



# COMPANY PROFILE

For Your Tailor-Made  
Training & Consultancy  
Solutions



## TRAINING SERVICES

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



## CONSULTANCY SERVICES

- Policy Development
- Strategy Support
- Board Assessments
- Disciplinary Hearing Services

Accredited by HRDC & BQA



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# WHO WE ARE

## About PolyNew Training Services



At PolyNew Training Services, we believe training is more than just an event — it is a transformative experience that equips people with the skills, confidence, and mindset to thrive.

As Botswana's trusted training and consultancy partner, we combine local insight with practical workplace solutions to deliver impactful, tailor-made programmes that address today's organisational challenges and prepare teams for tomorrow's opportunities.



### Our Vision

To be Botswana's most innovative and trusted training partner, shaping professionals and organisations for a sustainable, future-ready economy.



### Our Vision

To design and deliver tailor-made training and consultancy solutions that blend modern methods with Botswana's unique business environment — ensuring practical skills development, improved performance, and long-term impact.

## Our Approach



### EMPOWER PEOPLE

We build skills that open doors for personal growth, career development, and workplace confidence.



### TRANSFORM TEAMS

We strengthen collaboration, leadership, productivity, and organisational culture



### DELIVER RESULTS

We design practical interventions that create measurable impact and support long-term organisational success.



*We combine expertise, practice and passion to deliver meaningful learning experiences and professional solutions that make a difference*



# OUR TRAINING SERVICES

PolyNew Training Services offers a wide range of customised training programmes designed to strengthen compliance, productivity, workplace effectiveness, leadership, governance, and operational performance.



## COMPLIANCE & HEALTH

1. Animal Welfare Skills (AWS)
2. Audit and Tax Investigation in Botswana (ATIB)
3. Basic Occupational Health and Safety (BOHS)
4. Basic Scaffolding Safety Techniques (BST)
5. Basic Security Skills (BSS)
6. Botswana Taxation (BT)
7. Cherry Picker Operations (CPO)
8. Construction Site and Risk Awareness (CSRA)
9. Corporate Governance (CG)
10. Diversity and Inclusion in the Workplace (DIW)
11. Effective Health Check on Non-Communicable Diseases (EHCNCD)
12. First Aid Level 1 & 2
13. Food Safety and Hygiene (FSH)
14. Forklift Operations (FLO)
15. Anti Money Laundering & Fraud Detection (AMFLD)
16. Gender Based Violence (GBV)
17. Hazard Analysis Critical Control Point (HACCP)
18. Hazard Identification and Risk Assessment (HIRA)
19. Lifting and Rigging Operations (LRO)
20. Mobile Crane Operations (MCO)
21. Permit to Work (PW)
22. Personal Financial Literacy (PFL)
23. Professional Drivers (PD)
24. Poultry Management (PM)
25. Psychological Safety in the Workplace (PSW)
26. Safety Audit and Safety Inspection (SASI)
27. Tower Crane Operations (TCO)
28. Trusteeship Understanding (TU)
29. Workplace Fire Prevention and Management (FPM)
30. Working at Heights Risk Management (WHRM)
31. Working in Confined Spaces (WCS)



## EDUCATION & TRAINING

32. Coaching and Mentoring Skills (CMS)
33. Cultural Awareness and Sensitivity (CAS)
34. Post Retirement Planning & Investment (PRPI)
35. Principles of Early Childhood Education (PECE)
36. Train The Trainer (TTT)



## PRODUCTIVITY

37. Animal Nutrition (AN)
38. Budgeting and Expenditure Control (BEC)
39. Guidance and Counselling (GC)
40. Croupier/Gambling Skills (CGS)
41. Credit Control and Debt Management (CCDM)
42. Effective Performance Management (EPM)
43. Effective Time Management (ETM)
44. Emotional Intelligence (EI)
45. Financial Technologies (FINTEC)
46. First Aid Responsible Gambling (FARG)
47. Human Resource Risk Management Skills (HRMS)
48. International Public Sector Accounting Standards (IPSAS)
49. Inventory Control and Management (ICM)
50. Landscaping Skills (LS)
51. Leading Through Uncertainty (LTU)
52. Mindset Change Skills (MCS)
53. Organisational-Leadership Induction Training (OLIT)
54. Piggery Management (PM)
55. Remuneration Strategy for Human Resources (RSHR)
56. Results Based Training Skills (RBTS)
57. Small Stock Management (SSM)

58. Stress Management Strategy (SMS)
59. Talent Management & Succession Planning (TMSP)
60. Team Building Skills (TBS)
61. Total Quality Management (TQM)
62. Workflow Simplification (WS)



## EFFECTIVE OPERATIONS

63. Advanced Customer Service (ACS)
64. Artificial Intelligence in Project Management and Business (AIPMB)
65. Basic Computer Skills (BCS)
66. Business Analysis & Data Visualisation (BADV)
67. Business Development Skills (BDS)
68. Business Etiquette (BE)
69. Business Intelligence (BI)
70. Business Strategy Planning (BSP)
71. Certificate of Proficiency – Short term (CP)
72. Certificate of Proficiency – Long term (CP)
73. Change Management Skills (CMS)
74. Corporate Supervisory Skills (CSS)
75. Cost Reduction and Operational Effectiveness (CROE)
76. Cyber Security in Modern Businesses (CSMB)
77. Data and Information Management and Protection (DIMP)
78. Decision Making in Project Management (DMPM)
79. Disciplinary and Grievance Handling Protocols (DGHP)
80. Effective Customer Services (ECS)
81. Effective Document Archiving and Records Management (EDARM)
82. Effective Risk Management (ERM)
83. Effective Operations Management (EOM)
84. Effective Report Writing Skills (ERWS)
85. Effective Revenue Collection &

- Maximisation Strategies (ERCMS)
86. Effective Sales and Presentation Skills (ESPS)
87. Effective Merchandising Skills (EMS)
88. Employee and Labour Relations (ELR)
89. Entrepreneurship and Business Setup (EBS)
90. Finance for Non-Finance Managers (FNFM)
91. Fleet and Inventory Management (FIM)
92. Insurance Claims Handling and Risk Management (ICHRM)
93. Interpersonal Communication and People Skills (ICPS)
94. Leadership and Management Skills (LMS)
95. Microsoft Excel (Level 1 to 3)
96. Organisational Labour Management (OLM)
97. Project Management Skills (PMS)
98. Project Controls and Project Risk Management (PCPRM)
99. Project Management Office – Setting up, Structures, Roles and Responsibilities (PMOSSRR)
100. PRINCE 2
101. Public Relations and Crisis Management (PRCM)
102. Purchasing, Supply and Chain Management (PSCM)
103. Role Clarity and Delegation (RCD)
104. Sports Management (SM)
105. Stakeholder Management (SM)
106. Strategic Management and Planning (SMP)
107. Telephone Etiquette & Frontline Skills (TEFS)
108. Transport and Fleet Management Skills (TFMS)
109. Trustees Induction and Board of Trusteeship Boot Camp (TIBTBC)
110. Work-Life Balance Training Program (WLBTP)
111. Workplace Ethics (WE)
112. Workplace Conflict Resolution (WCR)



# OUR CONSULTANCY SERVICES

Beyond training, PolyNew Training Services provides professional consultancy support to help organisations strengthen governance, align strategy, improve internal systems, and manage workplace processes effectively.



## POLICY FORMULATION AND INCEPTION TRAINING

We assist organisations with the development, review, and implementation of policies. We also provide inception training to ensure staff and stakeholders understand the purpose, application, and expected outcomes of the policies.



## DISCIPLINARY HEARING SERVICES

We support organisations with professional disciplinary hearing processes, including chairing hearings, advising on fair procedure, and helping employers manage workplace discipline in a structured and compliant manner.



## STRATEGY DEVELOPMENT AND CASCADING

We facilitate strategy development processes and support organisations in translating strategic plans into practical departmental, team, and individual action plans.



## BOARD ASSESSMENTS

We provide board assessment services to help organisations evaluate board effectiveness, governance practices, compliance, leadership contribution, and areas requiring improvement.


Accredited & Registered



HUMAN  
RESOURCE  
DEVELOPMENT  
COUNCIL  
of BOTSWANA

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