



NDWEDWE LOCAL MUNICIPALITY

HUMAN RESOURCES DEVELOPMENT PLAN 2018/2019

QUARTER	NO	COURSE	TARGETED EMPLOYEES	TARGETED NUMBER
		COUNCILLORS AND AMAKHOSI		
	1	Municipal Finance management	Finance Portfolio	11
	2	Project Management	Infrastructure and Technical Services	12
	3	MPAC Workshop	MPAC Portfolio	10
	4	MPAC Workshop	MPAC Portfolio	3
	5	National Certificate in Local Government	Councillors All by Cogta	6
	6.	Local Economic development and procurement issues	EDP Portfolio	10
	7.	Governance and Legislations		11
	8	Sports & Recreation	Amenities	11
	9.	MMDP for Councillors	Councillors	17
	10.	Diversity Management	All Councillors	44

NO	COURSE	TARGETED EMPLOYEES	TARGETED NUMBER
	ALL EMPLOYEES		
1.	Advanced Excel	Officers including the assessment	20
2.	Payday Training	HR & Payroll Section	6
3.	Recruitment & Selection	Panel Members and Unions	11
4.	MFMP	Newly appointed Management, Stores Clerk and Finance Interns	
5.	Cobit 5 Foundation	IT	3
6.	IT Services management	IT	3

	foundation		
7.	Secretariat Course	Secretaries and PA's	all
8.	Advance Microsoft Word	Committee employees, secretaries and PA's	10
9.	National Certificate : Occupationally Directed Education Training and Development Practices (ODETDP)	HRM & HR Officer	2
10.	Adult Education and Training	General Assistants	4
11.	Municipal Governance/ Management & Leadership	Accountants, Officers and Supervisors	12
12.	Protection of Private Information POPI	Records, HR, SCM & Secretary	14
13.	Diversity & Conflict Management	All employees	
14.	Decision making contract management Law of contract		
15.	Project management	Technicians, Planners and GIS	5
16.	SCM training	SCM Practitioners and Clerks	Bid Comm
17.	Asset Management	Asset Clerk & SCM	3
18.	Billing and Account Software	Finance Interns	5
19.	Basics of Handyman	Handyman	1
20.	Senior management training as identified during their competency assessment	Senior management	5

SUMMARY OF TRAININGS PER QUARTER

Q1: APRIL – JUNE

1. MMDP
2. MFMP

3. Secretary Course
4. Administration Course
5. Advance Excel
6. Pay Day

Q2: JULY – SEPTEMBER

7. OHS
8. Recruitment and Selection
9. Protection of Private information
10. Municipal Governance/ Management and Leadership

Q3: OCTOBER – DECEMBER

11. Occupational Directed Education Training and Development Practice (ODETDP)
12. Diversity Conflict Management
13. Billing and Account Software
14. Project management

Q4: JANUARY – MARCH

15. SCM training
16. Asset Management
17. Basics of Handyman
18. Senior management training as identified during their competency assessment