

THE 3-DAY MBA

COURSE DATE

05 - 07 December 2012

COURSE DURATION

3 days – 08:30 to 16:30 daily

COURSE FEES

R11 080 (excl. VAT) per delegate

5% discount
for enrolment 2 weeks
prior to course date

WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- Dynamic and knowledgeable facilitators
- A quality folder, notepad and pen
- Training file and CD
- High quality training venue
- Parking
- A course attendance certificate
- Lunch and refreshments

REGISTRATION DEADLINE

Your completed enrolment form must be received prior to the start of the scheduled course.

TEL 011 582 3222 / 0861 ASTROTECH
FAX 011 582 3201 / 0861 ASTROFAX
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

0861 ASTROTECH
WWW.ASTROTECH.CO.ZA

★ COURSE OVERVIEW

In order to succeed in the business world, managers are increasingly coming under pressure to have a more holistic understanding of business as a whole. To provide maximum benefit to their organisations, it is important for managers to not only understand their own area of specialty but to also have a good working understanding of business as a whole.

In order to assist managers to achieve a well-rounded business understanding, AstroTech is offering a training programme titled "The 3-Day MBA". The course covers the following key topics:

LEADERSHIP

- Effective Goal Setting
- Leadership Communication and the Communication Environment
- Better results through Effective Relationships
- Fostering a Positive Work Environment
- People Drivers - Motivating others
- Setting the Right Priorities
- Effective Delegation
- Anticipating and Resolving Conflict
- Coping with Difficult Employees

FINANCE & ACCOUNTING

- Basic Accounting Terminology and Jargon and what it all means
- Interpreting Financial Statements
- Pricing and Costing Decisions
- Importance of Cashflow and Liquidity

MARKETING

- Consumer Analysis
- Review of the Competition and Self
- Development of a "Preliminary" Marketing Mix
- Market Analysis
- Review of the Distribution Channels
- Evaluation of the Economics

OPERATIONS MANAGEMENT

- Capacity
- Scheduling
- Inventory
- Standards
- Control

HUMAN RESOURCES

- Organisational Effectiveness
- Characteristics of Effective Organisations
- Aligning People with Business Strategy
- The Role of Organisational Development in Achieving Organisational Effectiveness
- Your Role in Managing Planned Change Interventions
- Labour Law incorporating Industrial Relations
- Best Practice Recruitment & Selection Practices
- Requirements for a fair Recruitment & Selection Process
- Costs of Recruitment
- Recruitment and Selections
- Business Alignment Model
- Strategic Recruitment

STRATEGIC MANAGEMENT

- Purpose and Benefits of Strategic Management
- Business Plans
- Implementation Challenges
- Strategy Development Process

FRAUD AWARENESS & DETERRENCE

- Basic Fraud Awareness
- Fraud Deterrence Techniques
- Fraud Warning Indicators

... AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- MDs, CEOs, CFOs, CIOs, COOs
- Managers, Supervisors and Team leaders
- Human Resources Managers & Staff
- Professionals wanting to broaden their business exposure
- Anyone else wanting to develop their holistic business skills

★ OUTCOMES

After attending this course attendees should:

- Expose yourself to broader business concepts
- Gain a holistic understanding of business
- Network with other professionals in the Industry
- Make yourself more valuable to your company

★ TAKE HOME TOOLS

- A detailed manual, workbook and CD
- A quality folder, notepad & pen
- One month of free telephonic and e-mail support included

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ THE VENUE

The course will be held at the AstroTech Conference Centre, in Parktown, which boasts the unusual combination of an upmarket business venue, security and convenience, in a setting which captures the historic grace and style of Johannesburg's golden era.



Centrally situated, you can step off the Gautrain at the Rosebank station, or exit the M1 at the Joe Slovo/Houghton Drive offramp, and we are just around the corner.

For a list of accommodation options nearby, visit www.astrotechconf.co.za/accommodation

★ LEVEL 1 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 135% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

- If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee.
- Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the first day, and receive a full refund of the course fee.
- Payment is due before the start of the course, unless other terms form part of our Supplier/Client agreement.
- Failure to pay on time does **not** constitute cancellation of the booking, and the Terms and Conditions applicable to Cancellations and Postponements as set out below will apply.
- To avoid possible additional costs, **WRITTEN NOTICE** of any changes to your booking must be received at training@astrotechtraining.co.za within the following timeframes:
- **CANCELLATIONS:**
 - CANCEL WITHOUT COSTS:** If you advise us BY EMAIL **at least SEVEN** calendar days before the course
 - PAY 50% OF THE COURSE FEE:** If you advise us BY EMAIL **less than SEVEN** calendar days, but more than 24 hours before the course
 - PAY 100% OF THE COURSE FEE:** If you advise us BY EMAIL **less than 24 hours** before the start of the scheduled course, OR if the delegate is **ABSENT** without notification
- **POSTPONEMENTS:**
 - WITHOUT COSTS:** If you advise us BY EMAIL **more than THREE** working days before the course
 - WITH ADDITIONAL FEE (R1,430 PER DELEGATE):** If you advise us BY EMAIL **THREE or less** working days before the course starts, or if the delegate is **ABSENT** without notification, but still wants the option of postponement
- The invoice for the training remains due and payable as at the scheduled start date of the original course booked, and payment terms are not extended for postponements or exchanges to future courses.
- Postponements must be utilised within a maximum of **SIX** months from the scheduled date of the original course booked, or the course fee will be forfeited.
- Once you have postponed, the **CANCELLATION** terms above **no longer apply** to the future course, and you cannot subsequently cancel the booking without being liable for the full course fee.
- Special promotions applicable to the original course dates will **not** carry over to the postponed dates where the new dates fall outside of the promotion period.
- **PRESENTERS**
Should it be necessary, AstroTech reserves the right to substitute the presenter.
- **COMMUNICATION**
When a person registers on AstroTech's website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise by AstroTech and/or its business partners.
- **DISCLAIMER**
AstroTech will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

COURSE NAME: **The 3-Day MBA**
COURSE DATE: **05 - 07 December 2012**

COURSE CODE: **MBA 20121205**
DURATION: **3 DAYS**

COURSE FEE: **R11 080.00 excl. VAT (per delegate)**
Qualify for a **5% discount**, if we receive your form before: **21 November 2012**
DISCOUNTED FEE: **R10 526.00 excl. VAT (per delegate)**

TOTAL NUMBER OF DELEGATES TO BE ENROLLED:

> **DELEGATE DETAILS** [Substitutions may be made at any time prior to the start of the training course]

1 First Name and Surname

Position _____ Special Diet: K H V O
E-mail _____
Cell No. Office Tel No.

2 First Name and Surname

Position _____ Special Diet: K H V O
E-mail _____
Cell No. Office Tel No.

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE.

DIETARY REQUIREMENTS [Insert total no. of DELEGATES requiring special meals PER CATEGORY- meal fees below are **additional** to course fee]

KOSHER: R450 (excl. VAT) per day HALAAL: R305 (excl. VAT) per day VEGETARIAN: Always available at no cost
OTHER: (e.g. allergies, etc) Please specify: _____
Special Needs (e.g. wheelchair, visual disability, etc) _____

> **COMPANY / ORGANISATION DETAILS** (Please supply company details as required for a SARS compliant Tax Invoice)

Company Name _____
Department/Division _____
Postal Address _____ Postal Code
Company VAT Registration No.
Main Company Switchboard No. Fax No.

> **PAYMENT** (Payment is required prior to the start of the training course. **NB:** Use your invoice number as reference on your deposit/EFT)

Purchase Order No. (to be incl. on Invoice if applicable) _____
Do you require separate invoices for each delegate? YES NO
Payment Contact Person _____
Office Telephone No.
E-mail _____

> **AUTHORISATION**

Name _____
Position _____
Office Telephone No. Cell No.
E-mail _____

Authorising Signature:

Date / /

Your booking is confirmed as soon as we receive your completed enrolment form, which you can e-mail to training@astrotechtraining.co.za or fax to **011 582 3201**. If you need any assistance whatsoever, please call us on **011 582 3222**.

Submission of this enrolment form constitutes acceptance of our Terms and Conditions, and also serves as confirmation of your authority to make the booking and ensure payment on behalf of your Organisation.

ENROLMENT FORM (CONT.)

COURSE NAME: **The 3-Day MBA**

COURSE CODE: **MBA 20121205**

> DELEGATE DETAILS

3 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

4 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

5 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

6 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

7 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

8 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

9 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

10 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.

11 First Name and Surname

Position

Special Diet: K H V O

E-mail

Cell No.

Office Tel No.