



BOTHO
UNIVERSITY
EXCELLENCE | LEADERSHIP | INNOVATION

• **CORPORATE** •
T R A I N I N G



BOTHO

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EXCELLENCE | LEADERSHIP | INNOVATION

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BOTHO UNIVERSITY

MISSION, VISION & VALUES



We will operate on a strong financial and viable business model, providing a quality educational experience, continually benchmarked on national and international academic standards to produce well-rounded employable graduates for the global market.

Botho University aspires to be a centre of excellence in higher learning and a driver for positive social and economic change.

- Botho
- “Do More”
- Excellence
- Innovation
- Leadership
- Integrity

CORPORATE TRAINING AT BOTHO UNIVERSITY

Botho University has been involved in providing corporate training services since 1997. Our Corporate Training Department works with companies and individuals, helping them to develop crucial competencies and empowering employees at all levels to become more competitive. We develop professional development programmes designed to measurably improve productivity, performance and profitability.

WHY CHOOSE US FOR YOUR CORPORATE TRAINING NEEDS?

- Our vast experience of over 20 years in providing corporate training services in Botswana.
- We offer more than 200 corporate training and professional development programmes across the fields of Accounting and Finance, Business, Information Technology, Leadership and Professional Development.
- We offer industry certifications from all leading vendors. We are a CompTIA and ICDL partner and an authorised Cisco Academy.
- Our highly qualified trainers are accredited by the Botswana Qualifications Authority (BQA).
- Customised training is offered based on a detailed analysis and study of each client's requirements.
- Training is conducted either on Botho University premises or at the client's location.
- Our state-of-the-art infrastructure for corporate training services includes lecture theatres with high-resolution projection facilities, computer training laboratories and Wi-Fi enabled classrooms.
- First and only Android ATC centre in Botswana and second in Africa.
- Botho Testing Centre provides services for Prometric, PearsonVUE, CIMA, ACCA, AAT and ICDL, all in the convenience of one location.
- We offer proctoring services to students studying distance learning and online programmes from international institutions.
- We provide quality study materials with every training programme to improve the student learning experience and to use for future reference.



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**CELEBRATING
 20 YEARS
 1997 - 2017**

TRAINERS

We have over 300 well qualified, BQA registered trainers with vast industry experience and impeccable academic credentials. It is our commitment to deliver high quality educational services.

PROGRAMMES

With over 200 corporate programmes, chances are high that we have any and every training programme that you may require. In the past we have also successfully assisted clients with bringing trainers from abroad to provide highly specialised niche training programmes.

EXPERIENCE

With over 20 years of corporate training experience, we have a deep understanding of client needs and how to translate them into appropriate training plans. Our client list includes almost every leading public and private sector organisation in Botswana and they have been training with us repeatedly over the years.

INFRASTRUCTURE

We invest heavily in our infrastructure to provide an unmatched educational experience: 2500 computers and laptops; over 80 computerised classrooms; 21000 library books and subscriptions to all leading electronic journals; dedicated corporate training rooms; high capacity lecture theatres with audio visual equipment; a 1000 seater multipurpose hall; as well as high speed Wi-Fi and internet facilities throughout campus.

BOS ISO 9001: 2008 CERTIFIED ORGANISATION

We are the only University in Botswana to be BOS ISO 9001:2008 certified - a clear indicator of our passion and commitment to quality.





INFRASTRUCTURE



BOTHO
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QUALITY ASSURANCE

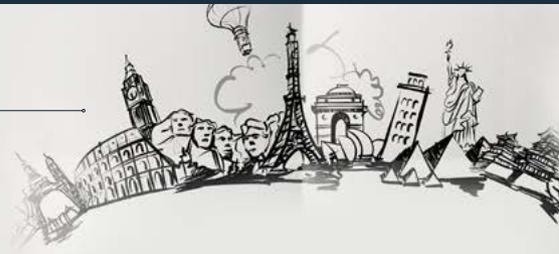
Botho University believes in providing quality education to all its customers. Our quality assurance techniques are well established and effective. Quality assurance of the programmes offered begins well before the programme is delivered. The curriculum and programme materials go through a quality process. Botho University also collects participant feedback at the conclusion of each training. The participant feedback covers four main areas:

- Effectiveness of the Programme – whether or not the programme met the student expectations and whether the student learnt from the programme
- Effectiveness of the Instructor – the capability of the instructor to transmit knowledge as well as the enthusiasm and level of knowledge of the instructor
- Effectiveness of Training Aids – the quality of the programme material and facilities provided
- General Feedback – what the student most liked and disliked about the course with suggestions for improvements

The data from the participant feedback form is consolidated at the centre and is used by the training team to identify the areas needing improvement and to resolve problem areas.

GLOBAL PARTNERSHIPS

Botho University believes in bringing together best practices from across the globe. That is why we invest in building quality partnerships with leading institutions across the world.



ACCREDITATION & ACCOLADES

BQA Registered Institution

Botho University is one of the first private tertiary institutions registered with the Botswana Qualifications Authority (BQA).



HRDC Registered Institution

Botho University is registered with the Human Resource Development Advisory Council (HRDC) of Botswana.



BOS ISO 9001: 2008 Certified Organisation

We are the only University in Botswana to be BOS ISO 9001:2008 certified - a clear indicator of our passion and commitment to quality. The ISO 9001:2008 certification is considered "hard to obtain and difficult to maintain" by some of its recipients.



PMR Africa Diamond Arrow Award 2015

Winner of the PMR Africa "Diamond Arrow Award" for excellence under the tertiary institutions category in Botswana as rated by organisations across Botswana.



ACCA Gold Partner

Botho University has been awarded "Gold" status by the Association of Chartered Certified Accountants (ACCA), UK.



AAT Best International Training Provider of the Year 2014

Botho University is the only institution in Botswana to be nominated and also to win this award.



An Authorised Prometric Academy

* COMPUTERISED EXAMS



Registered Institution in the Kingdom of Lesotho

Registered with Ministry of Education and Training and approved by Council on Higher Education, Kingdom of Lesotho

A FEW OF OUR SATISFIED CORPORATE CLIENTS

Adient South Africa

Bank of Botswana

BancABC

Barclays Bank Botswana

Botswana Diamond Valuing Company (BDVC)

Botswana Housing Corporation (BHC)

Botswana Public Service College (BPSC)

Botswana Insurance Corporation (BIC)

Botswana Meat Commission (BMC)

Botswana Railways (BR)

Botswana Telecommunications Authority (BTA)

Botswana Telecommunications Corporation Limited (BTCL)

Central Statistics Office (CSO)

Civil Aviation Authority Botswana (CAAB)

De Beers

Debswana

Department of Information Technology (DIT)

Department of Meteorological Services

Department of Mines

Department of National Transport Control

Department of Primary Education

Department of Roads

Dialogue Saatchi & Saatchi

Diamond Trading Company Botswana (DTCB)

Directorate of Public Service Management (DPSM)

DHL Botswana

Examination Research and Testing Division

First National Bank

Gaborone Private Hospital (GPH)

Grant Thornton

Haskins Botswana

Hyundai Motors

IBM Botswana

Impression House

Institute of Bankers

Kgalagadi Breweries Limited

Knight Frank

Kwena Rocla

Laurelton Diamonds

Majwe Mines

Mascom

Minchin & Kelly

Ministry of Infrastructure and Housing Development

Ministry of Local Government and Rural Development

Ministry of Basic Education

Ministry of Tertiary Education, Research, Science and Technology

Multichoice Botswana

National Development Bank

Non-Bank Financial Institutions Regulatory Authority (NBFIRA)

Orange Botswana

Radio Botswana

Registrar of Companies and Intellectual Properties

RPC Data

Rural Industries and Innovation Centre (RIIC)

United States Embassy

Water and Sewerage Company

PROGRAMMES OFFERED

ACCOUNTING PROGRAMMES



Business & Management Accounting

- Corporate Governance
- Financial Management for Non Finance Executives
- International Financial Reporting Standards
- Risk Based Internal Auditing

Excel for Accountants

- Financial Modelling in Excel
- Advanced Financial Modelling in Excel
- Managing Personal Finance
- Personal Finance Trainer
- XBRL Foundation
- Computerized Accounting (Pastel)

BUSINESS PROGRAMMES



Fundamental Business Skills

- Business Fundamentals
- Business Kaleidoscope
- Business Communication
- Business Economics & Mathematics

- Business English
- Consumer Behaviour
- Personal Transformation
- Persuasive Communication
- Sales Presentation Skills
- Customer Care
- Effective Sales Proposals
- Management Information System

Advanced Business Skills

- Motivational Theory and HR Practices
- Adapting to Workplace - Team Effectiveness
- Negotiation Skills
- Process and Quality
- Strategy for Major Sales
- Principles of Accounting System Sales
- Key Account Management Strategy
- Distribution Systems and Strategy
- Marketing of Services
- Sales Promotion Strategy
- Relationship Management
- Service Systems and Skills
- Marketing of Services and Creating Service Strategy
- Exceptional Customer Services
- Human Resource Management

Entrepreneurship

- Certificate in New Venture Creation

Business Excellence

- Six Sigma - Green Belt
- Basics of Kaizen
- Lean Overview
- ISO 9001:2008 QMS Awareness
- ISO 9001:2008 QMS Implementation
- ISO 9001:2008 QMS Auditor

INFORMATION TECHNOLOGY



- Know Your Computer

Microsoft Office

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Microsoft Word Expert
- Microsoft Excel Expert
- Microsoft PowerPoint Expert
- Microsoft Word Master

Microsoft Project

- Managing Projects with Microsoft Project
- Microsoft Project Expert

Macromedia Flash

- Multimedia using Adobe Flash
- Advanced Multimedia using Adobe Flash

* We offer training customised to our clients' requirements

PROGRAMMES OFFERED

Macromedia Dreamweaver

- Web Development using Adobe Dreamweaver
- Advanced Web Development using Adobe Dreamweaver

Lotus Notes

- Lotus Notes for End Users
- Lotus Notes for Power Users

Internet Concepts

- Fundamentals of Internet and Intranet

Markup Languages

- Introduction to XML Programming
- Advanced XML Programming
- Creating Web Pages Using HTML Programming

Scripting

- Fundamentals of Scripting using JavaScript
- Server-Side Scripting and Security
- Web Page Development using Front Page
- Implementing and Supporting Internet Information Server

Linux

- Working with Linux
- Implementing and Administering Linux
- Configuring and Implementing Linux on Networks

Microsoft SQL

- Relational Database Design

- Client/Server Architecture Concepts
- Implementing a Database Design using MS SQL Server
- Administering a Database Design using MS SQL Server

.Net Programming

- Developing Web Applications and Services in ASP.NET
- Developing Windows Applications using .Net Programming
- Java Programming
- Programming using Java
- Advanced Programming using Java

Programming with C++

- Object-Oriented Programming with C++
- Data Structures and Algorithms

Mobile Application Development

Network Administration

ICDL

- Computer Essentials
- Online Essentials
- Word Processing
- Spreadsheets
- Presentation
- Using Databases
- Web Editing
- Image editing
- Online Collaboration
- IT Security
- Project Planning

- 2D CAD
- Advanced Word Processing
- Advanced Spreadsheets
- Advanced Databases
- Advanced Presentation

NEUROLINGUISTIC PROGRAMMING



- Business Leadership
- Advanced Business Leadership
- Introduction to Inspirational Communication
- Influence & Persuasion in Communication
- Hypnosis in Communication
- Captivating Presentation Skills

HEALTH AND EDUCATION



- Introduction to Setswana
- English For Non-English Speakers
- Advanced English For Beginners
- HIV/AIDS Awareness

*** We offer training customised to our clients' requirements**

OUR NICHE PROGRAMMES

ADVANCED BUSINESS LEADERSHIP USING NEUROLINGUISTIC PROGRAMMING



The programme prepares learners to become well-rounded managers with the knowledge and technical ability to coach their employees and co-workers and to achieve their goals more easily. From meeting and negotiation techniques to managing motivation and learning to overcome limitations and problems, this programme presents the most cutting edge ideas in communication and management available today.

BASICS OF KAIZEN



The programme covers the basics of kaizen, which is a key deployment of a lean transformation. Kaizen is a Japanese term meaning 'change for the better' or 'continuous improvement'. This programme explains the results that can be achieved with kaizen resulting in improved departments and individuals on an on-going basis. Companies and trainees that embark on this programme can rest assured that each kaizen they embark on will result in measurable improvements. The programme is facilitated by very experienced trainers from India and USA.

FINANCIAL MANAGEMENT FOR NON FINANCE EXECUTIVES

The programme aims to equip learners with an in-depth understanding of key aspects of finance in investing, financing and resource allocation decision-making within an organization. It is also intended to develop learners' understanding of the main frameworks and techniques concerning the management of financial risk. This programme will provide all the necessary understanding of the language, tools and techniques of finance which are essential in building career success, business survival and competitive performance in today's world.

ADVANCED FINANCIAL MODELLING IN MICROSOFT EXCEL



Advanced financial modelling is an interactive training programme which involves instruction, discussion, and extensive participant activity, aimed at enhancing your knowledge and skills in building a financial model. In the ever changing business world, being able to accurately model and forecast volatile economic inputs is a critical skill for business professionals. Build on your existing modelling skills and apply new techniques to better analyse financial data, predict revenues and costs and assess risk to justify business decisions in the most efficient and effective way.

CORPORATE GOVERNANCE



The programme is designed to equip trainees with an in-depth understanding of key aspects of the frameworks of corporate governance regulations as well as critical issues relating to these frameworks and techniques concerning the management of risk. The purpose of the study is to equip learners with the competencies (knowledge, value and skills) to interpret the importance of corporate governance in the contemporary business environment. Learners will be able to contribute to business and society through an increased awareness of the importance of corporate governance, its link to corporate citizenship and its role in responsible business practices that lead to environmental, economic and social sustainability.



INTERNATIONAL FINANCIAL REPORTING STANDARDS



The programme is designed to develop the learner's knowledge and understanding of International Financial Reporting Standards. The learner will also learn how to apply them, as well as the concepts and principles which underpin them. The programme greatly assists users and preparers of financial statements to gain a broad knowledge and understanding of IFRS/IAS, thus enabling them to apply the standards as required by the Botswana Company's Act. The programme clarifies and simplifies the areas of difficulty often faced in applying IFRS and empowers delegates with the skills required to comply with IFRS in their financial reporting, as well as to present financial statements that are world-class and up to date with all statutory requirements.

RISK BASED INTERNAL AUDITING



The programme will illustrate why audit functions that focus on significant risks are able to channel resources to issues that drive businesses. Delegates will learn how to put in place a risk-based approach that is truly business oriented. They will gain an understanding of what is necessary to make audit function totally risk-based; learn tools, techniques and methodologies that will boost auditor productivity and bullet-proof audit plans; and discover how to convert the entire audit process to a risk-based approach that will take them from planning all the way through to report writing.

SIX SIGMA

This programme teaches a methodology that relies on a collaborative team effort to improve performance by systematically removing waste, combining lean manufacturing/lean enterprise and six sigma to eliminate different kinds of waste: defects, overproduction, waiting, non-utilized talent, transportation, inventory, motion and extra-processing (abbreviated as "DOWNTIME"). The training for Six Sigma is provided through the belt based training system. The belt personnel are designated as white belts, yellow belts, green belts, black belts and master black belts, similar to karate. For each of these belt levels, skill sets are available that describe which of the overall Six Sigma tools are expected to have been adopted at a certain Belt level. These skill sets provide a detailed description of the learning elements that a participant will have acquired after completing a training programme. The level upon which these learning elements may be applied is also described. This training is facilitated by highly rated trainers from India and USA.

MANAGING PERSONAL FINANCE



The programme aims to help people in Botswana with financial incomes to manage their money better and overcome the debt burdens that are stressing them and often resulting in social problems and poor work performance.

MINING SECTOR



Botho University, in partnership with Indian School of Mines, has built capacity to offer short programmes in mining.

SALES PROMOTION STRATEGY



The programme is concerned with strategic approaches to managing advertising and sales promotion programmes. Topics include selecting target audiences; setting program objectives; developing and implementing creative strategies, and judging creative media. The programme emphasizes the importance of promoting one's business as an important part of daily activities. The programme teaches learners the effective means of business promotion- tried and true sales strategies. Different promotional strategies that can be used to increase the company's bottom line are discussed such as the use of coupons, giveaways or incentives.





Take your exams with Botho Testing Centre

We are an authorised testing centre in partnership with PearsonVue, Prometric Academic and Prometric IT. Our examination services include TOEFL, GRE, PMI, CIMA, AAT, Cisco, Microsoft, Oracle, HP, VMware and many other leading global programmes. **Come to a professional and secure environment.**

Contact Botho Testing Centre for more details: Tel: +267 363 5474/ 363 5463

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For more information on Corporate Training visit our website



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