



BOTI Business Optimization Training Institute

Flexible and Impactful Training

Boti.co.za or (011) 882 8853 or info@boti.co.za or 97 Greenlands Crescent, Sunningdale, Johannesburg, South Africa

Date

Johannesburg:

14-16 May 2018 (3 days)

Course Fee

R10 973 (Excl. Vat)

**Discount: Take 5% off this fee
if you book 14 days before**

**NB Deadline: Book ASAP to
Secure your place**

Benefits of Attending:

Some of the benefits of
attending this course include:

- Expose yourself to comprehensive organisational principles
- Gain a holistic understanding of business
- Network with other specialists in Industry
- Make yourself more valuable to your company
- Improve your leaderships Skills

Executive & Senior Management Program Course

Our Executive Management Program is unique and focuses on 5 core areas:

1. Strategy and South African Economy.
2. Business Acumen and Finance.
3. Role of Marketing.
4. Maximising your leadership skills. This includes understanding: "Servant Leadership" and the "Role of the Millennials"
5. Maintaining a Strong Work Life Balance.



Outline

Day 1 Strategy, South African Economy & Business Acumen and Finance

Strategy

- Mission Vision and Goals of an organization.
- SWOT analysis, with in-depth research
- Types of strategies and its use.
- Implementing and keeping an eye on tactical plans.
- Preparing action plans for implementation of strategic plan.
- Comparing SWOT with other tools (e.g. PEST).
- Understand the latest Economic Trends.

Financing Aspects

- Understanding Financial Statements.
- Analyzing Statements; Income Ratios; Profitability Ratios; Liquidity Ratios; Working Capital Ratios.
- Bankruptcy Ratios; Long Term Analysis Ratios; Coverage Ratios; Leverage Ratios.
- (ROI) Return on Investments.
- Understanding Budgets.
- Advanced Forecasting Techniques.
- Managing the Budget.

Business Acumen Course



BOTI Business Optimization Training Institute

Flexible and Impactful Training

Boti.co.za or (011) 882 8853 or info@boti.co.za or 97 Greenlands Crescent, Sunningdale, Johannesburg, South Africa

Who Should Attend

- MDs, CEOs, CFOs, CIOs, COOs
- General Managers, Executive Managers, Senior Managers
- Supervisors, Supervisors and Team leaders
- Human Resources Managers & Staff
- Experts wanting to widen their company exposure
- Anyone else wishing to establish their holistic business skills

All our courses are outcomes based and facilitated to encourage active delegate participation using:

- Break-away sessions
- Relevant business exercises
- Role-plays / simulations
- Questionnaires / checklists
- Discussion activities and
- Case studies

Delegates will receive

- Learners Manual.
- Notepad & Pen.
- Attendance Certificate.
- Immediate knowledge and skills transfer.

- Seeing the big picture.
- KPI's (Key Performance Indicators).
- Risk management strategies.
- Business acumen in Finance.
- Business acumen in management.

Marketing and Internet Marketing

Marketing has changed along with new technology being developed. Old marketing tactics and haunts no longer bring in clients and clients themselves have changed. Our workshop introduces those in sales and marketing to new ideas, new techniques and gives participants new tools.

- Definition of marketing.
- Common marketing types (Eg Guerrilla marketing, B2B marketing, B2C marketing, Promotional marketing).
- The marketing mix- i.e. Product, Price, Promotion, Place.
- Communication.
- Marketing goals.
- The marketing funnel.
- Marketing mistakes (eg. Not taking social media seriously).

Day 2 – Leadership And Influence Course & Servant Leadership

Understanding Leadership

Key outcomes of the course include:

- The Evolution of Leadership.
- Situational Leadership.
- A Personal Inventory.
- Modelling the Way.
- Inspiring a Shared Vision.
- Enabling Others to Act.
- Encouraging the Heart.
- Basic Influencing Abilities.
- Setting Objectives.

New Trends: Servant leadership

Servant leadership can sound like a conflicting statement, however some people do have this leadership style. Our course in servant leadership teaches managers and potential managers how to lead from the back.



BOTI Business Optimization Training Institute

Flexible and Impactful Training

Boti.co.za or (011) 882 8853 or info@boti.co.za or 97 Greenlands Crescent, Sunningdale, Johannesburg, South Africa

BOTI is accredited as Training provider with MICT Seta*



Accreditation no: ACC/2016/07/0045

mictseta Media, Information and Communication Technologies Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

**Note: The specific course advertised is non credit bearing*

BOTI is Level 1 BB-EEE which means that you earn 135% of BBEEE Spend on Scorecard in addition to the training spend forming a portion of your Skills Spend



BOTI has served more than 300 customers over the past 4 years

- Definition.
- Leadership practices.
- Share the power.
- Characteristics of a servant leader.
- Barriers.
- Building a team community.
- Be a motivator.
- Be a mentor.
- Training future leaders.
- Self – reflection.

Day 3: Generation Gaps & Work Life Balance

Generation Gaps Course

Because old and new workers must share the same space, we teach this course so that the workplace doesn't become a battleground. The four generations discussed in this workshop are the traditionalists, the baby-boomers, generation x and generation Y.

- History: Traditionalist; Baby Boomers; Generation X; Generation Y
- Differences between Generations
- Finding Common Ground
- Conflict management

Work-Life Balance

A healthy balance should be maintained between work and home life. It is important as it increases productivity, it improves mental and physical health and it increases morale. An imbalance could be caused by poor health, absenteeism by oneself or one's co-workers and burnout.

- Benefits of a healthy balance.
- Signs of an imbalance.
- Tips in Time management.
- Goal setting.
- Optional ways to work.
- Stress management.
- Working in a home office.



BOTI Business Optimization Training Institute

Flexible and Impactful Training

Boti.co.za or (011) 882 8853 or info@boti.co.za or 97 Greenlands Crescent, Sunningdale, Johannesburg, South Africa

Testimonials from Various Courses

Leadership & People Management (Various Levels)

"...I benefited in the sense of knowing the difference between leadership and manager. Delivery of the lecture was excellent!...

...Found that my style of leading is good but I need to improve in a lot of areas... Was pleasantly surprised with the course and inspired to improve leadership skills...

...This has broadened my knowledge on leadership and has shown me the power of leading people by example....

Executive Secretary & PA course

"...I learnt much more than I knew!

...

...I enjoyed every minute of the training!..

Critical Thinking & Creative Problem Solving

...Great insight into what I can change and approach....

...I intend using my skills to work with the staff and make a change as we go along..."

***In certain cases Modified to improve readability*

Johannesburg Venues*

Maslow Hotel-Address: Corner Grayston Drive & Rivonia Road; Sandton; 2031; Gauteng; South Africa. Description: The beautifully appointed training rooms in Sandton are always in demand. They're the ideal setting for training and team-building, brainstorming and workshops.



Located in the heart of Sandton's Financial District, this modern Sandton conference venue is the perfect space to be trained in.

Regus Business Centre - Address: West Tower, 2nd Floor, Nelson Mandela Square, Maude St., Sandown, Johannesburg, 2146). Description: It's located in the landmark Nelson Mandela Square complex, fronted by a 6m tall bronze statue of the famous political leader.

*Venues are dependent availability

Terms & Conditions: *Business Optimization Training Institute (Pty) Ltd (BOTI) 2017/286086/07 (Vat registration number: 4770208033) reserves the right to change this brochure without notification. Delegates are to be at the training venue by 08h00 in preparation for a 08h30 start time:*

1. Course fees are due and payable prior to course commencement.
2. BOTI reserves the right to make changes to the course content, trainer, duration and dates without prior notification. If the course is not held for any reason, BOTI's liability is limited to the refund of the full course fee only.
3. Tea/coffee and a light lunch will be provided. Special Meals: Please note that we do provide Halaal friendly or Kosher meals on request. Should STRICTLY Halaal or Kosher be required, we are happy to outsource from appropriately certified caterers at an additional surcharge of R100 person meal. Kosher R150.
4. Certificates of attendance are issued after successful completion, and settlement of account in full
5. BOTI will not be held liable for incorrect entry level bookings
6. On receipt of this submitted booking form and payment or purchase order (at BOTI's discretion) you will receive a confirmation letter by email confirming your participation in the training event. This includes a location map with directions and venue details and starting times. Until you receive this confirmation the booking is not confirmed.
7. No cancellations will be accepted, please ensure you attend on the date specified on the booking form.
8. Rescheduling is required in writing 48 hours prior to course starting date, and attracts an administration fee of R150 per incident. Should written notice not be received within this time period, the course will be invoiced in full and a new enrolment will be required. Substitutions may be made at any time.
9. The delegate will be expected to comply with the rules and regulations of BOTI and the various buildings in which it is situated.
10. BOTI does not accept any responsibility for any personal injury of any degree or whatever the cause may be, or any loss, whatever the cause, of any personal belonging of any delegate. BOTI 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 BOTI to the client.
11. When a person is registered on an BOTI course or sends an email to BOTI, that person consents to receiving communications electronically or otherwise from BOTI



BOTI Business Optimization Training Institute

Flexible and Impactful Training

Boti.co.za or (011) 882 8853 or info@boti.co.za or 97 Greenlands Crescent, Sunningdale, Johannesburg, South Africa

Registration Form

Should you wish to make a booking please complete the *booking form* and email to bookings@boti.co.za or fax to [086 610 1197](tel:0866101197). Once we receive this form, you will be **provisionally booked**. We will send you banking details for payment. **Proof of payment will confirm the booking.**

Course Name:	Executive & Senior Management Program Course		
Course Date and Duration	Johannesburg: 14-16 May 2018 (3 days)		
Course Fee (per individual)	Fee (ex Vat)	Vat	Fee (incl Vat)
	R10 973.00	R 1 645.95	R 12 618.95
Early Bird Course Cost - per individual) -provided form is received by 30 April 2018	Fee (ex Vat)	Vat	Fee (incl Vat)
	R10 424.35	R 1 563.65	R 11 988.00
Number of People Attending:			
Total Cost [People Attending x Cost Per Person (Including VAT)]			

COMPANY / ORGANISATION DETAILS

Company Name		Company Tel	
Billing Address		Payment Person: Name	
		Payment Person: Tel	
		Payment Person: email	
Company VAT No.		Fax	

Authorizing Signature

Name			
Tel		Position	
Cell		Department	
Email			

By signing I accept BOTI's Terms and Conditions, and confirm my authority to make the booking and ensure payment on behalf of your entity.

Signature: _____ Date: _____



BOTI Business Optimization Training Institute

Flexible and Impactful Training

Boti.co.za or (011) 882 8853 or info@boti.co.za or 97 Greenlands Crescent, Sunningdale, Johannesburg, South Africa

Delegate Names:

	Name	Position	Email	Tel	Special Requirements (additional costs apply)	Dietary
1.						
2.						
3.						
4.						
5.						

Our customers are experts in many different industries. We're experts in one – providing Soft Skills and PC training services.

