



PST TRAINING (PTY) LTD



# PST PROSPECTUS

**YOUR PREFERRED  
TRAINING PROVIDER**

2026

# INDEX

## TABLE OF CONTENTS

|                  |   |
|------------------|---|
| Index Page       | 1 |
| Training Options | 1 |

### HELPING YOU MAKE THE RIGHT CHOICES

|                              |   |
|------------------------------|---|
| Accreditation                | 2 |
| BEE Scorecard                | 2 |
| Practical Skills Development | 2 |
| Our Mission Statement        | 2 |
| Testimonials                 | 3 |
| What We Offer                | 3 |
| On-Site Training             | 3 |

### COMPUTER SKILLS TRAINING

|                               |   |
|-------------------------------|---|
| Course Information            | 4 |
| Benefits of Computer Training | 4 |
| Assessment of Delegate Skills | 4 |

### MICROSOFT OFFICE ESSENTIALS

|          |   |
|----------|---|
| Overview | 5 |
|----------|---|

### SOFT SKILLS TRAINING (STAFF DEVELOPMENT)

|                                  |   |
|----------------------------------|---|
| Soft Skills Information          | 6 |
| Benefits of Soft Skills Training | 6 |

### OCCUPATION HEALTH & SAFETY COURSES

|                    |   |
|--------------------|---|
| Course Information | 7 |
|--------------------|---|

### SEMINARS

|                   |   |
|-------------------|---|
| Business Seminars | 8 |
|-------------------|---|

### LOCATION MAP

|                          |        |
|--------------------------|--------|
| Directions & Coordinates | 9 - 10 |
|--------------------------|--------|

### TRAINING OPTIONS

Training options include classroom/in-person, virtual/online, one-on-one & inhouse, or at our training facilities during the week & Saturdays.

**Weekday Courses:** 08h30 to 16h00

**Weekend Courses (Group Bookings Only):** Saturdays - 08h30 to 16h00

**On-site Training:** Tailored to your specific needs (Group Bookings Only)

\* We can also supply laptop computers (for the duration of the course at an additional cost.)

# HELPING YOU MAKE THE RIGHT CHOICES

At PST Training (Pty) Ltd we assess, advise & train private and corporate clients according to their specific needs, thereby ensuring that the investment made in training is maximised.

**PST Training (Pty) Ltd provides quality, practical learning and staff development solutions.**

Our specialised courses help our clients to harness the full potential of their greatest asset – their employees. We do this by maximising their performance and enabling them to realise their full potential within an organisation.

**PST Training (Pty) Ltd's learning solutions help companies and individuals to achieve:**

- Competence through the development of skills and knowledge of staff employed in key roles
- Leader/Manager capacity in line with the company's values, purpose and strategy
- Effective communication, both internally and externally,

thereby improving businesses performance through productivity enhancement and cost savings.

## ACCREDITATION

We have developed our courseware to address the practical business requirements of our clients, and also to comply with the regulatory standards set by the National Qualifications Framework (NQF).

PST Training (Pty) Ltd has been awarded Accreditation Status, having met the **MICT ETQA** Specified Training Provider criteria. (**Provider Number - ACC / 2007 / 02 / 603**)

By using an accredited centre for your staff training, you will be able to claim up to 60% of the initial fund outlay when doing your company's year-end.

## PRACTICAL SKILLS DEVELOPMENT

We are committed to partnering with our clients to unleash the full potential of their staff.

Through our use of unique content and practical in-class assignments, we:

- Optimise the understanding and retention of learned skills
- Ensure that all courseware remain relevant to business requirements
- Ensure the practical implementation of learned skills in the work environment

**Empowering your greatest asset - your staff!**



## OUR MISSION STATEMENT

Our company strives to achieve the primary objective, namely to ensure that people of any sex, race or creed receive appropriate, effective and efficient training at consistently high standards of professionalism.

As a company we seek to learn, for learning is the basis of growth and growing is the key to living.

## BEE SCORECARD

PST Training (Pty) Ltd is a Level 2 Contributor to Broad-Based Black Economic Empowerment as assessed by TEF (Pty) Ltd in terms of the DTI Codes of Good Practice.

Over 90% of our staff complement is female.





# HELPING YOU MAKE THE RIGHT CHOICES

"For us customer service is neither a department nor a programme, rather it is a culture and it should be a lifestyle!"

**Marilee Laubscher - Founder Member,  
PST Training (Pty) Ltd**

## Unleashing your staff's potential!



## TESTIMONIALS

As part of PST Training (Pty) Ltd's commitment to customer service we continually assess our own performance.

The feedback from companies and delegates who have attended our courses and workshops have been overwhelming.

"PST Training sets the benchmark for professional training centres."

"Exceptional service, highly knowledgeable trainers and a supportive, friendly team."

"A thoroughly enjoyable and valuable learning experience. We will definitely return for future training."

"The trainer was patient, engaging and explained concepts clearly and effectively."

"Informative, well-structured courses presented by approachable and skilled trainers."

"The training exceeded our expectations in both quality and practical relevance."

"Professional, well-organised, and highly recommended for corporate training needs."

"PST Training consistently delivers high-quality training with exceptional customer care."

## WHAT WE OFFER

- Top-class service and support
- Classroom/In Person, Virtual/Online, One-on-One & Inhouse Training
- Instruction provided by experienced product specialists
- Pre- and post-competency tests are conducted
- Small Groups - maximum of 12 delegates per session for PC Training and 16 delegates per session for Soft Skills
- Designed specifically to ensure individual attention
- FREE telephonic after-training support
- FREE re-attendance of refresher courses for a period of six months (after successful completion of the original training course)
- Training in English & Afrikaans
- PST Training is in a position to offer our services, customised courses to the unique training needs of your employees, at our offices: Montrose Place, 2nd Floor, 2 Bella Rosa Street, Rosenpark, Bellville, and also at your place of business (on-site training)
- Group Bookings - we offer special discounts
- Comprehensive, understandable manuals
- Relaxed learning environment
- Catered lunches & refreshments included
- Halaal meals
- Certificate of competency, not merely attendance

## ON-SITE TRAINING YOU DO NOT HAVE TO LEAVE YOUR LOCATION!

More and more companies are realizing the value of bringing training on-site. This flexible and cost effective option allows you to train as many or as few employees, from your team or department to everyone in your organisation.

Our on-site training option brings our courses and workshops when and where you want them; to your company or a convenient nearby location.

Big advantage: your employees won't have to leave the office, it saves money by eliminating travel and hotel expenses.

You will also save on productivity costs. Projects won't be put on hold just because someone is out of the office. You will enjoy greater flexibility and more control, factors that can provide better results.

### STUDENTS

Courses can be planned around individual and department schedules and delivered in any format.

It enables every employee to have the same learning experience.

Allows your employees to learn with company related examples to ensure success.

### COMPANIES

Maintain productivity & minimise downtime.

Flexible course scheduling. Reduce training expenses through group training.

Tailor the course material to your company needs.

For PC training - We offer laptops, all installed with the relevant software and licenses.

Additional fee of R150 (Excl VAT) per laptop.



# HELPING YOU MAKE THE RIGHT CHOICES



## COMPUTER SKILLS TRAINING

| COURSE                                        | INTRODUCTION | INTERMEDIATE | ADVANCED | DURATION |
|-----------------------------------------------|--------------|--------------|----------|----------|
| <b>INTRODUCTORY &amp; OPERATING SYSTEM</b>    |              |              |          |          |
| Basic Computer Skills (Intro to PC & Windows) | ●            |              |          | 2 days   |
| <b>MICROSOFT OFFICE</b>                       |              |              |          |          |
| Microsoft Office Essentials                   | ●            |              |          | 5 days   |
| Word                                          | ●            | ●            | ●        | 1 day    |
| Excel                                         | ●            | ●            | ●        | 1 day    |
| Excel Super User (Expert)                     |              |              | ●        | 1 day    |
| Excel Dashboard Report Design                 |              |              | ●        | 1 day    |
| Excel PowerPivots & Power Queries             |              |              | ●        | 1 day    |
| Power BI                                      |              |              | ●        | 1 day    |
| Outlook                                       | ●            | ●            |          | 1 day    |
| PowerPoint                                    | ●            | ●            | ●        | 2 days   |
| Access                                        | ●            | ●            | ●        | 2 days   |
| <b>PROJECT MANAGEMENT</b>                     |              |              |          |          |
| Microsoft Project (Introduction to Advanced)  | ●            | ●            | ●        | 2 days   |
| Overview of Project Management (Theory)       | ●            | ●            |          | 1 day    |

- One level covered per course    ● Multiple levels covered within one course

## BENEFITS OF COMPUTER TRAINING

- Improved employee performance
- Increased confidence and job satisfaction
- Greater efficiency and productivity
- Faster, more accurate work output
- Enhanced career development opportunities
- Reduced IT support dependency
- Lower operational costs



## ASSESSMENT OF DELEGATE SKILLS

We have developed pre-training questionnaires that enables us to perform an audit on delegate expectations, skills shortages and identifying problem performance areas.

# HELPING YOU MAKE THE RIGHT CHOICES



## COMPUTER SKILLS TRAINING

### MICROSOFT OFFICE ESSENTIALS

If you are new to computers & Microsoft applications then this course is definitely for you! You will learn essential Windows, Word, Excel, PowerPoint and Outlook skills.

The Microsoft Office Essentials course will enable you to apply essential Windows and Microsoft Office skills successfully & confidently in your daily workflow.

#### INTRODUCTION TO WINDOWS (DAY 1)

##### TOPICS COVERED

- Windows Screen
- Shutdown Options
- Windows Components
- Create Files & Folders
- Create Shortcuts
- Search for Files
- Use MS Word & Paint
- Cut, Copy & Paste

#### INTRODUCTION TO WORD (DAY 2)

##### TOPICS COVERED

- Create a New Document
- Save, Close & Open Documents
- Edit & Delete Text
- Undo & Redo
- Cut, Copy & Paste
- Find & Replace
- Check Spelling
- Formatting Text
- Indents
- Bullets & Numbering
- Line Spacing
- Tabs
- Printing

#### INTRODUCTION TO EXCEL (DAY 3)

##### TOPICS COVERED

- Create a Spreadsheet
- Autofill
- Freeze Panes
- Insert, Delete, Rename Sheets
- Save, Open, Close Files
- Cut, Copy & Paste
- Basic Formulas
- Copy, Move Sheets
- Format Spreadsheets
- Column Width, Row Heights
- Printing

#### INTRODUCTION TO POWERPOINT (DAY 4)

##### TOPICS COVERED

- Create a Presentation
- Slide Layouts
- Use Themes
- Add Text
- Format Text
- Cut, Copy & Paste
- Bullets
- Line Spacing
- Indents
- Tabs
- Create & Format Charts
- Tables
- Shapes

#### INTRODUCTION TO OUTLOOK (DAY 5)

##### TOPICS COVERED

- Read messages
- Reply to & Forward Messages
- Print Messages
- Create & Format Messages
- Send Messages
- Attachments
- Adding & Editing Contacts
- Outlook Calendar
- Create Tasks & Notes

## COST EFFECTIVE OPTION!

The Microsoft Office Essentials course allows you to gain these essential introductory skills at a cheaper rate than if you were to do the 5 courses individually.



### ADDITIONAL INFORMATION

|          |                                                                                                                                                                                                                    |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Duration | 5 Days                                                                                                                                                                                                             |
| Includes | Comprehensive Manual for each Module<br>Lunch & Refreshments (not applicable to on-site training)<br>Electronic Certificate (on successful completion of the course)<br>Electronic Delegate Feedback Questionnaire |

### PLEASE NOTE!

This 5 day course **does not** replace our individual Microsoft Windows and Microsoft Office courses.

# HELPING YOU MAKE THE RIGHT CHOICES



## SOFT SKILLS COURSES

Integrating employee learning and leadership development with your company's communication strategies and requirements.

Our workshops have been developed to inspire, encourage and coach all your staff members.

| CAREER DEVELOPMENT                                         | DURATION |
|------------------------------------------------------------|----------|
| Reception / Frontline                                      | 1 day    |
| Telephone Skills & Etiquette                               | 1 day    |
| Professional Conduct in the Workplace (Business Etiquette) | 1 day    |
| Office Upkeeping (Office Cleaning & Serving Refreshments)  | 1 day    |
| Office Administrator                                       | 1 day    |
| Manage Time & Stress for Better Performance                | 1 day    |
| Business Writing Essentials (Incl. Report Writing)         | 1 day    |
| Customer Interaction - Level 1                             | 1 day    |
| Customer Interaction - Level 2                             | 1 day    |
| Conflict Management Skills                                 | 1 day    |
| Assertiveness & Self-Confidence                            | 1 day    |
| Problem Solving & Decision Making                          | 1 day    |
| Effective Communication (Intra- & Interpersonal) Skills    | 1 day    |
| Emotional Intelligence & Personal Mastery                  | 1 day    |
| Resilience, Growth Mindset & Motivation                    | 1 day    |
| Diversity & Inclusion in the Workplace                     | 1 day    |
| Stock Control / Inventory Control                          | 1 day    |

| SALES AND MARKETING                            | DURATION |
|------------------------------------------------|----------|
| Selling & Negotiation Skills                   | 1 day    |
| Effective Public Speaking (Theory & Practical) | 2 days   |

| LEADERSHIP DEVELOPMENT                    | DURATION |
|-------------------------------------------|----------|
| Supervisory Skills (New Leaders)          | 1 day    |
| Advanced Leadership Skills for Managers   | 1 day    |
| Situational Leadership                    | 1 day    |
| Employment Equity (EE) Committee Training | 1 day    |
| Disciplinary Process in the Workplace     | 1 day    |
| Performance Management                    | 1 day    |
| Change Management                         | 1 day    |
| Coaching & Mentoring                      | 1 day    |

## BENEFITS OF SOFT SKILLS TRAINING

- Effective communication with colleagues, clients and stakeholders
- Improved time management, organisation and goal setting
- Stronger leadership skills to enhance teamwork and productivity
- Improved presentation skills for confident communication and sales
- Ability to recognise and manage stress effectively
- Enhanced problem-solving, creativity and collaboration





# HELPING YOU MAKE THE RIGHT CHOICES



## OCCUPATIONAL HEALTH & SAFETY

### HEALTH & SAFETY COURSES

Companies can now ensure that they are compliant with current legislative requirements.

| COURSE                                                | SAIOSH ACCREDITED | DURATION                  |
|-------------------------------------------------------|-------------------|---------------------------|
| <b>FIRST AID</b>                                      |                   | <b>CPD CREDITS/POINTS</b> |
| First Aid (Level 1)                                   | 5                 | 2 days                    |
| First Aid (Level 2)                                   | 5                 | 3 days                    |
| First Aid (Level 3)                                   | 5                 | 4 days                    |
| <b>FIRE FIGHTING</b>                                  |                   | <b>CPD CREDITS/POINTS</b> |
| Basic Fire Fighting                                   | 2                 | 1 day                     |
| Emergency Evacuation Drills & Procedures              | 2                 | 1 day                     |
| Fire Marshal                                          | 2                 | 2 days                    |
| <b>OCCUPATIONAL HEALTH &amp; SAFETY</b>               |                   | <b>CPD CREDITS/POINTS</b> |
| Occupational Health & Safety Representative (SHE Rep) | 2                 | 1 day                     |
| Legal Liability (Management's Focus / Responsibility) | 2                 | 1 day                     |
| Incident/Accident Investigation                       | 2                 | 1 day                     |
| Basic Risk Assessment                                 | 2                 | 1 day                     |
| HIRA (Hazard Identification and Risk Assessment)      | 2                 | 1 day                     |
| Hazardous Chemical Handling                           | 2                 | 1 day                     |
| Working at Heights with Fall Arrest Awareness         | 2                 | 1 day                     |





# HELPING YOU MAKE THE RIGHT CHOICES



## SEMINARS

These seminars are ideal for delegates who cannot afford to spend an entire day out of the office and only want to focus on the core concepts.

### COMPLIANCE SEMINARS

#### FOCUSED ON LEGAL REQUIREMENTS AND WORKPLACE SAFETY

Stacking & Storage

HIV/Aids (& Tuberculosis) Awareness

Workplace Harassment (Including Sexual Harassment)

Ergonomics Awareness in the Workplace

Fire Safety & Prevention (Including Evacuation Procedures)

Overview of OHS in the Workplace (All Employees)

### SOFT SKILLS SEMINARS

#### DEVELOP COMMUNICATION, TEAMWORK & PERSONAL EFFECTIVENESS

Effective Teamwork

Positive Attitude = High Performance

Writing Effective Emails (Email Etiquette)

Setting Goals & Productive Planning

Essential Life Skills – Level 1

Essential Life Skills – Level 2

### SPECIALISED SEMINARS

#### TARGETED FOR SPECIFIC ROLES OR DEPARTMENTS

Chairing a Disciplinary Hearing (HR & Line Managers)

Basic Budgeting (Taking Control of Your Finances)

## WHY CHOOSE PST TRAINING?

- Accredited, professional training programmes
- Experienced subject-matter experts
- Wide range of practical, workplace-relevant courses
- Tailor-made solutions with flexible delivery options
- Comprehensive pre- and post-course support

### TRENDING & WELLBEING SEMINARS

#### ADDRESS MODERN WORKPLACE CHALLENGES & EMPLOYEE WELLBEING

Mental Health & Wellbeing in the Workplace



## DURATION

08h30 - 12h00

## COST

R850 (excl. VAT) per person

## BOOKING REQUIREMENT

Classroom/Online/On Site:  
Minimum of 8 students



# HELPING YOU MAKE THE RIGHT CHOICES



## LOCATION MAP

### Area Map



### Montrose Place



MONTROSE PLACE: VIEW FROM PASITA ROAD



PST SIGNBOARD FACING BELLA ROSA STREET



MONTROSE PLACE: VIEW FROM DURBAN ROAD



MONTROSE PLACE: MAIN ENTRANCE

PST Training is on the second floor of the Montrose Place building.

# HELPING YOU MAKE THE RIGHT CHOICES



## LOCATION MAP



### ADDRESS & CONTACT DETAILS

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| Physical Address | Montrose Place, 2nd Floor, 2 Bella Rosa Street, Rosenpark, Bellville |
| GPS Coordinates  | S 33° 52' 8.493"; E 18° 38' 25.432"                                  |
| Phone            | 021 914 0850                                                         |
| Cell             | 082 894 6643                                                         |
| E-mail           | info@psttraining.co.za                                               |

### Directions when travelling from Cape Town on the N1 Highway

- From the N1 continue past the Mike Pienaar/Jip de Jager turn-off.
- Take the next turn-off: Willie van Schoor/Bellville/ Durbanville to your left.
- At the first set of traffic lights turn left into Willie van Schoor.
- Continue along Willie van Schoor, past Tyger Valley Centre on your left and Mc Donald's on your right.
- Continue over the intersection of Willie van Schoor and Old Oak Road.
- Ensure that you are in the right lane when you get to the next set of traffic lights, with SMG (previously Forsdicks BMW) on your right-hand side.
- Turn right at that set of traffic lights into Pasita Road.
- Turn left at the second road - Bella Rosa Street.
- The first building on the corner (left hand side) is **Montrose Place**.
- Park in the parking area.
- PST Training is on the second floor.

### Directions when travelling from Paarl on the N1 Highway

- From N1 continue past the Old Oak Rd / Brackenfell turn-off.
- Take the next turn-off: Willie van Schoor/Bellville/ Durbanville to your left.
- Drive straight on past the first set of traffic lights and turn right at the second set into Willie van Schoor.
- Continue along Willie van Schoor, past Tyger Valley on your left and Mc Donald's on your right.
- Continue over the intersection of Willie van Schoor and Old Oak Road.
- Ensure that you are in the right-hand lane when you get to the next set of traffic lights, with SMG (previously Forsdicks BMW) on your right-hand side.
- Turn right at that set of traffic lights into Pasita Road.
- Turn left at the second road - Bella Rosa Street.
- The first building on the corner (left hand side) is **Montrose Place**.
- Park in the parking area.
- PST Training is on the second floor.

### OUR PLEDGE TO YOU

We do our outmost to meet and, where possible, to exceed your expectations regarding Quality, Professionalism, Reliability, Flexibility and Pricing.





We develop long term relationships with all our clients, who view us as an integral part of their business development strategies.

Our commitment to quality in everything that we do ensures a return on your investment.

For more details, please contact us to arrange a meeting with one of our experienced consultants.



Phone: 021 914 0850 / Cell: 082 894 6643  
[www.psttraining.co.za](http://www.psttraining.co.za)  
[info@psttraining.co.za](mailto:info@psttraining.co.za)  
Montrose Place, 2nd Floor, 2 Bella Rosa Street, Rosenpark, Bellville, 7500

Although the information contained in this Prospectus has been compiled as accurately as possible, PST Training (Pty) Ltd accepts no responsibility for any errors or omissions. PST Training (Pty) Ltd reserves the right to make any necessary alterations to this Prospectus as and when the need may arise.