



Achieving Performance Excellence

Capital Campus is an **Accredited Learning Provider** with **INSETA INSQA, Reference number 130213** a subsidiary of **Cedar Employee Benefits & Consultants (Pty) Ltd**

Our training material is based on the Outcomes Based Education system.

BBBEE STATUS

BEE Procurement Recognition Level: 125%

BEE Status: Level 2 Contributor

Capital Campus Facilities:

Classroom seat maximum of 14

Area - Full lunch

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Price on application

One Dining Secure Park-Room Hire -

FSB APPROVED and INSETA SCOPE OF APPROVAL for INSURANCE INDUSTRY FAIS Fit & Proper Qualifications and Learnerships

FETC: WEALTH MANAGEMENT SAQA ID 57917/66613 LEVEL 4

Category A & B1 and B2 long term insurance

FETC: RETAIL INSURANCE SAQA ID 49835/66609 LEVEL 4

Category B Long Term Insurance, Short Term Personal & Commercial Lines.

FETC: SHORT TERM INSURANCE SAQA ID 49929/66610 LEVEL 4

Category Short Term Personal and Commercial lines insurance - specific for RE2

FETC: LONG TERM SAQA ID 49649 LEVEL 4

Category B1 & B2 long term insurance - specific for RE2

FAIS REGULATORY 1 EXAM— exam preparation workshop for representatives

MOTOR RETAIL FINANCE & INSURANCE AND LEGISLATION

Finance and Insurance Business Manager— 6 Step Skills Development Programme

Accreditation : Short Term and Long Term products.

Tool of the Trade Introduction to Motor Industry Finance & Insurance Workshop.

Industry Business Managers Course—Unit Standard 259882 Level 5, 12 Credits.

Finance & Insurance “Keep-fit” Short Course.

FETC: Retail Insurance Qualification 49835/66609 Level 4 , 140 Credits Skills Programme.

Impact Selling Short Course linked to a 2nd Gross.

Sales Persons and non advice giving employees 3.5 Hour Overview FAIS, FIC & NC Acts

Today it is about a relationship. How quickly you establish the relationship is essential.

www.capitalcampus.co.za





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Soft Skills are the skills that can provide you with the leading edge in your Market Place.

Customized Courses on request

SHORT COURSES (Classroom facilitated)

LIFE SKILLS/ PERSONAL MASTERY

Emotional & Communication Interaction Programme:

- Building Human Relations
- Conflict Resolutions
- Assertiveness
- Emotional Intelligence
- Time & Stress Management
- Cultural Diversity in the workplace

COMMUNICATION SKILLS

- Reception Etiquette
- Effective Business Writing
- Presentation Skills
- Modern Day Email Etiquette

CUSTOMER CARE SKILLS

- Service Quality Excellence
- Dialogue Selling Skills
- Effective Communication over the phone/Telesales
- Emotional Intelligence and Selling
- Dialogue Selling
- Personal Assistant/Secretarial

- **Competency Based Interviewing**

Return on Investment on Learning & Development – this programme will train managers/leaders on how to get the best out of their team.

Supervisory Skills Development—customised to your business needs a 5 day programme

Service Quality Excellence Customer Service— customised to your business needs a 3 day programme

EDUCATION AND TRAINING DEVELOPMENT

Facilitate learning using a variety of given methodologies Unit Standard **117871**

Conduct Outcomes Based Assessment Unit Standard **115753**

Conduct Moderation of Outcomes Based Assessment Unit Standard **115759**

Coordinate planned skills development interventions in an organisation Unit Standard **15232**

Guide learners about their learning, assessment and recognition opportunities (Mentoring & Coaching) Unit Standard **117874**

1 day Workshop

Mentoring and Coaching Overview Workshop
Conduct Outcomes Based Assessment



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