



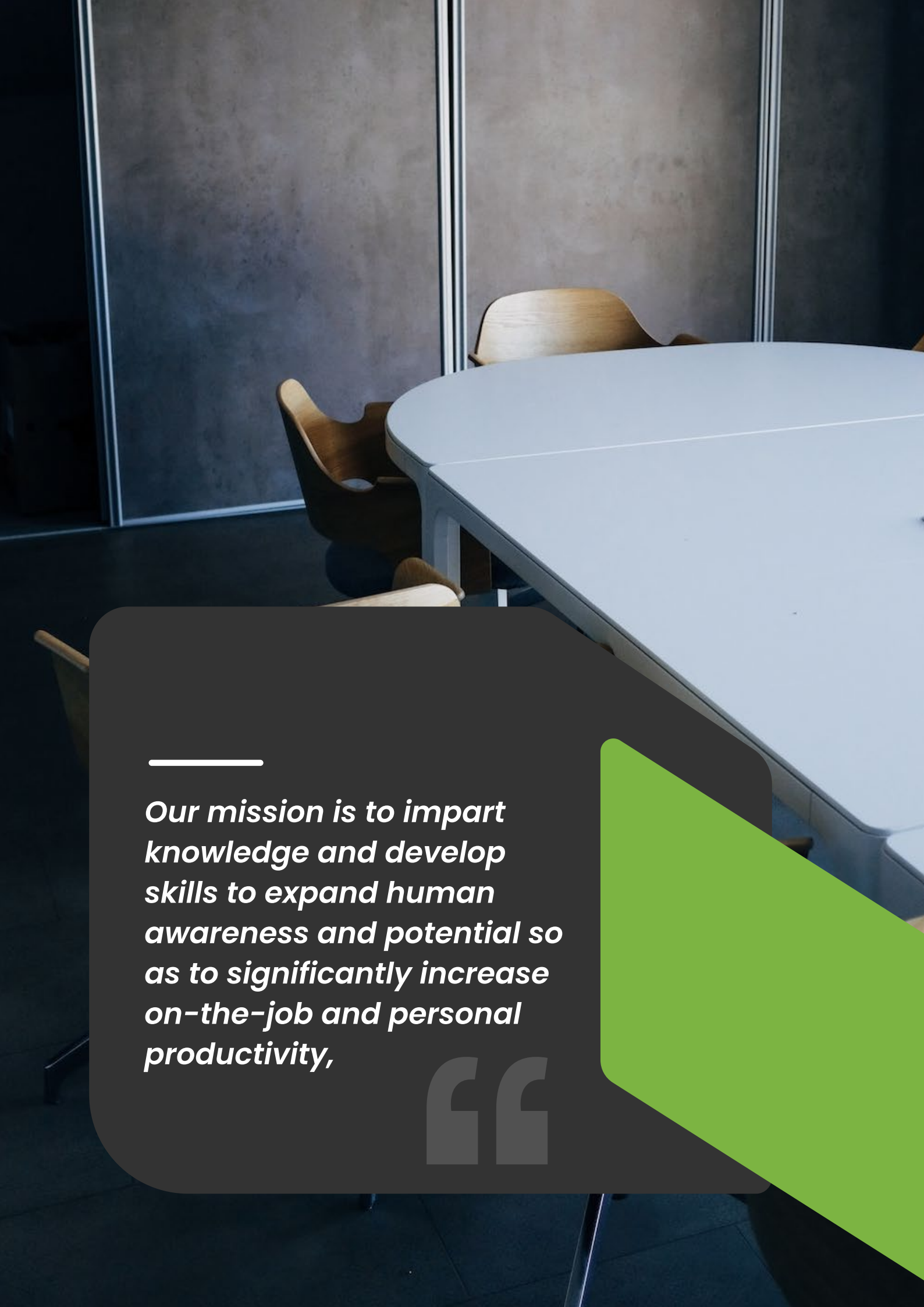
TB2B GROUP
INFINITY POSSIBILITIES



TB2B GROUP INFINITY POSSIBILITY.

• Vat Reg: 4550254637 Company Reg: 2008/180515/23





*Our mission is to impart
knowledge and develop
skills to expand human
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on-the-job and personal
productivity,*

“

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About Company

Training B2B CC is a Level 1 BEE company which provides specialist information and training services for academic and scientific, professional and commercial business communities.

Our continuous growth is based on autonomous product development and tailoring of training to market needs.

We work with thousands of business executives providing them with skills development and enhancement through training, conferences, seminars, coaching, consulting and mentoring.

Our training and seminars feature leading experts in industry and provide up-to-date information direct from practitioners who have found solutions to the challenges facing business today. Speakers and facilitators include senior representatives from the world's biggest and most forward- looking organizations-experts in their various fields.

Our training focuses on value creations for our clients:

- Improved business performance
- Broader training products offering
- Lower cost of training
- New ways of adding value
- Innovative training models to enhance skills development

Our Mission

Our mission is to impart knowledge and develop skills to expand human awareness and potential so as to significantly increase on-the-job and personal productivity,

Our Vision

Our vision is to become a leading provider of adult and leadership development programmes across sectors that help individuals, teams and organisations reach their full potential in Africa.



Our Values

- **High Performance:** We achieve success for our people, stakeholders and business.
- **Teamwork:** We value individual contributions and strengths towards shared goals
- **Human Dignity:** We value and respect every human being that we interact with.
- **Integrity:** We interact with our stakeholders in an authentic, transparent and honest manner
- **Accountability:** We take ownership of actions and behaviours and decisions
- **Learning:** We value lifelong learning and strive to constantly acquiring knowledge, skills and attitudes to stay relevant or ahead of the change curve.

Goals & Objectives

Training B2B makes the following commitments to training:

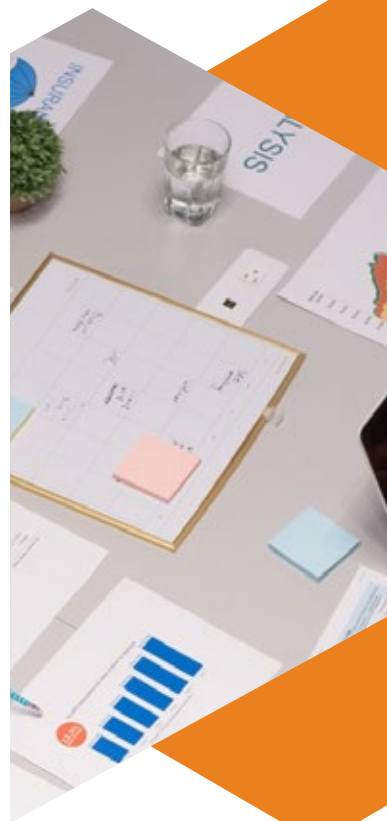
- To offer accredited training -aligned to SAQA registered unit standards and / or qualifications.
- To offer QCTO accredited qualifications.
- To assess learners and provide certification based on competence.
- To offer technical courses that CPD accredited.
- To continuously improve the quality of the training and education.
- To serve our diverse client base or learners with mutual respect and discretion.
- To offer relevant and practical training thereby empowering learners for personal and workplace implementation.

Management Declaration & Commitment to Quality

Our activities comply with all requirements in this legislation:

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- National Qualifications Framework Act (NQF Act No 67 of 2008)
- Skills Development Amendment Act 37 of 2008
- Further Education and Training Colleges Act 2006 (Act 16 of 2006)
- Act No. 6 of 2014: Labour Relations Amendment Act, 2014



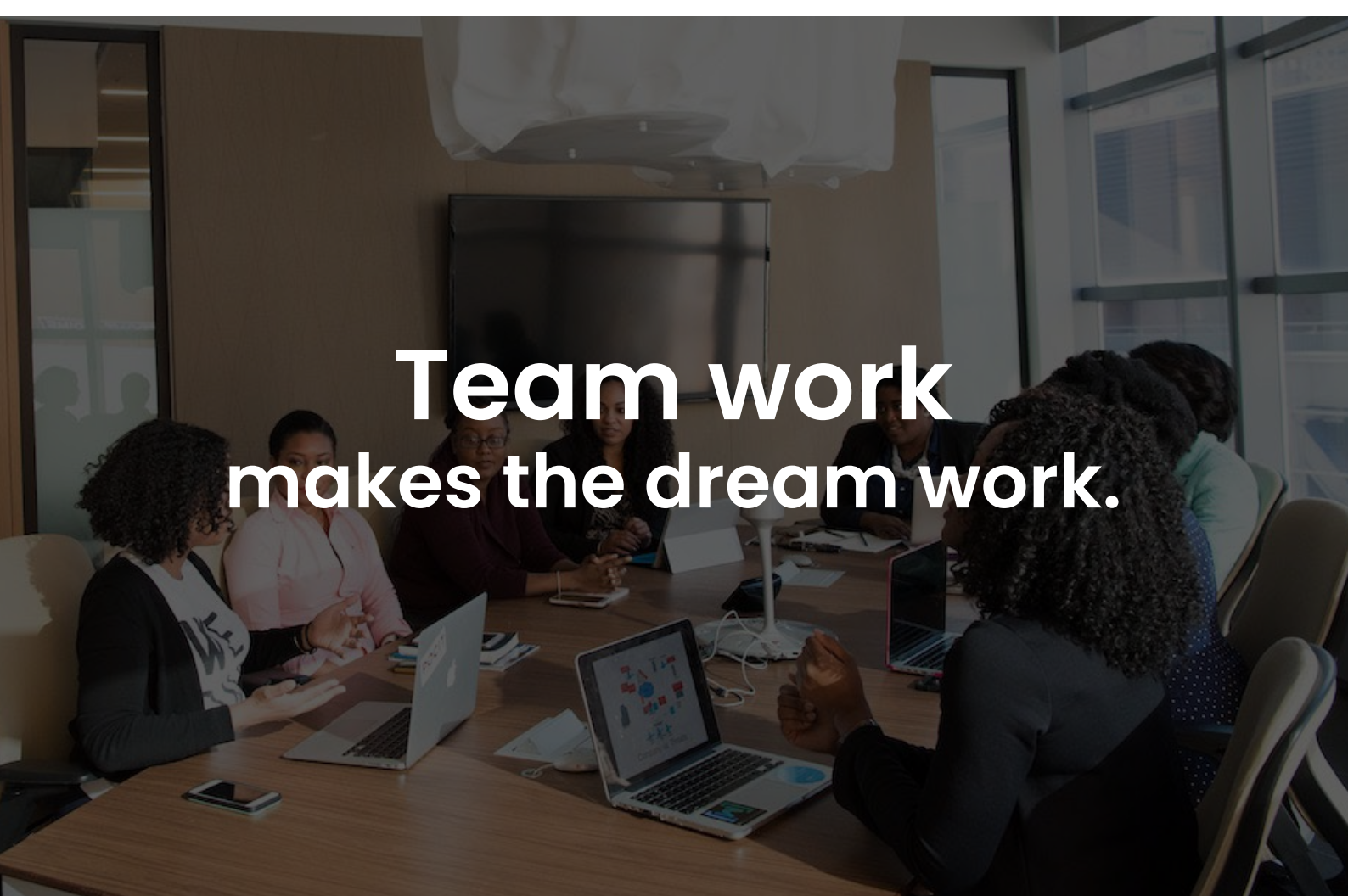


We align to the following objectives of the NQF (as outlined in the NQF Act No 67 of 2008):

Training B2B makes the following commitments to training:

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- Ensure that SAQA, QCTO and ETQA requirements are met.
- Ensure quality training - planning, implementation and evaluation on a regular basis as per the Quality Management Policies and Procedures.
- Provide learners with fair opportunities to perform, accelerate and succeed with support and guidance offered as far as possible.
- Conduct a continuous process of improvement considering learner feedback, facilitator input and assessor and moderator consultation.



**Team work
makes the dream work.**

Why Training B2B?



Learn from Expert Instructors

Training B2B instructors are active practitioners who average more than 20 years experience in their field. Because they use the very technologies and skills they teach, they've already solved the same problems you are likely to encounter, so you and your organization gain the knowledge from their years of hands-on expertise. In addition to their extensive real-world experience, our instructors only qualify to teach Training B2B Courses after completing our rigorous industry leading screening and training program.

01

EXPERIENCE SUPERIOR COURSE DESIGN

Training B2B Courses are developed through a stringent, time-tested process that ensures every course is practical and relevant. Our development teams include multiple subject experts drawn from our worldwide network-and our courses are constantly updated to ensure what you learn is always up to date.

02

COURSES ARE AVAILABLE ANYWHERE, ANYTIME

In addition to our public training in Johannesburg, Training B2B has the infrastructure and logistical capabilities to assemble, customize and deliver world-class training anywhere in the world. Whether it's a single course at your own facility, or a complete curriculum you need to present in different locations around the globe, location is not a problem.

03**ACQUIRE PRACTICAL SKILLS WITH HANDS-ON INSTRUCTOR-LED TRAINING**

Each of our intensive hands-on courses is designed to help you gain the skills you need-quickly and in depth. Our courses are taught in a collaborative, supportive classroom-based environment, not on a Web site where you get instruction in a vacuum. And when you return to work, you can apply your new skills, tools and techniques right away, so you and your organization reap the benefits immediately.

04**RETAIN NEW KNOWLEDGE AND SKILLS LONGER**

Training B2B Courses are developed around the principles of Active Learning, the most advanced and effective method of adult education. You are immersed in your subject through individual and group activities that significantly increase your understanding, retention and ability to apply new knowledge and concepts to maximum effect.

05**LEARN IN A SUPERB TRAINING ENVIRONMENT**

Our training venues ensure the comfort, ease and maximum effectiveness of your learning experience. We provide state-of-the-art equipment, which helps you learn more quickly, in greater depth and with increased retention.

06**ACHIEVE PROFESSIONAL CERTIFICATION**

We offer Certification Programs that give you professional recognition and document your expertise. Achieving Training B2B Certification demonstrates your mastery of the essential skills required to excel in your role.

07**VENDOR-INDEPENDENT TRAINING**

Training B2B was, is and will continue to be independent of vendor influences. That means you get training that is unbiased. We present an objective, even-handed treatment of the pros and cons of new products, techniques and technology. You even learn about third-party alternatives that the vendors themselves would never tell you about.

08**TRAINING B2B MANAGEMENT TRAINING**

Training B2B is been dedicated to meeting the professional development needs of people like you. Now, more than ever, superior management, leadership and interpersonal skills are critical to individual and organizational success. And it is equally critical to be able to apply those skills in complex, technology-intensive environments.

09

EXPERIENCE THE QUALITY...OF TRAINING B2B HANDS-ON TRAINING

Training B2B is committed to providing the most effective high-quality education for professionals and managers across industry. Our high standards for Course Development, Instructor Training and state-of-the-art facilities provide a learning experience that ensures your training investment produces the results you and your organization expect.

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ACTIVE TRAINING ENSURES THAT "YOU LEARN BY DOING"

Training B2B is pioneering the application of Active Training, which is the most advanced and effective method of adult education. And today, we are still leading the way.

In our courses, you learn by doing. Our instructors do more than just lecture--they actively involve you in your training. Brief lectures are followed by hands-on exercises so that you master new skills right away.

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GET REAL-WORLD SOLUTIONS FROM EXPERT INSTRUCTORS

Training B2B instructors are active practitioners who work full time in high-tech companies, R & D labs and other business environments where they use the very technologies and skills they teach. Because they have already solved the same problems you are likely to encounter, our instructors are equipped to share their real-world experience and practical solutions with you. Everything you learn is practical, relevant and up to the minute.

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OUR PEOPLE

At Training B2B our people are not only refers to our employees but our trusted partners (clients and suppliers) that we work with. We work with our partners to ascertain training needs and skills gaps and also recommend the level of intervention required. Our facilitators are experts in their various fields academically qualified and with industry experience.

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OUR ENVIRONMENT

At Training B2B we consider the environment that we operate in. We therefore strive to:

- Contribute value to society through employment creation
- Operate ethically at all times
- Use resources responsibly
- Be socially responsible through giving support to less privileged and orphans

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OUR APPROACH

At Training B2B we do not believe in a one size fit all solution; we have come to understand that each organization and person being trained has unique needs. We therefore skillfully work with our partners to customise training to meet the desired specific outcomes. Our public training seminars are informed through research, our course directors work with the market to design courses.

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OUR ACCREDITATIONS

Training B2B is a fully accredited training provider with the Services Seta, SABPP, LG SETA, MICT SETA, ETD SETA, CETA, TETA, PSETA, QCTO & ECSA.

OUR ACCREDITATIONS

Our Products

Training B2B's training products evolve as a result of understanding the ever changing the ever-changing market as well as through listening to our clients' needs. We do not limit ourselves to a standard product offering as every project brings for us new opportunities to apply our expertise and learning in order for you to gain the maximum value working with us.



So, what are our products?

Technical and CPD Aligned Courses

- JBCC Suits of Contracts
- Building Inspection
- Construction Contract Law (GCC)
- Pressure Vessels & Heat Pump
- Sustainable operations and maintenance of water treatment plants
- NEC 3, NEC 4 and Term Service Contract course
- Construction Project Management
- Service Level Agreement
- Estimating, Costing & Tendering for Construction Projects & Construction Supervision
- Construction contract Management (GCC,FIDIC,JBCC)
- Technical Report Writing
- Construction Risk Management
- Water Treatment
- Road to Professional Registration
- Building environment professionals in Compressed Gas system design, installation and maintenance
- Fire Sprinkler system design ,installation & Maintenance
- Pavement Design
- Compressor Operator



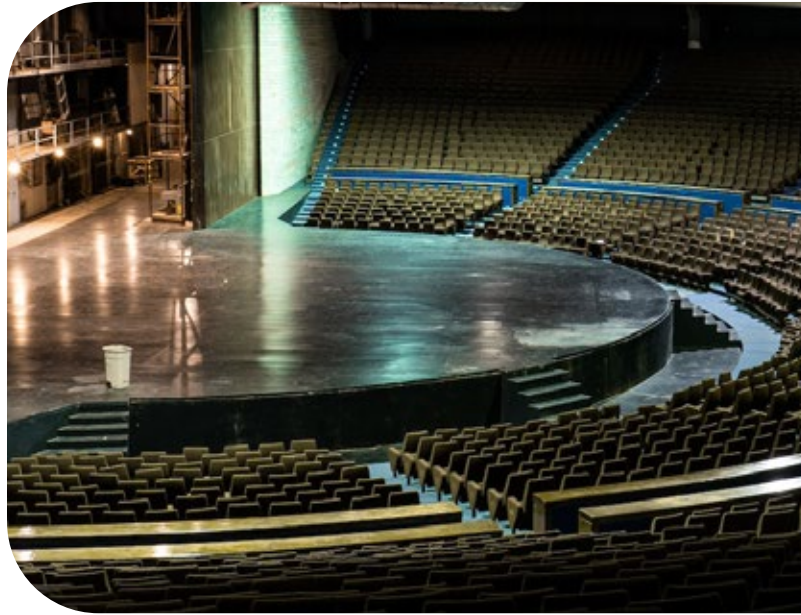
We have come to understand that each organization and person being trained has unique needs.



Leadership Coaching:

Coaching Programmes include:

- Leadership for Women
- Effective Leadership Development
- Effective Team Dynamics
- Effective Strategic Leadership
- Effective Personal Productivity
- Effective Personal Leadership
- Grand Masters of Success
- Attitude is Everything



SETA & QCTO

Accredited Qualifications:

- 59201: Generic Management
- 73129: Labour Relations Practice
- 77063: Support project services
- 23833: Business Administration Services
- 49075: Organisational Transformation and Change Management
- 57712LP74630: Generic Management
- 61755: Business Practice
- 66249: New Venture Creation
- 67465 LP 23655: Business Administration Services
- 79626: Commercial Property and Facilities Management- 1 unit standard
- 50080: Further Education and Training Certificate: Project Management
- 66189: National Certificate: Quality Management Systems
- 49648: New Venture Creation
- 50334: Occupationally directed Education Training & Development Practices
- 49077: End user computing
- 58820: Advertising
- 77063: Construction Health & safety
- 23675: Management of Building Construction purposes
- 74149: Supply Chain Management
- 102161: Office Administrator
- 101869: Project Manager
- 97154: Occupational Trainer
- 99111: Supply Chain Practitioner
- 101321: Training & Development Practitioner

Non-Unit Standard/ Unit Standard Aligned Training Programmes:

- Complex Problem Solving and Collaboration
- Working in Cross-Functional team
- Leading with Mental Health in Mind
- Building and Maintaining Relationships at Work
- Career Resilience
- Emotional Intelligence
- Emotional Resilience
- Executive EQ-Emotional Intelligence in Leadership
- Fatigue, Stress and Personal Energy Management
- Financial Resilience
- Having a Difficult Conversation
- Leadership and Employee Wellbeing
- Leadership, Psychological Safety & Wellbeing
- Making Sense of Depression
- Psychological Safety
- Resilient Leadership
- RESILIENT WOMEN: Mastering Your Personal Power / Build your own Wellbeing Toolkit
- Managing Change (Surviving and Thriving through Change)
- Diversity, Equity and Inclusion
- Team Effectiveness
- Finance, Audit and Accounting
- Purchases/Procurement
- Legal
- Asset management
- Professional customer service
- Introduction to contact centre effectiveness
- Operating effectively in a contact centre
- Switchboard and reception workshops
- Managing teams in a contact centre
- Telesales / Telemarketing effectiveness
- A focused sales process
- Strategic key account management
- Market research
- Customer relationship management
- Conflict Management
- Coaching and mentoring
- Effective team leadership
- Coaching for performance effectiveness
- The fundamentals of management/leadership
- Business coaching
- Small business advisor training
- Project management
- The business writing process
- Business communication
- Report writing
- Life skills
- Time management
- Monitoring and Evaluation
- Financial Management- public sector
- Supply chain management – public sector
- PFMA
- Budgeting procurement and asset management
- Compliance risk management
- Government accounting
- Finance for non finance staff
- Risk Management
- Forensic accounting and fraud investigation
- Corporate governance The King III Report
- Advanced project management
- Occupational health and safety
- Financial reporting
- Economic literacy
- Anti-corruption and professional ethics

- HR Development
- Management Development
- Project Management
- IT & Computers
- Industrial
- Development Management
- Leadership Development
- Commercial Contracts
- Facilities/Health and Safety
- Healthcare & Pharmaceutical
- GAAP
- Accounts receivable/ payments management
- Procurement management
- Contract management
- SLA
- IFRS
- Company diagnostics
- Quality assurance
- Human resources management
- Organising, planning and time management
- Inventory management
- Strategic management
- Executive leadership
- Events Management
- Records management
- Talent management and succession planning
- EWP
- Public speaking
- Presentation skills
- Dealing with Difficult People
- Minute Taking
- Critical Thinking
- Bullying in the Workplace
- Workplace Violence
- Workplace Harassment
- Balanced Scorecard
- Lean Process Improvement
- Budgets and Managing Money
- Meeting Management
- Etiquette and protocol
- Disaster, relief and emergency management
- Recruitment and selection
- Labour relations
- Policy development, formulation, review and implementation
- Supervisory skills
- Curriculum development
- Master secretarial and administration
- HR Master Class
- MS Projects
- Bid Committee
- First Aid
- Fire Fighting
- HIRA
- Finance for Non-Finance Managers
- Team leader
- SHE Rep
- Incident Investigation
- Report Writing
- Communication Skills
- Monitoring and Evaluation
- Policy and research
- Computer Programmes



Plant Operators Training

- Grader Operator
- Fork Lift
- Front Loader
- Tip. Truck Operator
- Excavator
- Dump Truck
- Paving Creed
- Scraper Operator
- Dragline Operator

Employee Services

- Employee Medicals
- Employee Counselling Services



Organisational Development Consulting

Having worked extensively with clients across industry, Training B2B through its key consultants brings knowledge and experience of the challenges, opportunities and complexities that exist in many organisations in the ever changing environments. Services include organisational assessment, planning, customised design and facilitation of dialogue sessions, planning processes, and/or training programs required. These include:



- **Culture development or enhancement** - assess, build and sustain a culture that supports organisational strategy, employee wellbeing, psychological safety and employee engagement shaped by a set of shared core values and guiding principles for everyday decision-making, actions and behaviours.
- **Management and leadership development** - apply total leader and inclusive management and leadership practices, tools and approaches that build trustworthy leadership and organisational success.
- **Change management** - apply a structured approach to enable leaders and groups to plan, implement and communicate significant changes in direction, scope, funding, size, leadership or commitments.
- **Strategic planning** - develop strategic plans through an inclusive process that creates a clear vision, mission and roadmap to achievable goals and measurable outcomes.
- **Talent management** - apply tools, strategies and best practices in workforce planning, performance development, succession planning and career planning to engage, develop and recognize diverse staff.
- **Team and organizational effectiveness** - develop high-performing teams through goal, role and process clarity, group operating norms, early conflict resolution, building accountability and trust and leveraging diverse perspectives and talents.
- **Sense-Making sessions** - facilitate dialogic interventions to help leadership teams jointly make sense of information and develop a shared understanding where there may be different interests and perspectives.
- **Safe Spaces** - safe spaces is the bridge between Employee Assistance Providers and the organisation. Many employees do not reach out to EAP for assistance even though they may need it. It is well known that little anxiety can boost our performance, but chronic anxiety can take a toll on our emotional, physical, mental and psychological health. The feeling of having your guard up at all times can be exhausting and emotionally taxing hence the need to have a safe space to offload now and then, to process what occurred, to communicate needs, and to be given support. Data coming out of safe spaces can be used to develop further interventions to support employees.

Some of the clients we work with...

- Mastercard Foundation,
- Nedbank
- Allan Gray
- Rand Mutual
- Kelvin Power
- Astron Energy
- Hollard Botswana
- Mr Price Group
- CBI Electric
- Rand Water, Gauteng
- GDID
- Gambling Board
- Namakwa District Municipality
- City of UMhlatuze Municipality
- West Rand District Municipality
- Department of Monitoring & Evaluation
- Department of Tourism
- Department of Transport
- Nelson Mandela Municipality
- Department of Labour: Western Cape
- CCMA
- Paradigms Wellness and more...



ALLAN GRAY





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CONTACT US



P: +2711 326 2499 / +2711 326 0275

F: (086) 563-7783

E: admin@tb2b.co.za

W: www.tb2b.co.za

Operating Address: Unit 21 Tudor Park,
61 Hillcrest • Oerder Park
P.O Box 6182, Cresta, Johannesburg 2118