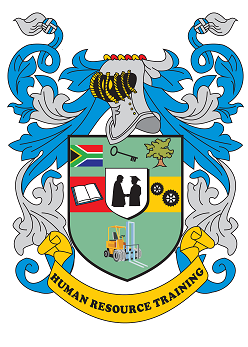
**HUMREC HUMAN RESOURCE TRAINING**

**CENTRE**

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***BACKROUND***

Due *to the great need of better skills through training , development and management experts in South Africa, Humrec Human Resource Training was established in 1990.The ultimate aim is to positively contribute to the development of working skills in South Africa and its work force. Productivity, Safety in the work place, Quality as well as efficient computer skills are of a great need and importance in South Africa as well as for its work force in order that it can contribute positively to its ailing economy.*

***VISION***

*To be a mostly preferred training and development provider amongst our competitors by partnering with our clients in meeting and exceeding their expectations.*

***VALUES***

* *Excellent quality service is our standard*
* *We form partnership with our client/s by both determining the best value service that can be offered in other to meet our client/s expected expectations*
* *We train new and existing skills in workplace and ensure competency levels are improved.*
* *Our facilitators are well experienced and have gain adequate experience and expertise in the training field*

***MISSION STATEMENT***

* *Establish and maintain sound relationship with our clients*
* *Add value to employees ,clients and the business*
* *Committed to offer excellent service always to our clients*
* *Continually adapt to changes and tailor make our programmes accordingly*

***TARGET POPULATION***

* *Top Management*
* *Middle Management*
* *First level Management*
* *Operators*
* *Shop floor Staff*

***SERVICES***

*We offer Training in the following fields:*

***1.HEALTH AND SAFETY TRAINING***

*- Basic Safety*

*- Environmental Awareness*

*- SHEQ Awareness*

*- Introduction to OHS Act*

*- Applying SHE Principles and Procedures*

*- SHE Rep Course*

*- SHE Rep Functions*

*-Safety for Supervisors Course*

*-First Aid Level 1,2& 3*

*- Fire Fighting*

*-Working at Heights*

*- Confine Spaces*

*- Incident Investigation*

*- HIRA*

***2. MANAGEMENT AND SOFT SKILLS TRAINING***

* *Supervisory Training Course*
* *Job Instruction*
* *Job Relations*
* *Business Skills*
* *Personal Money Management*
* *Conflict Management*
* *Stress Management*
* *Assessor Training*
* *Moderator Training*
* *Problem Solving Skills*

***3. MANAGEMENT SYSTEMS TRAINING***

* *ISO 45000 Introduction & Implementation*
* *ISO 14001 Introduction & Implementation*
* *ISO 9001 Introduction & Implementation*

***4. LIFTING EQUIPMENT ( OPERATOR’S TRAINING*** *)*

*- Light & Heavy Driver Training*

*- Forklift Driving*

*-Reach Trucks*

*-Side Loaders driving*

*-Pallet Trucks*

*- Scissors Lift/Skyjacks*

*- Truck Mounted Cranes*

*-Overhead Electric Cranes*

***TRAINING PROGRAMMES CONTENT DURATION***

* ***HEALTH & SAFETY TRAINING***

*1. Basic Safety Learners are trained to be safety conscious in work place 1 Day*

*2 .Environmental Awareness Learners learn the importance of environment and how to preserve the workplace 1 Day*

*3. Introduction to OHS Act Learners are trained on the outline of the Act itself 1 Day*

*5. Applying SHE PRS Learners learn and gain the skill on apply SHE Principles and Procedures in the workplace 2 Days*

*6. SHE REPS Training address SHE REPS appointment and their role in the workplace 1 Day*

*7.SHE REPS Functions Roles and Functions of SHE Reps are addressed extensively 1 Day*

*8.Safety for Supervisors Supervisors are trained to shoulder responsibility of safety in their respective working areas 2 Days*

*9.First Aid L 1,2,3 Learners are trained on how to apply First Aid on different levels 5 Days*

*10.Fire Fighting Learners are taught on how to deal with fire in order to preserve the organisational assets 1 Day*

*11.Working at Heights Learners are taught all safety measures to be considered when working at heights 1 Day*

*12.Confine Space Learners are taught all safety measures and procedures to be considered when working in confine space 1 Day*

*13.Incident Investigation Learners are taught a skill on how to conduct Incident Investigation in the workplace 1 Day*

*14.HIRA Learners gain knowledge on hazards Identification and Risk Assessment in the work place 2 Days*

*15. Use of PPE Learners learn the efficient way of using their PPE as issued by the company for their safety 1 Day*

*16.Noise Induce Hearing Loss Learners are taught to on the impact of noise and how to preserve their hearing 1 Day*

*17. Hazardous Chemicals Learners are trained on how to handle and safely use hazardous chemical substances 1 Day*

***TRAINING PROGRAMMES CONTENT DURATION***

* ***MANAGEMENT AND SOFT SKILLS***

*1. Supervisory Training Learners gain knowledge and skills on how to do the specified work through others 5 Days*

*2. Job Instruction Supervisors are trained on how to give instructions effectively on the job environment 1 Day*

*3. Job Relations Supervisors are trained on how to maintain sound relations in the work place amongst workforce 1 Day*

*4. Business Skills Learners are taught and they gain understanding on how a business function as well as their role in it 1 Day*

*5. Personal Money Management Learners are taught a skill on effective money management skills 1 Day*

*6. Conflict Management Skills to effectively deal and resolve conflicts are being taught 2 Days*

*7. Stress Management Skills on how deal with daily pressures and stresses are learned 2 Days*

*8. Assessor Training Learners are taught on how to carry out assessments effectively 3 Days*

*9. Moderator Training Learners are taught on how to conduct moderation 3 Days*

*10.Problem Solving Skills Critical problem solving skills are taught in order to enable individuals to deal with daily challenges 2 Days*

* ***MANAGEMENT SYSTEMS TRAINING***

1. *ISO 45000 INTRODUCTION & IMPLEMENTATION*
2. *ISO 14001 INTRODUCTION & IMPLEMENTATION*
3. *ISO 9001 INTRODUCTION & IMPLEMENTATION*

*5.Kindly note that these are Key Training programmes we are offering. Full training course contents and prising are available on request .We also design and develop training programmes as per client’s request*

***ACCREDITATIONS***

* *ETDP SETA*
* *TETA SETA*
* *DEPT OF LABOUR*

***MAIN CLIENTS***

* *BARLOWORLD GROUP*
* *ESKOM ( ROSHKON)*
* *ANDREW MENTIS*
* *GLOBAL WINDERS*
* *MOGUL ENGINERING*
* *M TEC*
* *CBI*
* *RAND WATER*
* *POULTRY HANDLING SERVICES*
* *DAYBREAK*
* *A SQUARE FORKLIFT*
* *ENVIROSERVE*
* *SCAW SOUTH AFRICA*
* *GLOBEPAK*
* *TCB ENGINEERING*
* *EXTRUPET*
* *MPACT*
* *MULTI MEAT & CHICKEN*
* *SEPHAKU CEMENT*