



## COMPANY PROFILE

- ✓ Compliance & Health
- ✓ Education & Training
- ✓ Productivity
- ✓ Effective Operations

PolyNew Training Services offers professional training and consultancy solutions for both public and private sectors. At PolyNew Training Services, you get the most out of your employees and hence creation of effective training solutions for your company. Smart techniques are integrated with modern technology that encourages comprehensive learning and deliver results oriented training experience.



Polynew Training Services is Botswana's most experienced and result oriented training company.

**Guaranteed** results!! through custom packaged courses

## Contact us

We do not do one size fits all, we assess your needs and tailor the training experience to meet your objectives, backed by the results you need.

## Cultivate your career

We help people gain life-changing skills while making the learning process fun and easy!

## Build world-class teams

We help organisations develop their staff and increase productivity with minimal disruption to operations.

# For your TAILOR MADE Training Courses

## COMPLIANCE & HEALTH

- 1 Basic Occupational Health and Safety (BOHS)
- 2 First Aid Level 1 & 2
- 3 Effective Health Check on Non-Communicable Diseases (EHCNCD)
- 4 Work Place Fire Prevention and Management (FPM)
- 5 Food Safety and Hygiene (FSH)
- 6 Fraud Detection and Money Laundering (FDML)
- 7 Corporate Governance (CG)
- 8 Hazard Analysis Critical Control Point (HACCP)
- 9 Diversity and Inclusion in the Workplace (BIW)
- 10 Personal Financial Literacy (PFL)
- 11 Animal Welfare Skills (AWS)
- 12 Basic Security Skills (BSS)
- 13 Gender Based Violence (GBV)
- 14 Poultry Meat Examination Skills (PMES)
- 15 Professional Drivers Etiquette Skills (PDES)
- 16 Scaffold Handling in Workplaces (SHW)
- 17 Working in Confined Spaces (WCS)
- 18 Permit to Work (PW)
- 19 Audit and Tax Investigation in Botswana (ATIB)
- 20 Botswana Taxation (BT)
- 21 Trusteeship Understanding (TU)

## EDUCATION & TRAINING

- 22 Coaching and Mentoring Skills (CMS)
- 23 Train The Trainer (TTT)
- 24 Principles of Early Childhood Education (PECE)
- 25 Culture Awareness and Sensitivity Training (CAST)
- 26 Post Retirement Planning & Investment (PRPI)

## PRODUCTIVITY

- 27 Inventory Management and Control (IMC)
- 28 Total Quality Management (TQM)
- 29 Credit Control and Management (CCM)
- 30 Effective Time Management (ETM)
- 31 Effective Team Building Skills (ETBS)
- 32 Emotional Intelligence (EI)
- 33 Effective Performance Improvement (EPI)
- 34 International Public Sector Accounting Standards (IPSAS)
- 35 Financial Technology (FINTEC)
- 36 Leading Through Uncertainty (LTU)
- 37 Stress Management Strategies (SMS)
- 38 Talent Management & Succession Planning (TMSP)
- 39 Counselling and Guidance (CG)
- 40 Organisational-Leadership Induction Training (OLIT)
- 41 Remuneration Strategy for HR Management (RSHM)
- 42 Workflow Simplification Training (WST)

## EFFECTIVE OPERATIONS

- 43 Finance for Non-Finance Managers (FNFM)
- 44 Effective Enterprise Risk Management (EERM)
- 45 Organisational Labour Management (OLM)
- 46 Business Etiquette (BE)
- 47 Leadership and Management Skills (LMS)
- 48 Workplace Ethics (WE)
- 49 Entrepreneurship and Business Setup (EBS)
- 50 Sports Management (SM)
- 51 Corporate Supervisory Skills (CSS)
- 52 Microsoft Excel Level 1 to 3 (MSEXCEL)
- 53 Project Management Skills (PMS)
- 54 Effective Operations Management (EOM)
- 55 Effective Customer Care (ECC)
- 56 Change Management Skills (CMS)
- 57 Business Strategy Planning (BSP)
- 58 Business Intelligence (BI)
- 59 Effective Sales and Presentation Skills (ESPS)
- 60 Business Analysis & Data Visualisation (BADV)
- 61 Cyber Security in Modern Businesses (CSMB)
- 62 Stakeholder Management (SM)
- 63 Forklift Training (FT)
- 64 Public Relations and Crisis Management (PRCM)
- 65 Data and Information Management and Protection (DIMP)
- 66 Effective Document Archiving and Records Keeping (EDARK)
- 67 Purchasing, Supply and Chain Management (PSCM)
- 68 Interpersonal Communication and People Skills (ICPS)
- 69 Effective Revenue Collection & Maximisation Strategies (ERCMS)
- 70 Basic Computer Skills (BCS)
- 71 Effective Skills in Merchandising and Sales (ESMS)
- 72 Telephone Etiquette & Frontline Skills (TEFS)
- 73 Effective Report Writing Skills (ERWS)
- 74 Transport and Fleet Management (TFM)
- 75 Cost Reduction and Operational Effectiveness (CROE)
- 76 Work-Life Balance Training Program (WLBTP)
- 77 Strategic Thinking and Business Planning Program (STBPP)



## Some of our Clients



# Corporate Training Solutions

## CONTACT US

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ACCREDITED & REGISTERED WITH



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- ✓ AFRITEC PTY LTD
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- ✓ ARONA NATURAL FOODS
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