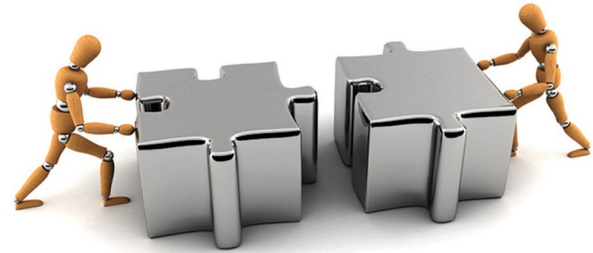


## ABOUT US

Business Optimization Training Institute CC (BOTI) is a training service provider with footprint in three major regions in South Africa. We specialize in instructor-led, as well as unique distance learning options. We have a combination of over 150 Soft Skills, PC Skills and more specialized areas like Lean Six Sigma, Project Management, Comptia, AutoCAD, and HTML Programming/Web design. BOTI has on our database, over 40 trainers nationally.



**OUR CUSTOMERS ARE EXPERTS IN MANY DIFFERENT INDUSTRIES.**  
We're experts in one – providing Soft Skills and PC training services.

### **The Business Optimization Training Institute CC Advantage:**

All our courses are outcomes based and facilitated to encourage active delegate participation using:

- \* Break-away sessions
- \* Relevant business exercises
- \* Role-plays / simulations
- \* Questionnaires / checklists
- \* Discussion activities and
- \* Case studies

Learners are presented with real life industry specific case studies. With the acquired knowledge and confidence, delegates can take their enhanced skills back into the business environment and apply them successfully.

**High Quality**  
**Affordable**  
**Customized** } **Courses**



**Tel: (011) 882 – 8853**



## SKILLS DEVELOPMENT COURSES

5 S & Standard Operating Procedures (SOPs)  
Asset Management  
Basic Business Finance  
Being a Likable Boss  
Black Economic Empowerment Fundamentals  
Business Ethics – A Practical Guide  
Call Centre Management  
Chairing Disciplinary Hearings  
Conducting Successful Interviews  
Conflict Management  
Corporate Governance  
Data & Records Management  
Delivering Effective Business Presentations  
Diversity Management  
Email Etiquette  
Emotional Intelligence Works  
Employment Equity Fundamentals  
Entrepreneurial Skills

Essentials of Lean Six Sigma  
Events Management & Planning Beginners  
Excellent Customer Service – A Practical Approach  
Executive Secretary & PA course  
Graphic Design Fundamentals  
Human Resource Management  
Introduction to Technical Drawing  
Job Interviews, Make First Impression Last  
Labour Relations & Law Fundamentals  
Leadership & Influence  
Lean Six Sigma: Black Belt  
Lean Six Sigma: Green Belt  
Lean Six Sigma: Yellow Belt  
Management & Personal Development 46  
Managing a Drawing Office  
Marketing Essentials  
Negotiating Skills

New Management Skills  
Performance Management  
Professional Business Writing  
Professional Selling over the Phone  
Report Writing Skills  
Sales Skills: Essentials & Advanced  
Stress Management  
Supervisory Skills for Team Leaders  
Supply Chain Management  
Team Building  
Telephone Skills & Etiquette  
The Art of Face-to-Face Communication  
The Consumer Protection Act Fundamentals  
The Professional Receptionist / PA  
Time Management  
Train The Trainer

## COMPUTER COURSES

Administer Windows Server 2012  
Administering SQL Server Databases 2012  
Adobe Acrobat Pro X for Beginners/Advanced  
Adobe Captivate Premier  
Adobe Dreamweaver for Beginners/Intermediate & Advanced Users  
Adobe Flash for Beginners/Intermediate & Advanced Users  
Adobe Illustrator for Beginner/ Intermediate & Advanced Users  
Adobe InDesign for Beginners/Intermediate & Advanced Users  
Adobe Photoshop for Beginners/Intermediate & Advanced Users  
Advanced of Developing Windows App (C#)  
Advanced Solutions of Microsoft Sharepoint Server 2013  
AutoCAD / AutoCAD LT  
AutoCAD 3D Drawing & Modeling  
AutoCAD Advanced  
AutoCAD Civil 3D Essentials  
AutoCAD Electrical Essentials  
AutoCAD Essentials  
AutoCAD Plant 3D / P&ID  
Autodesk 3D Max Design  
Autodesk Inventor Essentials  
Autodesk Revit Advanced  
Autodesk Revit Architecture Essential  
Autodesk Revit MEP Essentials  
Autodesk Revit Structure Essentials  
Autodesk Vault Essentials  
Basic End User Computing  
Comp TIA Certification  
CompTIA A+ PC Technician  
CompTIA N+ Networking  
CompTIA Strata IT Fundamentals  
Configure Advanced Windows Server 2012  
Configuring and Administering Microsoft Sharepoint 2010  
Contents Microsoft SQL Server  
Core Solutions of Microsoft Sharepoint Server 2013  
CorelDRAW for Beginners/Intermediate & Advanced Users  
Design Essentials  
Designing a Microsoft Sharepoint 2010 Infrastructure  
Developing ASPNET MVC 4 Web Apps (MS Course no 20486A)  
Developing Microsoft Sharepoint 2013 Advanced Solutions  
Developing Microsoft Sharepoint Server 2013 Core Solutions  
Developing SQL Server DBs 2012  
Developing Windows Azure and Web Services (MS Course no 20487A)

MCSE: BI Implementing Data Models 2014  
MCSE: Developing SQL Server DBs 2014  
Microsoft Access 2010 Beginners/Intermediate/Advanced  
Microsoft Beyond Advanced Excel 2010  
Microsoft Excel Pivot Tables  
Microsoft Office  
Microsoft Office All-In-One  
Microsoft Office Excel 2010 Beginners/Intermediate/Advanced  
Microsoft Office Excel 2013 Beginners/Intermediate/Advanced  
Microsoft Office Outlook 2010 Beginners/Intermediate/Advanced  
Microsoft Office PowerPoint 2010 Beginners/Intermediate/Advanced  
Microsoft Office Word 2010 Beginners/Intermediate/Advanced  
Microsoft Project Management 2013 Part 1 & Part 2  
Microsoft Publisher 2010 Beginners/Intermediate/Advanced  
Microsoft Sharepoint 2010 End User Level 1 (MS Course no 50575A)  
Microsoft Sharepoint 2010 End User Level 2 (MS Course no 50469B)  
Microsoft SQL Server For Beginners 2008  
Microsoft SQL Server Reporting Services 2008  
Microsoft Visio 2010 Beginners/Advanced  
Microsoft Windows 7 Beginners  
Microsoft Windows Sharepoint Designer 2010  
Microstation Fundamentals/ Advanced  
MSCE: Designing a Data Solution with SQL Server 2014  
MTA: Database Administration Fundamentals  
Programming in C# (MS Course no 20483A )  
Programming in HTML5 with JavaScript and CSS3 (MS Course no 20480A)  
Project Management Bundle  
Project Management Fundamentals  
Querying MS SQL Server 2012  
Sage Pastel Accounting  
Sage Pastel Introduction to Bookkeeping Fundamentals  
Sage Pastel Partner 14 Intermediate  
Sage Pastel Payroll Administration  
Sage Pastel Xpress Version 14  
Software Development Fundamentals: MTA Exam 98-361  
SQL Server Programming 2008  
Upgrading SQL Skills 2014  
Visio Studio  
Web Design\_ HTML & CSS Bundle (Level 1&2)  
Web Design\_HTML & CSS Beginners /Advanced  
Web Development Fundamentals  
Windows Development Fundamentals  
Windows Server Administration Fundamentals MTA  
Writing Excel Macros with VBA

