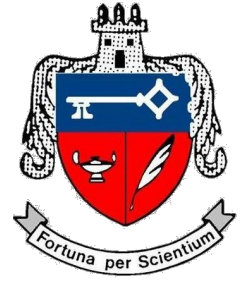


## Why Choose IBM as a Training Provider?

1. We issue your invoices/quotes the **same day of request**.
2. Our registration steps are **quick and easy** to follow.
3. We focus on **skills enhancement** and **dependable employee development**.
4. Our cost include comprehensive learning material and learner assistance on completion of PoE.



**We are here and ready to add value to your company staff - just let us know how and when we can assist!**



### **Accreditation:**

All qualifications listed on this brochure are accredited with the applicable SETA's and registered with the South African Qualifications Authority (SAQA).

### **Health and Safety Training:**

- Health, Safety and Risk Management
- Occupational Health and Safety Representative
- Occupational Health and Safety Practitioner
- Risk and Disaster Risk Management

### **Soft Skills Training:**

- Business Writing
- Time Management
- Conflict Management
- Customer Service
- Diversity in the workplace



### **Public Administration:**

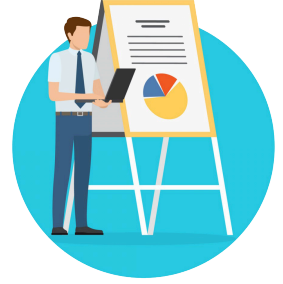
- National Certificate: Public Administration NQF 3
- FET Certificate: Public Administration NQF 4
- National Certificate: Public Administration NQF 5

### **General Skills Training:**

- Business Leadership and Management
- Business Finance Administration
- Project Management

## Bookkeeping:

- National Certificate: Bookkeeping Foundation NQF 3
- National Certificate: Bookkeeping Intermediate NQF 4
- National Diploma: Technical Financial Accounting NQF 5
- Business Accounting Principles



## Need a quotation?

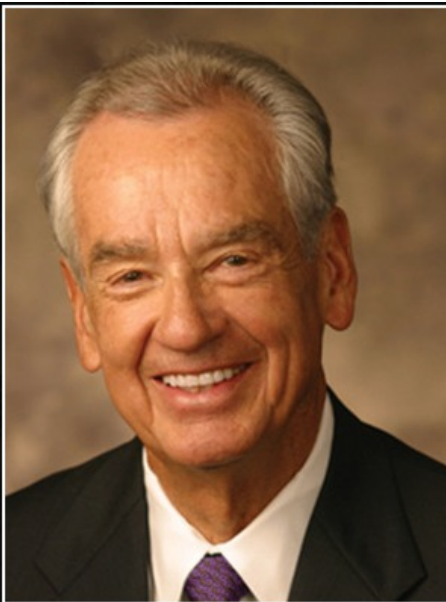
Send an email to [enquiries@institutebm.org.za](mailto:enquiries@institutebm.org.za) to get a quotation ***within minutes!***

For any **additional information** regarding the training, email us ([enquiries@institutebm.org.za](mailto:enquiries@institutebm.org.za)) or contact us on 0632260518. We are known for our quick response time and for providing accurate, concise details in relation to

the information requested.

We look forward to having your selected candidates as our new **IBM Students** and in helping them achieve their educational and career-developmental goals.

***We have over 40 years' experience in training and education.***



There is only one thing worse than training employees and losing them, and that's not training them and keeping them

— Zig Ziglar —

**AZ QUOTES**