

PNGIVET BENEFITS

- Training courses are designed for the workplace – so your staff can see how the theory applies to practical situations.
- Fully accredited courses and trainers – so you have confidence in both the content of the courses and the abilities of the trainers.
- Training is provided at your workplace – minimises the time your staff are away from work.
- Choose the days and times for your training – so that your business is not disrupted.
- No minimum education requirements – training is open to any employee.
- Our trainers work comfortably in both Pidgin and English – helps create an easy and informal learning environment for your staff.
- PNGIVET courses are NTC accredited – so you can deduct training costs from your Government Training Levy

PNG Industry Vocational Education and Training Inc. is a not-for-profit association owned and supported by these major business organisations:

Business Council of PNG

Manufacturers Council of PNG

PNG Chamber of Commerce and Industry

PNG Chamber of Mines and Petroleum

PNG Forest Industries Association

Fishing Industry Association

Rural Industries Association

PNG Industry Vocational Education and Training Inc.

**PO Box 567, Waigani
National Capital District
Papua New Guinea**

Phone: (675) 325 0304, 325 0281

Fax: (675) 323 0199

Email: pngivet@global.net.pg



Workplace Skills Training

*practical, affordable,
accessible*

*The training
service owned by
PNG business,
for the benefit of
PNG business*

HOW GOOD ARE YOUR STAFF?

The success of your business depends largely on your staff.

Your customers, your clients, your suppliers, all make judgements about your business from their day-to-day dealings with your staff.

How do *your* people stack up? Do they communicate effectively? Are they courteous, well presented, keen to help? Do they represent your business in the way you'd wish?

And what about business efficiency? When your staff have the necessary skills there are fewer mistakes, fewer misunderstandings, fewer unhappy customers, and in the end, a more successful business.

So how can you ensure your people have the necessary workplace skills? Of course, you can train them yourself. But do you have the time? Or the experience? Better to call the experts: PNG Industry Vocational Education and Training – **PNGIVET**.

PNGIVET solutions

PNGIVET provides practical, accessible, cost-effective skills-training to workplace employees at all levels.

PNGIVET is a not-for-profit association, set up by PNG industry to meet an industry need.

PNGIVET does not compete with specialist in-house training designed for particular workplaces. Nor is it a substitute for formal education. Rather, it complements these, providing basic skills training relevant to everyday workplace situations.

PNGIVET courses

There are currently three **PNGIVET** courses, with more under development:

- **Basic Hygiene** gives your employees an essential understanding of the importance of hygiene, cleanliness, tidiness and grooming in the work environment. It teaches them skills and techniques for achieving and maintaining good workplace and personal standards.

Basic Hygiene comprises six two-hour modules



- **Personal Communications** trains your staff in interpersonal communications skills, verbal and non-verbal communication, listening skills, barriers to communication, speech styles, telephone techniques, etc.

Personal Communications comprises eight two-hour modules.

- **Supervisor Training** provides skills in team development, setting and achieving team goals, dealing with conflict, and collecting and providing information. It is suitable for supervisors at any level.

Supervisor Training is delivered over either 2^{1/2} full days or five half days.

Fully accredited

PNGIVET courses are developed in partnership with the Open Learning Institute of Queensland University of Technology to TAFE Queensland standards.

PNGIVET trainers are trained by OLI and hold Certificate IV in Assessment and Workplace Training under the Australian Quality Training Framework (AQTF). They are also accredited by the National Training Council (NTC)

Delivered to you

PNGIVET courses are provided at your workplace, on days and at times chosen by you. All we need is a room and a whiteboard.

We suggest a minimum of five people and a maximum of 20 for each course.

The bottom line

Times are tough in PNG right now. The business environment is increasingly challenging.

Getting the best possible performance from your staff is a key ingredient in your future success. Can you afford not to train them?