



**MANCOSA**

Member of  
**HONORIS UNITED UNIVERSITIES**

**skilIME**

# Self Paced Online Short Courses

2026 Brochure





## MANCOSA skillME: Future-Ready Skills for Today's Working World

MANCOSA skillME is MANCOSA's flexible, online microlearning platform designed for working professionals who want to upskill in the most relevant areas for today's economy. Our courses are self-paced, CPD-accredited where applicable, and led by industry professionals, giving you practical, real-world learning you can apply immediately.

### Why MANCOSA skillME?

- ✓ **CPD Points:** Many of our courses are CPD-accredited, helping professionals maintain their certifications and professional standing.
- ✓ **Industry Experts:** Our content is created and facilitated by seasoned academics and industry practitioners, ensuring relevance and practical insight.
- ✓ **Microlearning:** Short, focused modules make it easy to learn without overwhelming your schedule.
- ✓ **Flexible & Online:** 100% online, self-paced delivery means you decide when and where to learn.

# Business Programmes

Courses designed to strengthen business management, leadership, communication, and operational skills.

Equip yourself with the critical competencies required to navigate and lead in a competitive global economy. These programmes help students develop valuable life skills and become independent, confident individuals capable of dealing with the challenges of the modern world of work.

### Conflict Management

Navigate and resolve workplace conflict effectively.

**5 Hours**

### Emotional Intelligence

Increase self-awareness, empathy, and interpersonal effectiveness.

**5 Hours**

### Communication in the Workplace

Build strong verbal and written communication skills for any role.

**4.5 Hours**

### Telephone Skills

Master professional telephone communication for business settings.

**5 Hours**

### Service Excellence

Learn to deliver exceptional customer service and client experience.

**5 Hours**

### Workplace Readiness

Prepare for the modern workplace with essential soft and professional skills.

**5 Hours**

### Finance for Non-Finance Managers

Build financial literacy to make smarter strategic decisions.

**5 Hours**

### Supply Chain Logistics: Management and Leadership Strategy

Strategic management of logistics operations for efficiency and growth.

**2 Days**

### Digital Marketing: Crafting a Winning Strategy

Build and deploy data-driven digital marketing strategies.

**3 Hours**

### Project Management Fundamentals

Foundation skills in planning, executing, and closing projects.

**5 Hours**

### Design Thinking and Innovation

Learn creative problem-solving to drive innovation in your business.

**2 Days**

### Project Management: Beyond the Fundamentals

Advanced project management techniques for complex projects.

**5 Hours**

### Supply Chain Management: Digital Transformation and Optimisation

Use digital tools to streamline and modernise your supply chain.

**2 Days**

### Digital Small Business Start-up: The Ultimate Guide to Launching Your Online Side Hustle

Master the fundamentals of idea validation, e-commerce setup, and financial planning for your side hustle.

**1 Day**

### Business Strategy: Crafting and executing modern strategies for success

Learn to develop strategic plans that respond to today's business challenges.

**2 Days**

## Leadership Programmes

### Leadership Development Programme

Master the essentials of agile, data-driven leadership to foster innovation and navigate complex organisational change.

**2 Days**

### High Impact Leadership

Explore the traits of impactful leaders and develop a customer-centric leadership mindset.

**3 Hours**

### 21st Century Management Development

Equip yourself with the resilient leadership traits and advanced negotiation skills needed to lead through digital disruption.

**3 Days**



Interactive Content



Blockchain Certificate



Gamified Assessments



Self Paced Online Learning



# Healthcare Programmes

CPD Points 20 Clinical

**Human Papillomavirus Training (HPV)**

Specialized training on HPV, prevention, and clinical best practices.

**20 Hours**

CPD Points 3 Clinical

**Introduction to Wound Management**

Learn foundational wound care principles and management.

**3 Hours**

CPD Points 3 Ethics

**Digitalising administration in healthcare: Modern Practices**

Master EHR management, telehealth, and data security in modern practice.

**3 Hours**

CPD Points 3 Clinical

**Child immunisation schedule and Paediatric health**

Gain insights into immunisation schedules and paediatric health.

**3 Hours**

CPD Points 10 (9 Clinical, 1 Ethics)

**Sexual Reproductive Health**

Deep dive into reproductive health, patient care, and ethics.

**10 Hours**

CPD Points 5 (3 Clinical, 2 Ethics)

**Psychiatric Patient Care**

Equip yourself with best practices in caring for psychiatric patients.

**5 Hours**

CPD Points 6 Clinical

**Infection Control in Healthcare Facilities**

Understand and apply infection prevention strategies in healthcare settings.

**6 Hours**

CPD Points 3 Ethics

**Public Healthcare Health Promotion**

Learn how to design and manage community health initiatives.

**3 Hours**

CPD Points 3 Ethics

**Good Clinical Practice**

Understand ethical standards in clinical research and patient care.

**3 Hours**

CPD Points 3 Ethics

**Ethics for Healthcare Professionals**

Explore ethical decision-making in healthcare environments.

**3 Hours**

*Courses for healthcare professionals, focusing on ethics, clinical standards, and modern practices.*

These programmes focus on maintaining the highest clinical standards and ethical practices in a rapidly evolving medical landscape. Practitioners earn valuable CPD points while mastering essential areas such as infection control, psychiatric care, and digitalised health administration.



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Gamified Assessments



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# Information and Digital Technology Programmes

## Internet of Things: Business Automation

Learn how IoT solutions drive automation and operational optimisation.

**2 Days**

## Cybersecurity Awareness and Risk Management in the Public Sector

Specifically designed to equip public employees with risk management skills.

**2 Days**

## Fintech Fundamentals

Explore how technology is reshaping finance, payments, and blockchain.

**3 Days**

## Big Data & Data Analytics for Managers and Leaders: Data Modelling and Management Systems

Use data modelling to inform business strategy and leadership.

**2 Days**

## Blockchain for Business

Discover how blockchain works and how it transforms business processes.

**1 Day**

## Cybersecurity: Managing Risk in Information Age

Learn strategies to manage cybersecurity risk in a digital world.

**3 Hours**

## Leveraging Generative AI for Workplace Efficiency

Understand and use Generative AI like ChatGPT and DALL-E for workplace tasks.

**1 Day**

## Artificial Intelligence (AI) & Machine Learning (ML) for Business Leaders

Gain a foundational understanding of AI/ML for strategic decisions.

**3 Hours**

## Digital Transformation in 21st Century Workplace

Successfully influence and navigate an organisation's digital trajectory.

**3 Hours**

## Digitalisation in the 4<sup>th</sup> Industrial Revolution

Explore how automation is reshaping the future world of work.

**3 Hours**

Courses focused on digital transformation, AI, cybersecurity, data, and innovation.

Future-proof your career by nurturing the most in-demand 21st-century digital skills. These courses empower business leaders and technical professionals to leverage emerging technologies like AI, Blockchain, and Cybersecurity for strategic decision-making and efficiency.



Interactive Content



Blockchain Certificate



Gamified Assessments



Self Paced Online Learning



# Curated Training Bundles

MANCOSA skillME offers bundled course packages to help you upskill strategically by addressing common organisational needs and skills gaps.

### Healthcare Training Bundle:

- Public Healthcare Promotion
- Good Clinical Practice
- Ethics for Healthcare Professionals
- Digital Administration in Healthcare

**12 CPD Points**

### High-Impact Leadership Training

- Conflict Management
- Emotional Intelligence
- Project Management (Beyond the Fundamentals)
- High Impact Leadership
- Finance for Non-Finance Managers

### IT Digital Transformation Training

- Design Thinking & Innovation
- Big Data & Analytics
- Generative AI
- Cybersecurity, AI & ML
- Digital Transformation.

### Soft Skills in the 21st Century

- Emotional Intelligence
- Service Excellence
- Communication in the Workplace
- Project Management Fundamentals

### Custom Bundle Options

Bespoke learning packages are available to be built specifically for your team's requirements.

## Corporate Training with MANCOSA skillME

Whether you're an L&D manager, HR leader, or team head, MANCOSA skillME offers a scalable way to upskill your workforce

### Scalable & Flexible

Train teams of any size, with learning that fits around their workday.

### Self-Paced Learning

No disruption to business operations; employees learn on their own schedule.

### Industry-Relevant Content

Courses are developed with industry input to ensure practical value.

### Impact-Driven

Designed to improve performance, close skills gaps, and future-proof your team.

### Custom Packages

Custom corporate packages and volume pricing are available on request.



## Ready to get started?

Visit [skillme.mancosa.co.za](https://skillme.mancosa.co.za) to explore our full range of courses, compare programmes, or enrol in a self-paced online course and start whenever you're ready.

Prefer a little guidance?  
Get in touch, we're here to help.  
Email: [skillme@mancosa.co.za](mailto:skillme@mancosa.co.za)  
Phone: 021 671 6576



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