

# Dawning Truth Training

## Take Your Business to the Next Level

Dawning Truth utilises a combination of Accelerated Learning and Thinking Engineering to create training courses that rapidly transfer skills. Our programs utilise a unique combination of theory and practical to ensure effective skills transfer.

Dawning Truth provides training courses that help you take your skills and your business to the next level. We take a unique approach to training which enables long-term skills transfer and maximal retention.

All Dawning Truth courses utilise the following training techniques:

- Lecture
- Practical Exercises
- Metaphors
- Models of Excellence
- Incorporating the Principles of Greatness
- Teaching Techniques from Accelerated Learning and Thinking Engineering

Further our training programmes are facilitated by trainers who have many years of practical experience in the course domain. This is contrasted with other programs which tend to be run by generic trainers.

### TESTIMONIALS

*Given insight into how I "should" be. Given by a PA.*

Bronwen Wilkins – ARUP **(Overall rating: 10/10)**

*I came here as an administrator and with the knowledge I got, I am a PA. Changed my way of looking at things. Good trainer. It's good for your career growth.*

Yandiswa Magwevana – Health Systems Trust **(Overall rating: 9/10)**

*Improved techniques and how to implement, understand sales processes better.*

Vanessa Omar – AFS Group **(Overall rating: 10/10)**

*Improved objection responses. Good content. Covers all the fundamentals.*

Richard Zain – AFS Group **(Overall rating: 9/10)**

*Helped me understand the sales process and improving pitch. Very useful if you want to improve selling.*

Azad Khan – AFS Group **(Overall rating: 9/10)**

EXECUTIVE

MANAGEMENT

SALES

ADMINISTRATIVE

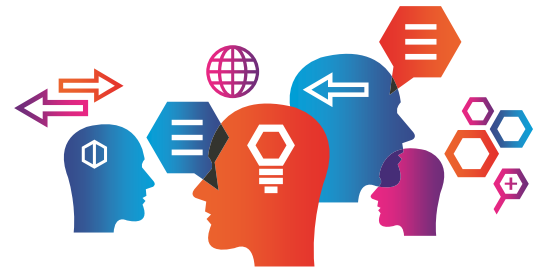
FINANCE



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WWW.DAWNINGTRUTH.CO.ZA

# IN-HOUSE TRAINING COURSES



## Executive

- Understanding the Balanced Scorecard
- Creating an ethical business culture
- Business Process Reengineering (BPR)
- Corporate Governance without the Bureaucracy
- Creating Strategic Business Plans
- Organisational Development and Business Architecture
- Strategic Risk Management
- Strategy Development and Strategic Management
- Managing Change and Risk
- The 3-Day MBA

## Management

- Transitioning from a Specialist to a Manager
- Conflict Resolution with Emotional Intelligence
- Management for First-time Managers
- Effective Discipline Practices
- Effective Diversity Practices
- Becoming a Master of Leadership and Management
- Staff Management for First-time Managers
- Performance Management with Metrics and KPI's

## Management Finance

- Finance for Non-Financial Managers
- Finance for Project Management
- Practical Management Accounting

## HR

- Reducing your Recruitment Risk
- Labour Relations and Labour Law Pitfalls
- Strategic Talent Management, Learning and Growth
- Negotiating with Staff and Unions
- Managing the Disciplinary Process to reduce CCMA risks

## Administrative

- The PA Revolution
- The 1-Day Super PA
- Effective Time Management for Administrators
- Fundamentals of effective office administration
- Office 2010 for Administrators and PA's
- Individual Modules: Word, Excel, PowerPoint

## Sales

- Hypnotic Sales Techniques
- Closing Large Deals at Large Customers
- Negotiation without losing your shirt

## Technical

- Fundamentals of well managed projects
- Project Management Essentials
- Programme Management Essentials
- Technical Report Writing
- Business Analysis and Systems Analysis
- Business Process Optimisation
- Product Management Essentials

## Customised Training

Dawning Truth Training can customise all training programmes to your needs. Further we can create unique customized programmes to address unique requirements.

## Contact US TODAY to arrange your next Training Course

EXECUTIVE

MANAGEMENT

SALES

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