



GRAY TRAINING

Trainers and Material Development Consultants
ETDP SETA Accreditation No: ETDP10009

PO Box 591
Florida Hills, 1716

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Learning Solutions
from



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Gray Training Prospectus



Company Overview

Gray Training has been a specialist in its field since 1987. Our mission is to ensure that real skills competency is achieved through all our training and developmental work. This means that when learners complete programmes at Gray Training, they will be able to use and apply these learnt skills in their place of work.

But more than this, we develop leaders. We are leaders of leaders and we want to teach you to do what we do. All but our four supplementary courses are NQF and/or City & Guilds accredited.

What we do

There are five main aspects to the services and training we can provide:

1. Develop outcomes-based training material.
2. Develop professional trainers.
3. Develop transformational change leaders.
4. Consult to meet your needs.
5. Align your training to SAQA requirements.

We fulfill a multitude of functions under these segments as described below:

1. Developing outcomes-based training material

If you or your company has a specialised training need for which there is no or a limited training programme, Gray Training can help you. We specialise in:

- Personalising training programmes
- Aligning of training programmes to unit standards
- Re-developing existing learning material to align with SAQA outcomes-based requirements
- Developing learner manuals and facilitator guides
- Developing learning aids
- Training trainers to facilitate the programmes
- Editing and formatting materials.



2. Developing professional trainers

Gray Training is an ETDQA provider that takes pride in its success in training top class trainers. We have been doing this since 1987.

Gray Training has two programmes for trainers.

1. **Train the Trainer** is for the part-time trainer. It is designed for the person who needs to know something about training.
2. The **workshops** listed below are for the professional trainer. Here we develop trainers who do everything from analysing, assessing and developing material to managing training.
 - **Analysis and Assessment:** Learn how to analyse occupations, job specific competencies and unit standards and how to construct user-friendly assessment tools. (3 days)
 - **Plan and Design Outcomes-based Material:** Learn how to design a curriculum, and how to break it down into a detailed map for lesson development. (2 days or distance learning)
 - **Develop Outcomes-based Learning Material:** Learn how to develop professional facilitator guides, learner manuals, job aids and learning aids. (3 days or distance learning)
 - **Conduct Outcomes-based Assessments:** Master the skills of assessing learners fairly and accurately against unit standards. (2 days)
 - **Moderate Outcomes-based Assessments:** Learn how to design an assessment system for your organisation, and how to moderate assessments. (2 days)
 - **Assessment Design:** Learn how to design a complete assessment guide for a unit standard and how to create engaging formative assessment tools. (3 days)
 - **Facilitate the Learning:** Master the professional skills of creating a safe adult learning environment and of facilitating experiential learning. (4 days)

3. City & Guilds International Diploma in Teaching and Training:

We have been accredited by City and Guilds of London to offer their International Diploma in Teaching and Training diploma. The following workshops gain the practical credits for the City and Guilds; delegates then write an external examination to gain the knowledge credits:



- Analysis and Assessment workshop
- Plan and Design Outcomes-based Material workshop
- Develop Outcomes-based Learning Material workshop
- Facilitate the Learning workshop
- Conduct outcomes-based assessment.

4. Building core business skills

Gray Training offer a range of exceptional workshops aimed at the business environment. They include:

- Business writing workshop
- Presentation skills
- Writing proposals that get results
- Facilitation skills for Managers.

5. Consulting to meet your needs

Under this broad umbrella cluster dozens of Gray Training's specialist services. They include:

- Designing and facilitating in-house Business Writing Workshops
- Editing and formatting professional documents
- Conducting in-house needs analyses
- Developing enterprise standards for companies
- Developing unit standards
- Assisting companies in their change management processes etc
- Designing and developing training material.

6. Aligning training to SAQA requirements

Gray Training uses their robust analysis, design and development protocols to:

- Analyse unit standards
- Develop an audit trail for mapping existing course material to the unit standard
- Create the bridging material to meet SAQA's requirements



Some of Gray Training's clients

South African clients

- Absa
- Abbott Laboratories
- Adcock Ingram
- Altech Autopage
- Ampath
- BANKSETA
- Builders Warehouse
- Bytes People Solutions
- Compuscan
- Deloitte & Touche
- Dimension Data
- First National Bank
- FNB Botswana
- Hollard Insurance
- Indwe Insurance
- INSETA
- Italtile
- Internet Solutions
- Jones Lang Lasalle
- Khula
- KPMG
- Liberty Life
- Life Empowerment Training Skills
- MEIBC
- Motor One
- Nashua Mobile
- Operation Hope
- Netcare
- Plascon
- Pegasus
- Plessey
- Quartet Solutions
- Queenspark
- Sizwe Medical Services
- Smart Insurance
- Standard Bank
- Transnet
- Transunion ITC
- University of Venda
- Virgin Active
- Wits University

International Clients

- AMA (China)
- APM (Thailand)
- SIM (Singapore)
- Sinerji (Turkey)
- Lifelead International (USA)
- Coca Cola (USA)
- Tropical (USA)

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