



Education and Training Consultants

Innovative Thinking Solutions

Email add: jointmindsconsult@gmail.com Website: jointmindsconsult.com

Research consultancy. Training. Online university student tutorials. Knowledge Development. Materials writing and development. Technical Report writing Rappoteuring.



ACCREDITED

Date:

To:

City.....

Dear Sir/Madam

PROPOSAL FOR TRAINING STAFF

Joint Minds Consult has a range of workshop skills and knowledge levels that can enhance the human resource in your organisation. Our research and publications workshops are highly specialised while the BOTA accredited workshop modules can be attended by all staff at various levels. The effective study skills workshops are particularly tailored at the teaching fraternity, while the Emotional intelligence workshops are generic.

Please find attached in table format the three research and publication skills workshops, The effective study skills and other Botswana Training Authority (BOTA) accredited training workshops that could be beneficial in enhancing your staff's human resource capacity.

Thank you in advance for your consideration of our workshops.

Sincerely,

Joseph Mwelwa
CEO



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Title of Workshop	Brief Description of the Workshop	Target audience	Level of skills and knowledge proficiency required	Duration	Dates
Converting a chapter of a Masters/PhD thesis into an Article	This workshop capacitates participants with knowledge and skills of how to convert a chapter of a thesis into a scientific article for publication in a journal.	Researchers Senior managers Consultant lecturers	Must have a Masters' degree or a PhD Must have a thesis in electronic or hard copy format	3 days	9 th – 11 th July, 2013 22- 24 th July, 2013
Article Writing	This workshop capacitates participants with knowledge and skills of how to write a scientific article for publication in a journal.	Researchers Senior managers Consultant lecturers	Must have a Degree/a Masters' degree/ or a PhD Must have a thesis in electronic or hard copy format	3 days	16 th – 18 th July, 2013 25 th – 27 th July 2013
Proposal Writing	This workshop capacitates participants with knowledge and skills of how to write <ul style="list-style-type: none"> • research proposal • funding proposal • training proposal. 	Researchers Senior managers Consultant lecturers	Must have a Degree/a Masters' degree/ or a PhD	3 days	6 th – 8 th August, 2013 13- 15 th August 2013
Emotional Intelligence workshops will also offer professional counselling and psychometric tests	The workshops will give participants the impetus to pursue goal directed behaviours. Participants will be equipped with critical soft skills that create a foundation for success. This helps individuals to respond to both positive and negative situations at the workplace in a productive manner. Psychometric assessment available	All levels Of an organisation's staff	Not Applicable	2 days	18 th – 19 th June, 2013 24 th – 25 th June, 2013 16 th – 17 th July, 2013 23 rd - 24 th July, 2013



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Stress Management 	This workshop enables employees to be aware of comprehensive stress awareness programs which focus on the health status of employees and the workplace. Employees will be aware of effective stress management strategies to improve morale and job satisfaction, reducing absenteeism and health risk behaviour and increase presenteeism.	Organisation's staff All levels	Not Applicable		13 th – 14 th June 2013 26 th – 27 th August 2013 21 st – 22 nd November 2013
Effective Communication Skills at the Work place 	This workshop will enable Corporate/Public Sector employees to develop effective communication skills which will help them to improve customer service as well as interpersonal relationships with colleagues in the workplace.	Organisation's staff All levels	Not Applicable		20 th – 21 st June 2013 4 th – 6 th September 2013 5 th – 6 th December 2013
Effective Customer Relations 	This workshop will enable Corporate/Public Sector employees to develop and acquire Effective Customer Relations that would benefit the organisation. After workshop Impact Assessment will feedback on the employee-customer relations in the workplace.	Organisation's staff All levels	Not Applicable		4 th – 5 th July 2013 16 th – 17 th September 2013 13- 14 th January 2014






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Title of Workshop	Brief Description of the Workshop	Target audience	Level of skills and knowledge proficiency required	Duration	Dates
Team Building Skills 	This workshop will enable Corporate/Public Sector employees to develop and acquire Team Building strategies and skills necessary for team work and achievement of organisational goals.	Organisation's staff All levels	Not Applicable	2 days	18 th – 19 th July 2013 3 rd – 4 th October, 2013 30 th – 31 st January 2014
Goal Setting Skills 	This workshop will enable Corporate/Public Sector employees to develop and acquire goal-setting strategies and skills necessary for personal/professional goal setting tasks in an organization.	Organisation's staff All levels	Not Applicable	2 days	30 th – 31 st July 2013 17 th – 18 th October, 2013 10 th – 11 th February 2014
Self-Grooming Skills 	This workshop will enable Corporate/Public Sector employees to develop self-grooming skills which will help them improve company and their self-image	Organisation's staff All levels	Not Applicable	2 days	1 st – 2 nd August 2013 28 th – 29 th October 2013 24 th – 25 th February 2014



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Cultivating a Positive Company Perception 	Corporate image plays a crucial role on how the organisation and its products/services are perceived by the target population. This workshop capacitates participants with skills and knowledge of how to develop a positive company or organisational perception.	Organisation's staff All levels	Not Applicable	2 days	15 th – 16 th August 2013 4 th – 5 th November 2013 3 rd – 4 th – March 2014
Effective study skills for Primary and Secondary Schools	This workshop aims to develop capacity in teachers to prepare examination classes effectively in order to enhance lifelong learning skills among their learners.	Teachers handling examination classes	Teaching qualification		3 days 19 th – 21 st June 3 rd – 5 th July 2013 24 th – 26 th July 2013 7 th – 9 th August 2013 14 th – 16 th August 2013 28 th – 30 th August 2013
NB: The course duration may be customised according the requirements of the client. Such customised delivery does not affect the content or the price of the course.					

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