

RELQUANT GROUP

Train.Learn.Apply



Corporate Training

- Soft Skills Training
- Insurance Skills Training
- Tech Skills Training



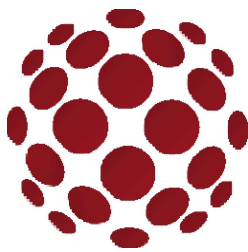
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1 Asparagus Road. Halfway Gardens Office
Park, Midrand , Johannesburg South Africa

RELQUANT GROUP is a company located in Midrand, Johannesburg, South Africa. Our ambition is to become the premier service provider in research and experiential learning, business outsourcing services and marketing opportunities in Africa. Our vision is to expand our operations and open in key locations and different countries in order to reach a broader audience.

- Training and development - our goal is to provide experiential learning opportunities that focus on developing the skills and competencies needed to drive growth and success in different sectors of the economy. RELQUANT GROUP is committed to provide high-quality skills training services that exceed the expectations of our clients.
- Research services - our goal is to provide spot on insightful papers. We believe that our focus on quality, relevance and practicality will enable us to emerge as a leader in the research and training sector in Africa.
- Business Process services and solutions - our goal is to provide support to existing companies and organizations to free them of administrative functions. Our focus is on technology that reduces redundancy and inefficiencies.
- Media & Marketing services - our goal is to provide opportunity to design and implement communication platforms and capabilities that results in the message getting to the intended client.



RELQUANT GROUP

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CORPORATE TRAINING CATALOGUE

Our Corporate Training
Course Includes The
Following:

- Personal & Interpersonal Skills
- Leadership & Management
- Workplace & Administrative Skills
- Sales & Customer Service
- Technical & Digital Skills
- Health & Safety
- Specialized Training

Join Us Virtual or In Person:



01 Asparagus Road,
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Unit B1&B2, Midrand, South Africa



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Personal & Interpersonal Skills

1. Accountability in the Workplace
2. Anger Management
3. Appreciative Inquiry
4. Attention Management
5. Being a Likeable Boss
6. Body Language Basics
7. Building Confidence and Assertiveness
8. Civility in the Workplace
9. Communication Strategies
10. Conflict Resolution
11. Creativity: Thinking Outside the Box
12. Critical Thinking
13. Delivering Constructive Criticism
14. Developing Emotional Intelligence
15. Diversity, Equity and Inclusion
16. Goal Setting and Getting Things Done
17. Improving Mindfulness
18. Improving Self-Awareness
19. Increasing Your Happiness
20. Interpersonal Skills
21. Life Coaching Essentials
22. Managing Workplace Anxiety
23. Overcoming Sales Objections
24. Personal Branding
25. Personal Productivity
26. Respect in the Workplace
27. Responsibility in the Workplace
28. Self-Leadership
29. Sensitivity Training
30. Social Intelligence
31. Social Learning
32. Stress Management
33. Taking Initiative
34. Ten Soft Skills You Need
35. Time Management
36. Trust Building and Resilience Development
37. Unconscious Bias
38. Work-Life Balance



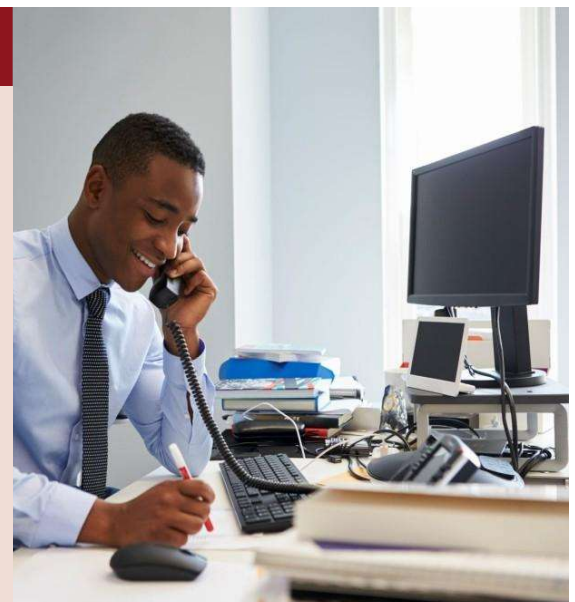
Leadership & Management



39. Business Succession Planning
40. Change Management
41. Coaching and Mentoring
42. Coaching Salespeople
43. Conducting Annual Employee Reviews
44. Crisis Management
45. Developing New Managers
46. Employee Motivation
47. Facilitation Skills
48. Generation Gaps
49. High Performance Teams Inside the Company
50. High Performance Teams Remote Workforce
51. Leadership and Influence
52. Leadership Development for Women
53. Manager Management
54. Middle Manager
55. Office Politics for Managers
56. Performance Management
57. Servant Leadership
58. Supervising Others
59. Talent Management
60. Team Building for Managers
61. Team Building Through Chemistry
62. Teamwork and Team Building

Workplace & Administrative Skills

63. Administrative Office Procedures
64. Administrative Support
65. Archiving and Records Management
66. Basic Bookkeeping
67. Budgets and Financial Reports
68. Business Acumen
69. Business Ethics
70. Business Etiquette
71. Business Writing
72. Collaborative Business Writing
73. Contract Management
74. Developing Corporate Behaviour
75. Employee Onboarding
76. Employee Recruitment
77. Employee Termination Processes
78. Event Planning
79. Executive and Personal Assistants
80. Meeting Management
81. Millennial Onboarding
82. Organizational Skills
83. Proposal Writing
84. Telework and Telecommuting
85. Workplace Bullying
86. Workplace Harassment
87. Workplace Violence



Sales & Customer Service

- 88. Call Center Training
- 89. Contact Center Training
- 90. Customer Service
- 91. Customer Support
- 92. Handling a Difficult Customer
- 93. In Person Sales
- 94. Motivating Your Sales Team
- 95. Negotiation Skills
- 96. Prospecting and Lead Generation
- 97. Sales Fundamentals
- 98. Top 10 Sales Secrets
- 99. Trade Show Staff Training



Technical & Digital Skills

- 100. Cyber Security
- 101. Digital Citizenship
- 102. Internet Marketing Fundamentals
- 103. Knowledge Management
- 104. Media and Public Relations
- 105. mLearning Essentials
- 106. Social Media in the Workplace
- 107. Social Media Marketing
- 108. The Cloud and Business
- 109. Virtual Team Building and Management



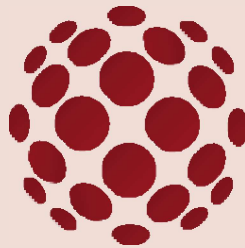
Health & Safety

- 110. Health and Wellness at Work
- 111. Office Health and Safety
- 112. Safety in the Workplace
- 113. Universal Safety Practices



Specialized Training

- 114. Adult Learning - Mental Skills
- 115. Adult Learning - Physical Skills
- 116. Appreciative Inquiry
- 117. Creative Problem Solving
- 118. Developing a Lunch and Learn
- 119. Entrepreneurship
- 120. Lean Six Sigma
- 121. Measuring Results from Training
- 122. Multi-Level Marketing
- 123. Project Management
- 124. Public Speaking
- 125. Recognizing Employee Excellence
- 126. Risk Assessment and Management
- 127. Supply Chain Management
- 128. Telephone Etiquette
- 129. Train-The-Trainer
- 130. Monitoring & Evaluation



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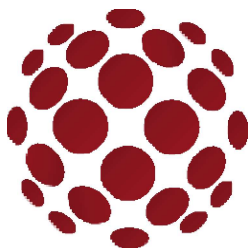
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RELQUANT GROUP

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INSURANCE SKILLS TRAINING CATALOGUE

Our Insurance Training
Courses Includes The
Following:

- Top/Senior Management
- General Management
- Financial Management
- HR and Industrial Relations
- Information Technology
- Technical Insurance

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Insurance Skills Training

Overview

Our comprehensive training programs offering, a training institution in the Southern African insurance industry. It emphasizes the importance of continuous learning, professional development, and adapting to the evolving insurance landscape. The training programs are designed to enhance skills in various domains, including management, marketing, finance, information technology, and technical aspects of life and non-life insurance.



Key Sections

2. Introduction

- Insurance industry is complex and there is need for continuous education.
- RELQUANT GROUP positions itself as a leader in experiential insurance education, offering fun, interactive, and critical learning experiences.

3. Programme Structure

- We offer the following programs categorised of training through workshops in person and virtually :
 - Top/Senior Management (e.g., strategic issues, corporate governance).
 - General Management (e.g., marketing strategies, public relations).
 - Financial Management (e.g., financial derivatives, risk insurance).
 - HR and Industrial Relations (e.g., ethical values, performance appraisal).
 - Information Technology (e.g., data warehousing, cyber laws).
 - Technical Insurance (Life and Non-Life) (e.g., actuarial practices, reinsurance management).

4. Programme Details

- Each program includes:
 - **Background:** Context and relevance.
 - **Objectives:** Learning outcomes.
 - **Contents:** Topics covered.
 - **Participants' Profile:** Target audience.
 - **Duration:** Length of the program.
- **Dates:** Scheduled timelines and on request to suit the organisation's needs.

5. Special Features

- **Collaborations:** Partnerships with international institutions
- **Facilities:** State-of-the-art infrastructure, including IT centers, libraries, and recreational packages.
- **Ethics:** A strong emphasis on professional ethics and client-centric values

6. Global and Regional Focus

- Programs cater to both Southern African and international participants, with a focus on Afro-Asian regions.
- Emphasis on regulatory compliance, customer-centric approaches, and technological advancements.

Notable Programmes

- **Management of Strategic Issues for Insurance Executives:** Focuses on competitive strategies and integrated management perspectives.
- **Marketing Strategies:** Covers market research, segmentation, and customer relationship management.
- **Information Technology in Insurance:** Includes IT governance, cybersecurity, and data management.
- **Technical Programs:** Specialized training in life and non-life insurance, such as actuarial practices and reinsurance management.

RELQUANT GROUP training programs are designed to equip insurance professionals with the skills and knowledge needed to thrive in a dynamic industry. By combining theoretical insights with practical applications, the institution aims to foster professionalism, innovation, and excellence in insurance education and practice.

For more details, visit www.relquantgroup.com



1. Top/Senior Management

(Strategic issues, corporate governance, leadership)

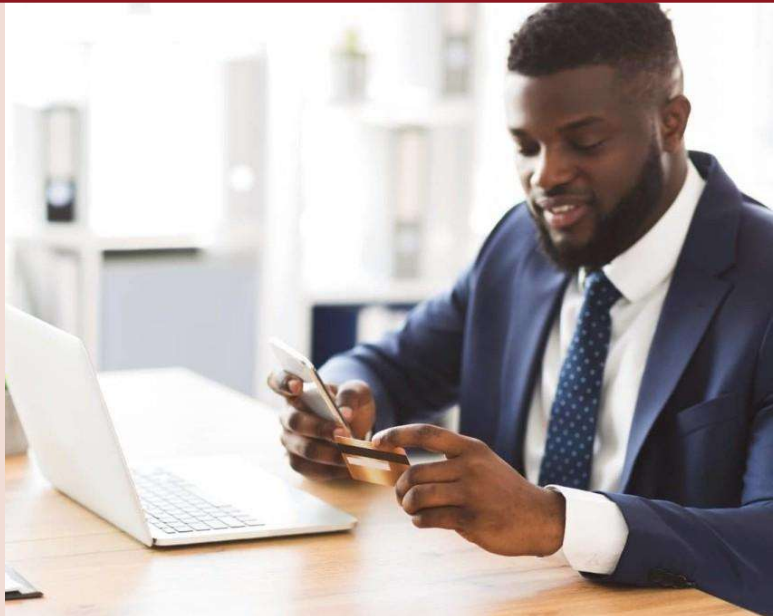
- Management of Strategic Issues for Insurance Executives (Combined)
 - Focus: Competitive strategies, integrated management.
 - Duration: 2 weeks.
- Management of Change (Combined)
 - Focus: Adapting to industry changes.
 - Duration: 3 days.
- Corporate Governance (Combined)
 - Focus: Ethics, regulatory compliance.
 - Duration: 3 days.
- Strategic Issues for Global Competition
 - Focus: Global market challenges.
 - Duration: 2 days.
- Strategic Issues for Global Competition
 - Focus: Competitive positioning.
 - Duration: 2 days.



2. General Management

(Marketing, PR, distribution, product development)

- Marketing Strategies (Life)
 - Focus: Customer-centric strategies.
 - Duration: 1 week.
- Marketing Strategies (Non-Life)
 - Focus: Pricing, distribution.
 - Duration: 1 week.
- Public Relations and Publicity (Combined)
 - Focus: Corporate image, media strategies.
 - Duration: 1 week.
- Product Design and Development (Non-Life)
 - Focus: Innovation, market research.
 - Duration: 1 week.
- Workshop on Distribution Channel Management (Life)
 - Focus: Network strengthening.
 - Duration: 3 days.
- Workshop on Distribution Channel Management (Non-Life)
 - Focus: Broker networks.
 - Duration: 3 days.



3. Financial Management

(Derivatives, audits, risk insurance)

- Finance Appreciation Programme (Combined)
 - Focus: Financial statements, investments.
 - Duration: 1 week.
- Financial Audit and Control (Non-Life)
 - Focus: Internal controls.
 - Duration: 3 days.
- Financial Risk Insurance and Insurance Derivatives (Non-Life)
 - Focus: Hedging, reinsurance.
 - Duration: 3 days.
- Financial Derivatives (Combined)
 - Focus: Futures, options.
 - Duration: 1 week.
- Accounting & Reporting Practices of Life Insurance Companies (Life)
 - Focus: Solvency norms.
 - Duration: 3 days.



4. HR and Industrial Relations

(Ethics, performance, training)

- Ethical Values in Human Capital (Combined)
 - o Focus: Integrity in management.
 - o Duration: 3 days.
- Industrial Relations (Life)
 - o Focus: Conflict resolution.
 - o Duration: 1 week.
- Industrial Relations (Non-Life)
 - o Focus: Union negotiations.
 - o Duration: 1 week.
- Performance Appraisal & Counselling (Life)
 - o Focus: KRAs, feedback.
 - o Duration: 1 week.
- Performance Appraisal & Counselling (Non-Life)
 - o Focus: Employee evaluation.
 - o Duration: 1 week.
- Management of Training (MOT) (Combined)
 - o Focus: Competency mapping.
 - o Duration: 1 week.



5. Information Technology

(Data, cybersecurity, IT governance)

- Information Technology (Life)
 - o Focus: IT applications, cybersecurity.
 - o Duration: 1 week.
- Information Technology (Non-Life)
 - o Focus: Digital tools.
 - o Duration: 1 week.
- Data Warehousing & Data Mining (Combined)
 - o Focus: Business intelligence.
 - o Duration: 1 week.
- Cyber Liability (Combined)
 - o Focus: Risk mitigation.
 - o Duration: 3 days.
- Cyber Laws (Combined)
 - o Focus: Data protection.
 - o Duration: 2 days.
- Seminar on IT Business Process Outsourcing (Combined)
 - o Focus: Vendor management.
 - o Duration: 2 days.



6. Technical Insurance (Life & Non-Life)

(Actuarial, reinsurance, claims)

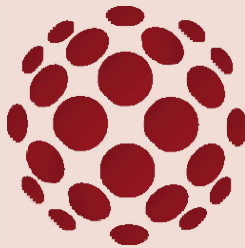
Life Insurance

- Actuarial Practices in Life Insurance
 - o Focus: Risk assessment, pricing.
 - o Duration: 1 week.
- Comprehensive Technical Programme in Life Insurance
 - o Focus: Underwriting, valuation.
 - o Duration: 2 weeks.
- Pension & Group Insurance Business (Life)
 - o Focus: Fund management.
 - o Duration: 1 week.

Non-Life Insurance

- Comprehensive Technical Programme in General Insurance
 - o Focus: Fire, marine, motor insurance.
 - o Duration: 3 weeks.
- Management of Fire Insurance (Non-Life)
 - o Focus: Claims handling.
 - o Duration: 1 week.
- Reinsurance Management (Non-Life)
 - o Focus: Retention strategies.
 - o Duration: 1 week.
- Claims Management (Non-Life)
 - o Focus: Fraud detection.
 - o Duration: 1 week.





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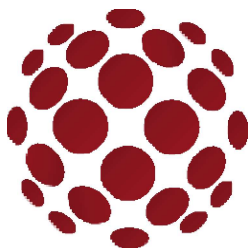
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TECH SKILLS TRAINING CATALOGUE

Tech Skills Training
Courses Includes The
Following:

Tech Proficiency

1. Access 2016 Essentials
2. Excel 2016 Essentials
3. Excel 2016 Expert
4. Google Workspace
5. Outlook 2016 Essentials
6. PowerPoint 2016 Essentials
7. Word 2016 Essentials
8. Word 2016 Expert

Join Us Virtual or In Person:

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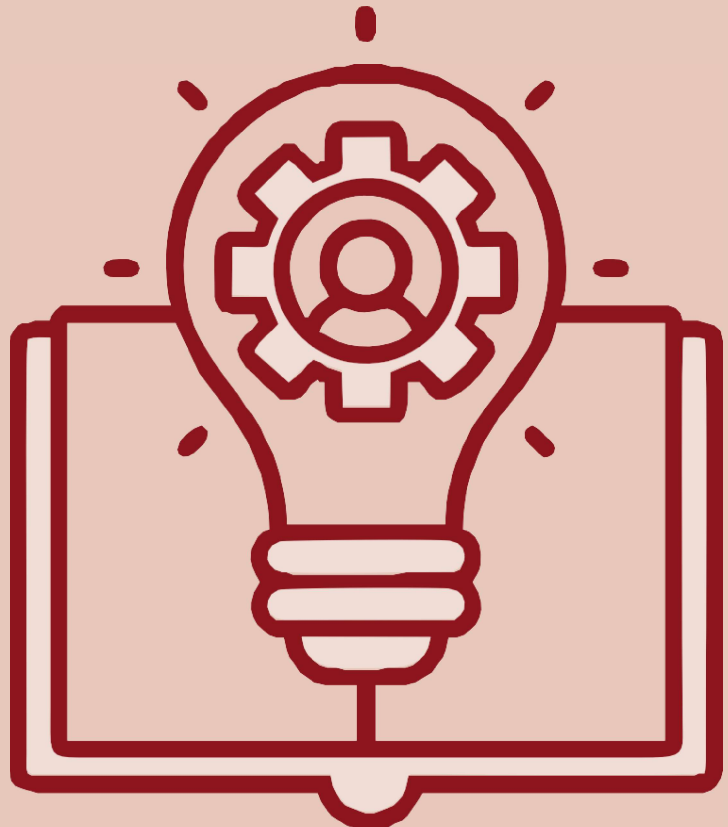


Tech Proficiency Training

Our Tech Proficiency Training is a comprehensive program designed to enhance participants' digital skills across various essential software applications. The training is structured into multiple courses, each focusing on specific tools and advanced functionalities. Below is a concise overview of the key components:

1. Tech Training Course Objective

- **Objective:** Equip participants with critical tech tools for modern professional environments.
- **Coverage:** Includes software applications, cybersecurity awareness, data analysis, and emerging technologies.
- **Methodology:** Combines practical exercises with theoretical knowledge.



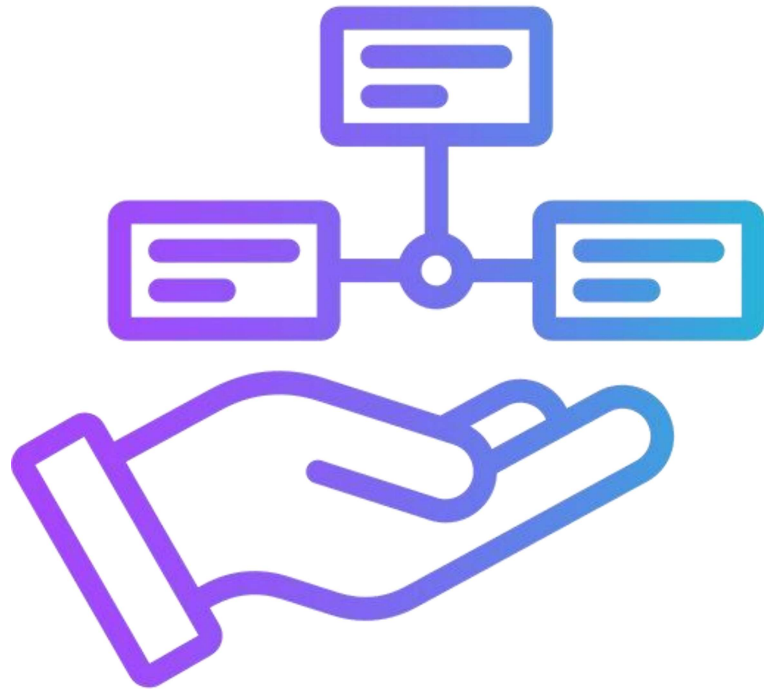
2. Core Courses



- **Access 2016 Essentials**
 - o Database creation and management.
 - o Building tables, queries, forms, and reports.
 - o Database protection and maintenance.
- **Excel 2016 Essentials & Expert**
 - o Essentials: Basic workbook management, data formatting, formulas, and charts.
 - o Expert: Advanced functions (e.g., VLOOKUP, SUMIFS), PivotTables, macros, and data analysis.
- **Google Workspace**
 - o Collaboration tools: Drive, Gmail, Docs, Sheets, Slides, and Meet.
 - o File management, real-time collaboration, and communication features.
- **Outlook 2016 Essentials**
 - o Email management, calendar scheduling, and contact organization.
- **PowerPoint 2016 Essentials**
 - o Creating professional presentations with slides, transitions, animations, and multimedia.
- **Word 2016 Essentials & Expert**
 - o Essentials: Document formatting, tables, lists, and references.
 - o Expert: Advanced styling, templates, mail merge, and macros.

3. Key Features of the Training

- **Hands-on Learning:** Practical modules for each application.
- **Customization:** Tailored environments (e.g., Excel macros, Word templates).
- **Collaboration:** Emphasis on tools like Google Workspace for teamwork.
- **Productivity:** Techniques to streamline workflows (e.g., Outlook rules, PowerPoint shortcuts).



4. Target Audience



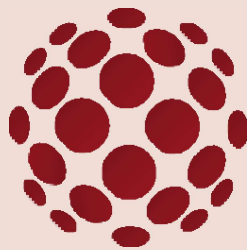
- Professionals in roles like finance (Excel), administration (Access, Outlook), content creation (Word, PowerPoint), and collaborative teams (Google Workspace).

5. Outcome

Participants will gain proficiency in industry-standard tools, enabling them to:

- Create and manage complex documents, spreadsheets, and databases.
- Optimize workflows and collaboration.
- Apply advanced features for specialized tasks.

This training is ideal for organizations aiming to upskill employees in core technical competencies for improved productivity and adaptability in digital workplaces.



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Empower
your team...

