a Geothermal Project	<ol style="list-style-type: none"> <li>1. Develop proficiency in ways of conducting economic and cost analysis of Geothermal engineering projects</li> <li>2. Understand modern techniques of economic feasibility studies relating to design and implementation of Geothermal Engineering projects.</li> <li>3. Assist learners acquire &amp; develop economic decision-making skills in the context of Geothermal engineering operations and projects</li> </ol>	24	1) Engineers/Scientists or any other professionals working in a managerial level energy sector	1-Basic Knowledge of economics & mathematics	5	20
4	10004	Certificate in Environmental Impact Assessment for Geothermal Projects	To provide learners with a sound understanding of Environmental Impact Assessments (EIA) as a tool that assists in the anticipation and minimization of development's negative effects.	<ol style="list-style-type: none"> <li>1. Discuss the rationale for ESIa study in geothermal resource development</li> <li>2. Explain how environmental considerations can be mainstreamed in geothermal planning and resource development</li> <li>3. Propose mitigation measures for the significant negative impacts of a Geothermal project on the environment.</li> </ol>	24	1) Environmental Scientists or any other professionals working in the energy sector	1-Bachelor's degree in Environmental Science/Natural Resources Mgt/ Ecology/ Forestry/	5	20
5	10005	Certificate in Safety Engineering & Management	To equip learners with a broadly based knowledge needed to analyze the diverse technical and non-technical issues related to safety technology, risk management and loss prevention.	<ol style="list-style-type: none"> <li>1. Help learners acquire capabilities and competencies to perform or coordinate a scientifically sound analysis of safety-related problems and offer solutions</li> <li>2. Demonstrate an understanding of workplace injury prevention, risk management, and incident investigations.</li> <li>3. Demonstrate knowledge of the types of hazards, planning, organization and training needed to work safely</li> </ol>	24	1) Safety engineers/Safety Scientists/Occupational Health & Safety training or any other related course	<ol style="list-style-type: none"> <li>1- Degree in related Engineering Course</li> <li>2- Degree in Environmental science and working in energy sector</li> <li>3- Diplomer in related engineering and with over 10 years working experience in power company</li> </ol>	5	20
6	10006	Certificate in Intermediate Electrical Operations Safety Training	To enhance skills in Safety management Systems, authorization procedures, electricity switching and safety procedures in electrical environment	<ol style="list-style-type: none"> <li>1. Demonstrate an understanding of the principles of work place safety</li> <li>2. Describe main considerations for effective Safety Supervision and Leadership</li> <li>3. Show an understanding of the Job Hazard Identification and Control methods</li> </ol>	24	1) Safety engineers/Safety Scientists/Occupational Health & Safety training or any other related	1- Safety engineers/Safety Scientists/Occupation	5	20
7	10007	Certificate in GIS and Remote Sensing	To equip learners with the knowledge, skills and attitudes that will enable them carry out geoscientific exploration and development of a Geothermal Resources.	<ol style="list-style-type: none"> <li>1. Understand the Principles of GIS and GPS and their applications</li> <li>2. Understand data acquisition modes and Geographic Data Modeling techniques</li> <li>3. Comprehend remote sensing, data characteristics, remote sensing systems and programs</li> </ol>	45	1) Geologists/Geochemists/Geophysicists working in the energy sector/hydrogeology/ natural resources	1- Bachelor's degree in Geology, environmental science, hydrogeology, natural	5	30
8	10008	Certificate in Strategic Energy Contracts Management	To equip learners with understanding of the global energy market and the structure of energy contracts.	<ol style="list-style-type: none"> <li>1. Learn how to avoid pitfalls in contract negotiations and ambiguous contractual terms</li> <li>2. Examine and analyse the difference energy contracts both upstream and downstream</li> </ol>	14	<ol style="list-style-type: none"> <li>1) Energy Planning Engineers/Scientists/ lawyer involved in contract negotiation</li> <li>2) Financial Professionals in the Energy Industry</li> </ol>	1- Bachelor's degree in Engineering (Mechanical, Electrical, Mechatronics, Energy, Water.	5	30

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				3. Assess key issues faced during contract lifecycle and know how to negotiate appropriate contractual clauses		3) Risk Manager / Contract Risk Professionals	Instrumentation), Law/Economics or related		
9	10009	Certificate in Corporate Administrative Management	To learn the fundamentals of business administration or advanced strategies in Corporate business management	1. The purpose and objectives of organisations 2. The place of administration and its systems in an organisation 3. Design and operation of internal organisational structures/systems	14	1) Business managers & Administrators 2) Technical Assistants to high level managers 3) Executive Assistants	1- Bachelor's degree in a Business Related Course/ Economics/Social studies/ project	5	20
10	10010	Certificate in Environmental Impact Studies	To equip learners with an understanding of the methodology of Environmental Impact Assessment (EIA) as a vital tool for sound environmental management and decision-making.	1. Explain the major principles of environmental impact assessment in a Geothermal Project area 2. Be able to discuss the implications of jurisdictional and institutional arrangements in relation to environmental impact assessment 3. Be able to access different case studies/examples of EIA in practice	21	1) Environmental officers and managers from Government ministries, the industry, NGOs and Local authorities who deal with environmental policy issues. 2-Engineer/ scientist working in energy projects or environmentally susceptible projects	1- Bachelor's degree in Environmental Sciences/Environmental Management or any related Course 2-Any engineering/scientific degree course but working in	5	20
11	10011	Planning and environmental safeguard management	Conduct environmental impact assessment	Understand power planning Conduct environmental and social impact assessment Comply with environmental policies and regulations	10	Power planning engineers Environmentalists Project supervisors/managers/coor	1- 2- 3-	5	30
12	10012	Technical for Non-Technical personnel	To understand basic concept of power system by non-technical personnel		5			5	30
13	10013	Leadership & Management course	To supervise and lead teams for better efficiency		15				
14	10014	Relationship management	To relate well with clients/customers		3				
15	10015	Work ethics, Attitudinal change and Productivity improvement workshop	How work ethics relates to attitude and improve productivity		3				
16	10016	Management dynamics workshop for performance	Supervisory roles and how it improves		5				
17	10017	Leadership, performance and strategic management course	Leadership traits and styles and change management		3				
18	10018	Mathematics and Fault Calculations	Refresh the attendee's knowledge regarding complex algebra, network theorems and fault		5	4 CPD with SAIEE	N	6	12
19	10019	Negotiation Skills	At the end of the course, learners will be able to:	· Understand and apply the negotiation process · Understand and apply the negotiation strategies · Understand and apply negotiation techniques · Build and maintain relationship	2	N	N	6	10
20	10020	Emotional Intelligence	At the end of the course, learners will be able to:	· Demonstrate knowledge and understanding of the principles and concepts · Analyse the impact of Emotional intelligence · Evaluate own level of emotional intelligence	2	N	N	6	10
21	10021	Project Risk Management Simulator	Providing an understanding of the integration between the PLCM, PCM's and IT systems.	· Perform Relevant tasks associated with the capabilities and related IT systems · Access the learning content (remotely) online as a refresher as and when	1	No	N	6	10
22	10022	Project Cost Management Simulator	Providing an understanding of the integration between the PLCM, PCM's and IT systems.	· Perform Relevant tasks associated with the capabilities and related IT systems · Access the learning content (remotely) online as a refresher as and when	3	No	N	6	10
23	10023	Gx Project Life -Cycle Management 4(PLCM)	To give an overview of the Eskom Reference PLCM and the contents of the Gx PLCM Subset which is made up of the following information:	Project Phases, Stages and Work Packages Roles of the Sponsor, Accountable Manager, Project Management and Engineering Activity information such as Activity Numbers, Names, Deliverables / Outputs, Roles and Responsibilities and applicable documentation e.g. Process Control Manuals, forms and templates.	2	No	N	6	10
24	10024	Portfolio Management PCM	Building blocks of Portfolio Management The process and activity flows of Establish Portfolio Management. Deliver Portfolio and Manage Capital Investment.	Each activity in the PCM The inputs and outputs of activities The RACI structure for each step The templates governing the process	1	No	N	6	10

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25	10025	Fundamentals of Project Controls	In order to improve schedule and cost objectives on Projects, Eskom has adopted Projects Controls based on Earned Value Management principles, which is planned to be implemented on all future Projects.	This training manual describes the principles of Project Controls based on Earned Value Management it also provides the necessary guidance for any function or third party involved in an Eskom Project that needs to conform to Earned Value Management principles. The purpose of this document is to describe the principles of Project Controls based on Earned Value Management Principles. These principles shall serve as guidelines for Eskom and its Contractors.	3	No	N	6	10
26	10026	Project Management Fundamentals 1	Understand principles, processes and key concepts of project management. Utilise a structured frame work in managing	Understand the legal aspects within the project management arena Be exposed to planning scheduling and cost management in projects	5	No	N	6	10
28	10027	Project Management Fundamentals 2	Project management concepts		5	No	N	6	10
28	10028	Project Management Fundamentals 3 (Excursion)	Project management community undertake visits to Eskom construction sites for engagement with project managers and trusted to build mega	Challenges and risks are shared with the team with the intent to solicit solutions from the students This is practical exposure to Eskom endeavours	2	No	N	6	10
29	10029	Project Management Imbizo	A networking opportunity to know who is who in the project management domain	Exchange information with the project management gurus both national and international levels, an opportunity to identify possible mentors and coaches Learn new concepts in project management	1	No	N	6	10
30	10030	Research Workshop	Ensure that research topics are aligned to Eskom's strategic imperatives, valuable for utilisation and will yield return on learning investment		1	No	N	6	10
31	10031	First Aid Level 1 and 2	At the end of this course learners will be able to:	· Demonstrate the principles of primary emergency care in the workplace · Demonstrate an understanding of emergency scene management. · Sustain a basic level of preparedness for health emergencies in the workplace.	4	N	N	6	10
32	10032	First Aid Level 3	At the end of this course learners will be able to:	· Understand the laws of first aid; · Provide CPR (including children and infants) · Assist during emergency child birth	1	N	N	6	10
33	10033	Evacuation Warden	At the end of this course learners will be able to:	· Identify the emergency situation. · Assist with an evacuation drill. · Respond to emergency signals in own area of responsibility.	1	Y	N	6	10
34	10034	Emergency Preparedness	At the end of this course learners will be able to:	· identify potential accidents and emergencies; · Identify persons to take charge during an emergency; · Administer Emergency preparedness	1	Y	N	6	10
35	10035	Leadership Development	Up skilling participants in managerial Skills	§ Leadership skills	15	Middle & Top management		10	20
36	10036	Total quality Management	Up skilling participants in managerial Skills	§ Elements of quality § Quality Process	5	Employees working in quality department		10	20
37	10037	Management by Objectives	Up skilling participants in managerial Skills	§ Write Objectives § Manage objectives by results	5	Middle & Top management		10	20
38	10038	Delegation, empowerment & Negotiation	Up skilling participants in managerial Skills	§ Reasons & steps for delegation § Conditions for empowerment § Negotiation strategies	10	Middle & Top management		10	20
39	10039	Project Management	Up skilling participants in managerial Skills	§ Project life cycle § Project phases § MS project	10	Project Management		10	20
40	10040	Change Management	Up skilling participants in managerial Skills	§ Key roles in change § Process strategies for change	5	Middle & Top management		10	20
41	10041	Strategy made Practical	The aim of this training intervention is to give learners a practical approach/understanding on how to develop and review a strategy.	What is a strategy; when is it needed; Assumptions; current potential future stakeholders; would like to business look like; The end state we envisage; Alignment of strategy	1	N	N	6	10

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42	10042	Change your thoughts	The objective of this module is to equip leaders to improve the quality of their search into deeper self-awareness to enhance their personal effectiveness and performance. The focus is on the individual, concentrating on the development of personal excellence		2	N/A	N	6	10
43	10043	Problem solving and decision-making	The objective of this module is to ensure that leaders understand the concepts of 'problem-solving and decision-making' in order to be able to apply problem-solving principles and be in a position to make informed decisions		1	N/A	N	6	10
44	10044	Role of supervisor and build teams	The objective of this module is to equip supervisors to understand their role and the skillset required to lead teams. The focus is on applying the theory of teams to team dynamics and discover ways to improve team effectiveness		2	N/A	N	6	10
45	10045	Situational leadership and coaching for performance	The objective of this module is to help leaders to gain insight into performance coaching and the principles of Who to coach, When to coach, What to coach for and Why. It promotes an increased level of self-awareness for leaders in coaching roles as they get exposure to a coaching model and the requisite skills to apply the model		2	N/A	N	6	10
46	10046	Conflict management and conducting meetings	The objective of this module is to deepen the knowledge of leaders on the definition of conflict and the different viewpoints of conflict in order to apply a successful conflict management process in the workplace, whilst understanding the impact of conflict on the individual and team. This understanding filters into improving meeting		2	N/A	N	6	10
47	10047	Business communication	The objective of this module is to expose leaders to the key principles around effective communication and assist them to analyse information, prepare a business proposal and practically deliver a presentation within specific quality parameters		1	N/A	N	6	10
48	10048	Situational leadership	The objective of this module is to create the awareness around different development levels (task specific) and matched with the appropriate leadership styles for increased team effectiveness		1	N/A	N	6	10
49	10049	Lead others	The objective of this module is to shift the focus from the individual to the team, whilst still emphasizing the critical role of the individual in the team's pursuit of excellence. This phase deals with leading a more balanced, purposeful life, and building of co-responsible teams		2	N/A	N	6	10
50	10050	Systems thinking	The objective of this module is to showcase how leaders can utilise systems theory as a base to explore more complex problems as well as provide leaders with some sense-making frameworks for this more complex world of work		1	N/A	N	6	10

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51	10051	Lead execution	The objective of this module is to help leaders to translate strategy into execution excellence – stepping up execution using practical tools, templates and application activities to build <u>competence for disciplined execution</u>		1	N/A	N	6	10
52	10052	BOAL	The objective of this programme is to create a systemic learning journey for leaders, in order to		10	N/A	N	12	20
53	10053	Introduction to management	The objective of this module is to provide leaders with the requisite knowledge to be able to understand the roles and responsibilities of a manager, with the requisite skills, to be able to <u>effectively and efficiently manage available</u>		2	N/A	N	6	10
54	10054	Strategic Thinking	The objective of this module is to provide leaders with the requisite skills to distil large amounts of information into a higher order long term plan to <u>achieve organisational success</u>		1	N/A	N	6	10
55	10055	Planning, Organising, Implementation and Control	The objective of this module is to provide leaders with the fundamental business management principles of how to plan, organise, implement and <u>control activities for maximum utilisation of</u>		1	N/A	N	6	10
56	10056	Problem solving and decision-making	The objective of this module is to ensure that leaders understand the concepts of 'problem-solving and decision-making' in order to be able to apply problem-solving principles and be in a <u>position to make informed decisions</u>		1	N/A	N	6	10
57	10057	Leader as Coach	The objective of this module is to help leaders to gain insight into performance coaching and the principles of Who to coach, When to coach, What to coach for and Why. It promotes an increased level of self-awareness for leaders in coaching roles as they get exposure to a coaching model and the <u>requisite skills to apply the model</u>		1	N/A	N	6	10
58	10058	Immunity to change	The objective of this module is to help leaders to define a specific goal and, through a facilitated process, assist them to uncover hidden commitments and assumptions in order to identify <u>the first step towards achieving their goal</u>		1	N/A	N	6	10
59	10059	Arbinger Work (The Art of Self Deception)	The objective of this module is to teach leaders how to liberate themselves from being self-deceived and increase their leadership influence and wisdom over choices that need to be made. It moves towards finding solutions to problems that manifest <u>greater experiences of happiness and fulfilment</u>		1	N/A	N	6	10
60	10060	Reflective practice	The objective of this module is to deepen learning on what is driving leadership behaviors, and ground the learning into day-to-day actions to enhance business performance. It is to position the application of reflective practice in the context of <u>day-to-day moments of truth</u>		2	N/A	N	6	10
61	10061	Leadership conversation process	The objective of this process is to provide leaders with a platform to engage with their teams for better sense-making of the current work environment.	To understand different realities and complexities within their system in order to gain alignment on what to do next, with input from others' thinking	1	N/A	N	6	10

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62	10062	Power Quality Management Systems	Power Quality Management Systems (PQMS)	Describe different power system disturbances and how power system steady state conditions are achieved.	10	Managers, Engineers, Technicians and any personnel responsible for power quality management.	N/A	6	16
63	10063	Project Management	To provide participants with technical theory and hands on practice in order to enable them prepare, plan and manage a project using latest methods. This course endeavours to impart skills to the participants in Projects Scheduling, Work group Communication set up and Projects Management Programmes. The course includes tours to project planning and implementation centres in the	Master project management skills and do effective analysis of project life cycles.	5	Project Management Technicians, Technologists and Engineers, Project Managers, Business Managers, anyone responsible for the scheduling of time and resources to meet a planned goal and other suitably qualified personnel.	N/A	6	20
64	10064	Strategic Management	To provide a foundation to enable the course participants comprehend, analyse and make appropriate strategic choices concerning the general management problems facing	Recognize and appraise strategic processes in organizations	3	Senior Managers, Managers and Supervisors involved in decision making in organizations and other suitably qualified personnel.	N/A	6	20
65	10065	Electricity Appreciation for Non-technical Personnel	Electrical energy is used everywhere and affects every technical career. Managers of utility companies need a firm understanding of the organisation's complex business activities in order to effectively and efficiently manage all the resources and engage stakeholders- including government and regulatory bodies- on issues such as revision of tariffs and new developments. Engaging the public through awareness campaigns for new developments not only requires patience but more importantly clear and concise communication to avoid any ambiguity. The Electricity Appreciation for Non-technical Personnel (EANTP) training programme has been designed for non-technical managers and supervisors of electricity utility organisations. The purpose of the EANTP course is to introduce the delegates to the jargon of electricity production and trading in order to help them interact and communicate with stakeholders with greater confidence, clarity and impact. The course provides insight into electricity generation, transmission, distribution and supply as	Electrical energy is used everywhere and affects every technical career. Managers of utility companies need a firm understanding of the organisation's complex business activities in order to effectively and efficiently manage all the resources and engage stakeholders- including government and regulatory bodies- on issues such as revision of tariffs and new developments. Engaging the public through awareness campaigns for new developments not only requires patience but more importantly clear and concise communication to avoid any ambiguity. The Electricity Appreciation for Non-technical Personnel (EANTP) training programme has been designed for non-technical managers and supervisors of electricity utility organisations. The purpose of the EANTP course is to introduce the delegates to the jargon of electricity production and trading in order to help them interact and communicate with stakeholders with greater confidence, clarity and impact. The course provides insight into electricity generation, transmission, distribution and supply as well as the issues related to tariffs and coordination of public awareness on environmental and social aspects.	5	Newly employed staff on induction to electricity utility operations and any other suitably qualified personnel requiring a basic understanding of the concepts, principles and practices in the electricity industry.	N/A	6	20
66	10066	Report Writing and Document Handling (RWDH)	Professionals increasingly need to translate complex and innovative ideas into action. This has to be done in a clear and concise manner to avoid any ambiguity. The Report Writing and Document Handling (RWDH) training programme has been designed for people responsible for writing minutes, technical reports and making presentations to managements meetings. The purpose of this course is to guide delegates into writing and delivering professional and technical documents with h greater confidence, clarity and	Develop documents and make effective and interesting reports and technical presentations.	5	Any suitably qualified personnel involved in writing minutes, memos, letters and reports, and making presentations etc.	N/A	6	20

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67	10067	Surveying for Electricity Utility Applications (SEUA)	Public utilities serve useful purposes to the common person, neighbourhood, or city. Examples of local utilities could include: water, sewerage, gas, electricity, and phone/cable lines. The installation and proper use of these utilities are comprehensive and complex networks that have been usually installed underground or above surface with the intent of uninterrupted use of them. The SEUA course has been designed to provide participants with technical and knowledge and practice on application for surveying technical to electricity utility infrastructure management.	Identify the appropriate techniques to apply for electricity surveying.	3	Engineers, Technologists, Technicians and any suitably qualified personnel responsible for planning and executing electricity utility surveys.	N/A	6	16
68	10068	Environmental Assessment and Information Management (EAIM)	To provide trainees with technical theory and practice in order to enable them comprehend the principles of environmental issues and legislation.	Carry out environmental impact assessments	10	Senior Hydropower Industry personnel, Environmental Officers, Planners, Developers and Environmental Media Personnel and other suitably qualified personnel.	N/A	6	16
69	10069	Industrial Occupational Health and Safety Management (IOHSM)	To provide Course participants with technical theory and practice in order to enable them comprehend safety and fire risk management in an industrial environment. The program includes visits to some industries and the Kafue Gorge power station. Live demonstrations are carried out on fire fighting techniques for the course participants to be acquainted with actual equipment and procedures.	Demonstrate competence in safety at work places	10	Engineers, maintenance and operational personnel, Safety officers, personnel with safety responsibilities and other suitably qualified personnel.	N/A	6	16
70	10070	Safe Management of PCBs (SMPCBs)	To provide participants with technical theory and modern practices in PCBs and PCBs Waste Management. The course covers associated dangers, and safe management of waste with regards the handling, disposal and works with i.e. - Polychlorinated Biphenyls (PCB's).	Handle PCBs, waste transformer oils, other waste materials safely.	3	Personnel in waste management and environmental units, Engineers, Technicians and other suitably qualified personnel.	N/A	6	16
71	10071	Safety, Health, Environment and Quality Management (SHEQM)	The course has been designed to equip staff at all levels with modern age knowledge and skills for excellence in stimulating and sustaining awareness and compliance to safety and health, environmental protection and quality requirements as an on-going, measurable and managed process in an organization. The purpose of this course is to provide course participants with technical principles and best practice in order to enable them implement health, safety, environmental risk and quality management in an industrial environment.	Demonstrate competence and explain the importance of workplace safety, health and environmental compliance.	20	Engineers, maintenance and operation personnel, safety officers, project supervisors/managers and any other suitably qualified personnel involved with safety and health, environment and quality management responsibilities.	N/A	6	16

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72	10072	Water Production and Management (WPM)	The water production and management (WPM) course has been specially tailored to introduce the participant to the relationship between portable drinking water and health, and the important role that the water operator plays in maintaining a safe and ample supply of drinking water. An overall water cycle is presented together with a general description of the responsibilities of water utility personnel and the need for regulation of the water industry to protect the public health, safety and welfare. A general introduction to the source, characteristics, production, treatment, disinfection, storage and distribution of portable water is presented, together with instructions on general hazards and safety practices. Basic water chemistry and mathematics skills are developed and applied to the water industry. The course includes exercises in water work stations and	demonstrate knowledge of the operation principles, equipment and procedures used for operating, maintaining and managing a water production, purification and distribution system;	15	Pump attendants, plant operators, distribution operators or any suitably qualified personnel involved in water production and management.	N/A	6	16
73	10073	Divers and Rescue--Scuba Diving IMCA Certified (DRSD)*	The Divers and Rescue-Scuba Diving (DRSD) course is intended for personnel involved in under-water installations, inspections, recoveries and similar specialized undertakings for electricity utility companies. The DRSD course has been specially tailored as a foundation course in the series of intensive professional divers and rescue training courses at KGRTC. The course will be conducted in on lake Tanganyika, under the umbrella of the International Marine Contractors Association (IMCA), to which KGRTC is a Member since February 2015. The DRSD course provides basic methods and skills necessary for certified divers and surface support personnel to function effectively during diving operations for installations, recoveries	Inspect under water structures in relation to hydropower operations	10	Personnel involved in operation and maintenance of underwater infrastructure such intake, waterways, and tailrace structures. Participants must be at least 18 years of age and must possess current Medical Statement of fitness prior to attending the diving training.	N/A	6	12
74	10074	Environmental Compliance for Renewable Energy Projects (ECREP)*	There is a dire need for know-how and practical knowledge on auditing, inspection, monitoring and evaluation in renewable energy projects. The ECREP course has been designed and developed to prepare participants to perform comprehensive compliance assessments of all types in accordance with internationally and nationally acceptable standards and practices. The course focuses on enhancing knowledge on adapting, employing and implementing appropriate compliance tools. The course is presented as a hands-on training based on, among others, ISO 14000, World Bank Group IFC Performance Standards and Guidance, and donor required standards for individuals with training and experience in environmental and social assessment and management.	Demonstrate effective environmental compliance skills related to different project phases.	5	Senior Industry personnel, Environmental Officers (auditors, inspectors, compliance managers, ESIA experts), Planners, Developers, Environmental Media Personnel and other suitably qualified personnel.	N/A	6	16



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75	10075	Quality Management Systems (QMS)	Every business exists to maximize its responsiveness to stakeholders' aspirations. A well established, implemented, maintained, and communicated management system helps an organization to achieve this role in a sustainable, structured and cost effective manner. The QMS course has been designed to help staff at all levels of an organization gain a deeper and practical appreciation of the benefits for a Quality Management Systems based on the ISO 9001	Adopt appropriate strategies to effectively achieve corporate objectives.	3	Staff at various levels of an organization – Impacting on achievement of overall corporate objectives.	N/A	6	16
76	10076	Supervisory Leadership (SL)	The course aims to give a strong skills set for effective and modern methods of providing leadership at a supervisory level.	Recognize and appraise strategic leadership processes in organisations	5	Supervisors and other suitably qualified persons.	N/A	6	20
77	10077	Standardisation of the Electricity Supply Chain (SESC)	Electrical energy is used everywhere and affects every technical career. Managers of utility companies need a firm understanding of the organisation's complex business activities in order to effectively and efficiently manage all the resources and engage stakeholders- including government and regulatory bodies- on issues such as revision of tariffs and new developments. Engaging the public through awareness campaigns for new developments not only requires patience but more importantly clear and concise communication to avoid any ambiguity. The Standardisation of the Electricity Supply Chain (SESC) training programme has been designed to enhance interaction and communication among stakeholders with greater confidence, clarity and impact. The course provides insight into electricity generation, transmission, distribution and supply as well as the issues related to tariffs and coordination	Comprehend the basic components and operations of a power network:	5	Managers, Engineers and any personnel suitably qualified and responsible for planning, managing and construction of electricity infrastructure as well as service delivery.	N/A	6	20
<b>II. HUMAN RESSOURCES &amp; TRAINING MANAGEMENT</b>									
78	11001	Staff performance management	Strategies of staff appraisal to improve		3				
79	11002	Employment Equity and Skills Development	To workshop the target audience in Employment Equity principles, BBBEE Act and the resulting workplace training and development that will take	This training aims to equip the National and Divisional EE and SD Committees as well as the EE and SD training facilitators with the required knowledge and skills to become as effective and efficient as possible in the Employment Equity, Skills	3	N	N	6	10
80	11003	Pre-retirement Planning	To create awareness on issues needing consideration when planning and preparing for a		2	N	N	6	10
81	11004	Recruitment Skills for HR Practitioners	To develop the core competencies required Recruitment practitioners to do their jobs effectively developing competencies to meet the business requirements of the following areas of recruitment	<ul style="list-style-type: none"> <li>· Requisition</li> <li>· Sourcing</li> <li>· Screening</li> <li>· Selection</li> <li>· Offer</li> </ul>	3	N	N	6	10
82	11005	Gender Awareness	To create awareness around gender equality and diversity in the workplace, and to promote gender equality and diversity in the workplace.	This training describes the gender based challenges that all employees should be aware of, buy into and drive throughout Eskom. This is an action packed course full on interesting content and reflection activities.	0.5	N	N	6	10
83	11006	Targeted Selection	the most accurate, proven, behavioural Interviewing system in the world. Targeted Interviewer training brings	interviewers the confidence and ability to interview confidently, gather data that accurately predicts future job performance, and facilitate a legally defensible interviewing process	2	N	N	6	10
84	11007	Conflict Management	At the end of the course, learners will be able to:	<ul style="list-style-type: none"> <li>· Identify potential and actual conflicts and take action to deal with them promptly</li> <li>Refer conflict situations to appropriate people according to</li> </ul>	2	N	N	6	10

Nº	Code	Name of Course	General Objectives	Educational Objectives	Duration of Course (Days)	Target Personnel	Prerequisites	Minimum Participants	Maximum Participants
84	11007	Conflict management	At the end of the course, learners will be able to:	organisational policy Inform team members of expected standard of work and performance	2				
85	11008	Presentation Skills	At the end of the course, learners will be able to:	· Prepare and deliver powerful business presentations. · Research and create a preliminary outline for the preparation of a presentation. Design a presentation using visual aids. Manage one's emotions	2	N	N	6	10
86	11009	Facilitation Skills	At the end of the course, learners will be able to:	· Understand the characteristics · Apply different learning styles for adult learning · Demonstrate good presentation skills	5	ETDP Seta	N	6	10
87	11010	Conflict management	To deepen the knowledge of leaders on the definition of conflict and the different viewpoints of conflict in order to apply a successful conflict management process in the workplace, whilst understanding the impact of conflict on the individual and team		0.5	N/A	N	6	10
88	11011	Team Building	Up skilling participants in managerial Skills	§ Team Performance § Team roles et work cycle	5	All Employees		10	20
89	11012	Time & Stress Management	Up skilling participants in managerial Skills	§ Time & write power matrix § Stress sources & reducing stress	5	All Employees		10	20
90	11013	Personality Assessment	Up skilling participants in managerial Skills	§ MBTI instrument § Profiles of work § Temperaments	5	All Employees		10	20
91	11014	Motivation Skills	Up skilling participants in managerial Skills	§ Motivation cycle § Motivating Job Characteristics	5	Middle & Top management		10	20
92	11015	Communication & interpersonal Skills	Up skilling participants in managerial Skills	§ Communication effectively § Accepting Feedback	5	All Employees		10	20
93	11016	Human Resource Management	Up skilling participants in managerial Skills	§ HR and organizational analysis § Job Performance § Job analysis and description	10	HR Department Employees		10	20
94	11017	Training of Trainers (TOT)	To equip trainers and would-be trainers with an apprenticeship in training theory, design, and delivery. The course intends to give course delegates knowledge and skills that will enable them conduct training in an effective methodical manner coupled with soft-skills necessary for a lively learning environment. The course provides insight into training methods, an environment for skills development and practice, and the opportunity to	Develop training materials and make effective and interesting technical presentations:	5	Any suitably qualified personnel involved in instructing, through theory and practical hands-on exercises, some mix of how to assemble, install, set up, program, operate, troubleshoot or maintain products or systems to technicians, engineers, tech-support specialists, etc.	N/A	6	20
95	11018	Human Capital Management for Business Continuity (HCMBC)	The course aims to equip participants with a strong skills set for effective human capital management.	Carry out effective Training Needs Assessment/ Analysis (TNA) and selection of staff for training programmes.	5	Relevant HR Personnel and Training Management Practitioners	N/A	6	20
<b>12. LAW &amp; REGULATION</b>									
96	12001	BU Verifier Training	At the end of the course, Learners will be able to:	· Receive, categorise and manage all documents received for verification, utilising an electronic and desktop inbox. · Process, i.e. analyse, verify or reject relevant documents, i.e. Payments, Re-imbursment, Receipts or Journals. · Identify and understand the critical controls that are relevant to the execution duties of the Verifier.	2	N	N	6	10
97	12002	Basic Contract Law	Basic Contract Law is an introductory course for all those involved in	drafting & working with construction contracts, providing essential information on contractual matters for the construction industry. Divisibility * Breach of Contract * Targeted Procurement Policy	2	N	N	6	10
98	12003	NEC3 ECC	This course is the foundational course for a thorough understanding of	the NEC Suite of Contracts. It will enable both existing and potential users to contract with confidence under the NEC, including demystifying the terminology, philosophies underlying the contract, and its general approach to contacting.	2	N	N	6	10

N°	Code	Name of Course	General Objectives	Educational Objectives	Duration of Course (Days)	Target Personnel	Prerequisites	Minimum Participants	Maximum Participants
99	12004	NEC3 ECSC	Familiarisation with the ECSC3 Short Contract including an analysis of	circumstances when it is to be used plus all relevant Black Book elements such as the underlying NEC philosophy, definitions and terminology.	2	N	N	6	10
100	12005	NEC3 TSC and TSSC	This course provides a systematic review of structure & content of the NEC TSC and NEC TSSC, its applicability in a variety of situations, and its application over both a continuous period of time or	Part C1 Agreements & Contract Data, including options X4 and X13 2. Pricing Data Option A, C & E, including assumptions, pricing data, conditions of contract and Price list 3. Part 3 - the Scope of Work - Employers Service information.	2	N	N	6	10
101	12005	NEC3 PSC and PSSC	This course provides a systematic review of structure & content of the NEC TSC and NEC TSSC, its applicability in a variety of situations, and its	1. Part C1 Agreements & Contract Data, including options X4 and X13 2. Part 2 Pricing Data Option A, C & E, including assumptions, pricing data, conditions of contract and Price list 3. Part 3 - the Scope of	2	N	N	6	10
102	12006	NEC3 SC and SSC	This course provides a systematic review of structure & content of the NEC SC and NEC SSC, its applicability in a variety of situations, and its	1. Part C1 Agreements & Contract Data, including options X4 and X13 2. Part 2 Pricing Data Option A, C & E, including assumptions, pricing data, conditions of contract and Price list 3. Part 3 - the Scope of	2	N	N	6	10
103	12007	NEC3 AC and FC	This course will cover both the Adjudicators Contract & the Framework Contract. The aim is to enable delegates to understand the purpose and use of each of these contracts	1. Adjudicators Contract - Selection Criteria, checklists, fees and expenses, payment options, Role players, appointment of an Adjudicator 2. Framework contract - designated purpose, definition, contract	2	N	N	6	10
104	12008	FIDIC Red Book	The course will trace the Contractual Process from the pre-tender stage, to taking over, when the FIDIC Red Book is used. Delegates will gain an in-depth understanding of the entire process of contracting under FIDIC	Introduction to the FIDIC Red contract, differences and similarities with other versions of the FIDIC contract: the Parties to the contract; the Employer; Role Players other than the Parties; Performance Security	2	N	N	6	10
105	12009	FIDIC Yellow Book	The FIDIC Yellow Book course will explain the way the contract is being used	Medupi & Kusile projects General Provisions; Communications; the Employer; Role Players other than the Parties; the Engineers Role as Facilitator; Security, Uniform Rules for Contract Bonds; the FIDIC approach to Sub Contractors;	2	N	N	6	10
106	12010	FIDIC Harmonised version	The course aims to provide delegates with a working knowledge of the Harmonized version of the FIDIC Contract and to enable them to Distinguish it from the FIDIC Red Book.	1. To provide an overview of the Harmonized version of the FIDIC contract 2. To enable delegates to understand the key principles embedded in the contract regarding: Employers Requirements; Employers Claims; Contractors claims; the management of defects and the employers rights where defects exist in the works; the Contractors rights to relief from risks allocated to the Employer and from neutral events arising out of Force Majeure type situations	2	N	N	6	10
	12011	Introduction to Contract Management	Part I: Understanding Contract Management The architecture of Contract Management	Procuring with NEC; Roles and Responsibilities in the NEC ECC; The importance of Works and Site Information;	1	N	N	6	10
107	12012	Boot & Power Purchase Agreements	Up skilling participants in Boot & Power Purchase Agreements	*Nature of BOOT projects *Agreements of BOOT projects	10	Engineers working in the field of PPA		8	12
<b>13. FINANCE &amp; AUDIT</b>									
108	13001	Energy efficiency, audit and management	Implement energy audit and efficiency measures	Conduct energy audit Use energy efficiency for better energy utilization Design and implement energy management strategies	5	Power system engineers Planning managers Project supervisors	1- 2- 3-	5	30
109	13002	Personal Finance	Financial Advisers. Budgeting. Debt. Variable Pay. Credit. Money	traps, Savings, Tax principles, Medical Aid, Cost of interest, Personal Status, Bank Accounts, The Consumer Protection Act ( CPAO, National Credit Act ( NCA), Planning for the future	0.5	N	N	6	10
110	13003	Personal Finance E-learning	This courses covers:	Financial Advisers, Budgeting, Debt, Variable Pay, Credit, Money traps, Savings, Tax principles, Medical Aid, Cost of interest, Personal Status, Bank Accounts, The Consumer Protection Act Credit Act ( NCA), Planning for the future .	Self-paced	N	N		

Nº	Code	Name of Course	General Objectives	Educational Objectives	Duration of Course (Days)	Target Personnel	Prerequisites	Minimum Participants	Maximum Participants
111	13004	B2B_Fin_Fixed Assets Basic Training	This training aims to:	<ul style="list-style-type: none"> <li>equip the financial accounting fixed assets staff with the required knowledge and skills to manage the financial fixed asset register as effective and efficient as possible, and to take individual accountability through their basic knowledge on the subject.</li> </ul>	3	N	N	6	10
112	13005	International Financial Reporting Standards (IFRS)	This course aims to:	<ul style="list-style-type: none"> <li>Establish broad rules as well as dictating specific treatments. Its overall objective is to create a sound foundation for future Accounting standards that are principles-based.</li> </ul>	1	Y	N	6	10
113	13006	Vendor Master Data	Make learners understand the process of	<ul style="list-style-type: none"> <li>Manage Vendor Master Data in terms of the following: <ul style="list-style-type: none"> <li>Create New Vendor Master Data</li> <li>Update Vendor Master Data</li> <li>Delimit Vendor Master Data</li> </ul> </li> </ul>	1	N	N	6	10
114	13007	Foreign Exchange	This course aims to:	<ul style="list-style-type: none"> <li>Make all officials dealing with FOREX aware of the FOREX implications and Treasury related matters and to make them aware of the revised Policy and Procedure on FOREX."</li> </ul>	2	N	N	6	10
115	13008	Cost Centre Owner	The purpose of this course is to:	<ul style="list-style-type: none"> <li>Ensure that the Cost Centre Owner will be equipped to ensure that approvals are executed timeously, Delegation of Authority is adhered to and to fulfil the Cost Centre Owner responsibilities within the Finance and P2P processes.</li> </ul>	1	N	N	6	10
116	13009	Sundry Debtors	At the end of the course Learners will be able to:	<ul style="list-style-type: none"> <li>Demonstrate an understanding and perform the administration processes Cost Price Adjustment, Payment Run, Down Payments, Releasing and Rejecting Adobe, Transport, Retentions and Penalties, Vendor Reconciliation, Consignment Stock, Credit Notes and Reversals, Local Invoice</li> </ul>	2	N	N	6	10
117	13010	Accounts Payable	10 Modules	<ul style="list-style-type: none"> <li>Understand the importance of cataloguing and how it fits</li> <li>Understand the basics related to cataloguing in Eskom</li> <li>Understand the roles and responsibilities of the stakeholders</li> </ul>	1	N	N	6	10
118	13011	Cataloguing (for example warehousing)	At the end of this course learner will be able to:	<ul style="list-style-type: none"> <li>Ensure the delegates are able, within their area of Manage Petty Cash - to create an understanding of the petty cash process and the controls over the petty</li> </ul>	2	N	N	6	10
119	13012	B2B PCM Finance Manage Petty Cash	The focus for the course is to:	<ul style="list-style-type: none"> <li>Equip Project Accounting and Project Services staff with the required knowledge and skills to become as effective and efficient as possible, and to take individual accountability through their basic knowledge on the subject.</li> </ul>	1	N	N	6	10
120	13013	Project Accounting	This course aims to:	<ul style="list-style-type: none"> <li>Manage claim below 6 above deductible</li> </ul>	2	N	N	6	10
121	13014	Manage EIMS Insurance Claims	At the end of the course Learners will be able to:	<ul style="list-style-type: none"> <li>Ensure that the claims information and/ or statistics enable effective and credible decision making and meets the CARAT (ie. Complete, Accurate, Relevant, Accessible and Timely), quality criteria. Topics covered: Overview claim process, Business Partner and Participants, Claims capturing in Notification Mode, Damaged Objects, Expert Mode, Appraiser and Lawyer Appointment, Payments.</li> </ul>	2	N	N	6	10
122	13015	Insurance_ EIMS Claims Handler	At the end of the course Learners will be able to:	<ul style="list-style-type: none"> <li>Understand overview of provision of COVID Act Manage COVID claim process</li> <li>Manage support process, understand facilitation of COVID claim by EIMS</li> </ul>	2	N	N	6	10
123	13016	Manage COVID Insurance Claims	At the end of the course, Learners will be able to:	<ul style="list-style-type: none"> <li>Manage claim within deductible, understand facilitation of claim by EIMS</li> </ul>	2	N	N	6	10
124	13017	Manage Divisional Insurance Claims	At the end of the course, Learners will be able to:	<ul style="list-style-type: none"> <li>Provide insurance with appropriate 6commercial available insurance cover</li> <li>Analyse insurance policy wording for interpretation</li> </ul>	2	N	N	6	10
125	13018	Insurance_ Manage Policies	At the end of the course, Learners will be able to:	<ul style="list-style-type: none"> <li>Compile Risk Broking information</li> <li>Renew Catastrophe Reinsurance Program, Compile Renewal Documentation, Update Re-insurance Premium on SAP</li> </ul>	2	N	N	6	10
126	13019	Insurance_ Manage Re Insurance	At the end of the course, Learners will be able to:	<ul style="list-style-type: none"> <li>Manage motor plant fleet AGB, manage motor vehicle scheme AGB</li> </ul>	2	N	N	6	10
127	13020	Manage Motor Insurance Claims	At the end of the course, Learners will be able to:	<ul style="list-style-type: none"> <li>1. The claiming and non-claiming of VAT.</li> <li>2. The validity of VAT records.</li> <li>3. The selection of the correct SAP VAT codes.</li> </ul>	1	N	N	6	10
128	13021	VAT Training	Gain broad knowledge of	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the Public Finance Management Act</li> </ul>	e-learning	N	N	6	10
129	13022	PFMA Training	At the end of the course, Learners will be able to:						

Nº	Code	Name of Course	General Objectives	Educational Objectives	Duration of Course (Days)	Target Personnel	Prerequisites	Minimum Participants	Maximum Participants
130	13023	Finance for Non-Financial Management	At the end of the course, Learners will be able to: Describe financial management terminology.	concepts and principles, apply various financial planning techniques such as budgeting, cash flow projections, cost benefit analysis, variance analysis and management. Analyse and interpret	1	N	N	6	10
131	13024	Fleet Management	Demonstrate an understanding of:	<ul style="list-style-type: none"> <li>▪ Fleet's role in Eskom</li> <li>▪ Identify Fleet Equipment</li> <li>▪ Fleet Equipment</li> </ul>	2	N	N	6	10
132	13025	Energy Management	Up skilling participants in Energy Management	<ul style="list-style-type: none"> <li>§ Demand Side Management</li> <li>§ Electric energy rationalization and efficiency</li> <li>§ Load Forecasting</li> </ul>	10	Engineers in management, load forecast and rationalization		8	12
133	13026	Energy Efficiency and Management (EEM)	To provide Course participants with technical theory and practice in order to enable them comprehend the principles of energy management and conservation of energy equipment in industry. The program includes practical demonstrations in the Kafue Gorge power station for the course participants to be acquainted with actual equipment	Identify energy management opportunities	10	Technical personnel, Engineering Consultants, Tertiary Education Personnel and other suitably qualified personnel.	N/A	6	16
134	13027	Financial Management in Utilities (FMU)	The training course is designed to provide course participants with the basic financial knowledge on running the financial aspects of an organization. The course aims to equip participants with a strong skills set for financial management.	Build knowledge to create value for an organization through financial, strategic and operating decisions.	3	Managers, supervisors and other suitably qualified personnel engaged in financial decisions in any way of an organization.	N/A	6	20
135	13028	Revenue Protection Management and Prevention of Vandalism (RPMPV)	Energy theft and vandalism on utility infrastructure are more common than most think. Both vices cost consumers billions of dollars every year the world over. It is therefore a strategic imperative that organizations establish revenue protection programs as well as measures to curb vandalism. The RPMV course is aimed at sensitizing all relevant personnel on best practices in revenue protection management as well as the effects of vandalism in terms of loss of revenue, lives and property. This 'how-to' course provides tools to identify customer fraud and billing errors applicable to both large and small utilities as well modern day strategies to protect utility infrastructure against acts of vandalism fight. The course focuses on minimizing revenue losses in Utilities by providing solutions against pilfering, theft, fraud, misallocation and misappropriation of revenue as well also the education of the role players to implement effective	Establish a revenue protection program:	10	Meter shop supervisors, customer service managers, utility investigators, security personnel in power generation, transmission and distribution utilities, water utilities, manufacturing companies, mining sector, government ministries, NGO's, educational & research institutions, security wings and other suitably qualified personnel dealing with revenue and vandalism issues.	N/A	6	20
<b>14. PROCUREMENTS &amp; LOGISTICS MANAGEMENT</b>									
136	14001	Inventory Management	At the end of the course, Learners will be able to:	<ul style="list-style-type: none"> <li>· Accurately record inventory transactions</li> <li>· Accurately reconcile accounts</li> <li>· Accurately appropriate costs to stock</li> <li>· Accurately recalculate average prices</li> <li>· Accurately recalculate standard price</li> </ul>	3	N	N	6	10
138	14002	Procurement and Materials Management in Utilities (PMMU)	The course is designed to enable participants gain insight on processes to deal with procurement management. It covers topics ranging from purchasing and storage; inventory; material flow; management and selection of suppliers and general management among others.	Apply their knowledge, skills and values to new and demanding industrial situations	3	Personnel responsible for procurement or others suitably qualified to attend the course.	N/A	6	20

Nº	Code	Name of Course	General Objectives	Educational Objectives	Duration of Course (Days)	Target Personnel	Prerequisites	Minimum Participants	Maximum Participants
139	14003	Procurement and Contracts Management (PCM)*	The Procurement and Contracts Management (PCM) course is designed to enable participants gain insight on processes to deal with procurement contracts management. It covers topics ranging from purchasing and storage; inventory; material flow; management and selection of suppliers and general management among others. The course also focuses on developing an equitable contract management system and mechanisms for quick dispute resolution, as well as fostering synergy among stakeholders, i.e. developers, consultants and contractors, for timely completion of contracts.	Apply their knowledge, skills and values to new and demanding industrial situations	5	Personnel responsible for procurement or others suitably qualified to attend the course.	N/A	6	20
140	14004	Procurement and Materials Management	To equip learners with an understanding of the major aspects of purchasing and materials management in the context of the energy environment.	1.To understand the regulatory and statutory issues associated with purchasing 2. Achieve awareness information technology as used in the purchasing environment. 3. To understand legal aspects such as terms and conditions of purchase, purchase orders and other contract laws	14	1) Stores and stock control managers 2) Logistics, Materials & Supply Chain staff 3) Purchasing & Resourcing Management	1- Bachelor's degree in Purchasing & Supplies/ Materials Management/ Economics or a business related course	5	30
141	<b>15. INFORMATION TECHNOLOGY</b>								
142	15001	IT skills for power professionals	Use IT skills for utilities operations	Use computer for daily utilities operations Use Microsoft office efficiently, esp word and excel Appreciate IT skills in your duties	5	All category of staff	1- 2- 3-	5	30
143	15002	Computer concepts and applications for utility companies employees	Computer skills for improved performance		5				
144	15003	Information Technology, Website design and Management	IT, website design and management skills		5				
145	15004	Computer Auditing and Fraud Detection	How computer aids in auditing and fraud detection		2				
146	15005	AutoCAD Techniques for Practicing Professionals (ATPP)	This course is designed for practicing professionals involved with engineering design field and for those interested in computer aided design for electricity applications. The aim of the course is to introduce participants to the best practice information, skills, and concepts related to drafting and design with CAD. Special attention will be paid to sketching, measurement, field planning, multi-view drawing, auxiliary views, working drawings, sectional views, orthographic drawings along with AutoCAD tools and commands.	Create and edit engineering drawings using AutoCAD command and functions;	5	Planning and design professionals and any other suitably qualified personnel requiring a basic understanding of the concepts, principles and best practices in AutoCAD application in the electricity industry.	N/A	6	16
147	15006	Microprocessor Logic Controls (MLC)	To provide Course participants with technical theory and practice in order to enable them comprehend the principles of operations of programmable logic controllers. The program includes practical demonstrations on models designed to represent industrial processes for the course participants to be acquainted with actual equipment and	Describe and understand the history of PLC's and generic logic functions	15	Electrical/Mechanical Engineers, Technologists, Technicians and other suitably qualified personnel.	N/A	6	16

Nº	Code	Name of Course	General Objectives	Educational Objectives	Duration of Course (Days)	Target Personnel	Prerequisites	Minimum Participants	Maximum Participants
148	15007	Fibre Optics for Telecommunication Applications (FOTA)	The use and demand for optical fibre has grown tremendously. First developed in the 1970s, fibre-optic communication systems have revolutionized the telecommunications industry and have played a major role in the advent of the Information Age. Other applications for optical fibre include space, military, automotive, and the industrial sector in intelligent transportation systems such as smart highways with intelligent traffic lights, automated tollbooths, and changeable message signs, as well as use of fibre-optic-based telemetry systems in modern tele-medicine devices for transmission of digital diagnostic images. Accordingly, professionals increasingly need to retool their competences and skills to adapt to the changes in fibre optic systems technology. This has to be done in a clear and concise manner to avoid any ambiguity. The training programme on Fibre Optics for Telecommunication Applications (FOTA) has been designed for people responsible for design and installation of fibre-optic networks. The purpose of this course is to guide delegates into carrying out design, installation, testing and commissioning of fibre-optic systems for telecommunication systems with greater confidence, clarity and impact! The	Carry out Termination for a variety of Connectors.	5	Technical personnel, Engineering Consultants, Tertiary Education Personnel and other suitably qualified personnel responsible for design and installation of fibre-optic networks.	N/A	6	16
149	15008	Geographic Information Systems (GIS)	To provide skills in data and information acquisition,	Understand and apply the main concepts and data models in GIS.	10	Engineers, Technologists, Personnel in planning, design offices, and other suitably qualified personnel.	N/A	06-janv	16