# NextGen

Gearing You For Growth

nextgen.co.za

- Creative Media
- Recruitment
- Risk Assessments
- Training Solutions

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1. **NextGen Introduction**
2. Community Projects
3. Training Solutions Services
4. Follow Us

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**NextGen Training Solutions** offers a range of professional training courses on **Introduction To Computers, Microsoft Office**, **Business / Soft Skills and Learnerships**. This is aimed at achieving performance and productivity improvement objectives by developing and/or refreshing core business and professional skills.

**NextGen Recruitment** provides quality staff to organizations on either a permanent or contractual basis.

**NextGen Risk Assessments** offers clients a variety of background screening checks to authenticate information supplied by a potential employee and to eliminate any hiring risks for safety and security reasons.

**NextGen Creative Media** offers clients a variety of Media related services including **Social Media Management**, **Email Marketing**, **Graphic Design** and **CMS Based Website Development / Maintenance**.

## Training Solutions | Recruitment | Risk Assessments | Creative Media

### End User Training
- Introduction To Computers
- Microsoft Access
- Microsoft Access VBA
- Microsoft Excel
- Microsoft Excel Dashboard and Reporting
- Microsoft Excel VBA
- Microsoft Word
- Microsoft Outlook
- Microsoft Power BI
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Visio
- Technical Training
- Typing

- ... **and more**

### Business Skills
- Business Writing
- Conflict Management
- Customer Service
- Finance for Non-Financial Managers
- Industrial Relations
- Negotiation Skills
- Presentation Skills
- Problem Solving
- Sales
- Stress Management
- Telephone Etiquette
- Time Management

- ... **and more**

### B-BBEE Spend
- Accredited Skills Programs
- Bursaries
- ESD Spend
- Learnerships

**and others...**

### Learnerships
- Business Administration (L2, L3, L4)
- Contact Centre (L2, L4)
- End User Computing (L3)
- Generic Management (L4, L5)
- Hygiene and Cleaning (L1, L2, L3)
- Management (L3)
- System Development (L4)
- Technical Support (L4)
- ... **and more**

### Virtual Training
- Content creation and customization
- Deployment and implementation skills programs
- Operational procedure/ induction training

- ... **and more**

## Training Solutions | Recruitment | Risk Assessments | Creative Media

### Training Delivery
- Instructor Led
  - Class
    - Client Site
    - NextGen Offices
  - Virtual
- Blended Models
- Coaching And Mentoring

### Training Locations
- NextGen Offices
- Client Venues
- National Venues
- Johannesburg, Cape Town, Durban

- ... **and more on request**

### Evaluation
- Skills Audits
- Gap Analysis
- Pre and Post Assessments (Specific courses only)

### Online Services
- Online Training
- Online Testing
- Online Assessments

### Operational
- Scheduling
- Logistics
- Reporting
- Management

### Content
- Courseware
- NQF Aligned
- Instructional Design
- Content Conversion
- Content Development
- Content Integration

Training Solutions | **Recruitment** | Risk Assessments | Creative Media

### Permanent/Contractors

- Business Analysts
- System Analysts
- System Architects
- Database Administrators
- Developers
- Integration Analysts
- Test Analysts and Testers
- Project Managers
- Programme Managers
- Solution Architects
- Technical Staff

- ... **and more**

### Interview Process

- Face to face interviews are held with every candidate
- Risk Assessments are completed before submitting candidates to client
- Only B, A or A+ candidates are put forward

### Sectors

- Predominantly ICT sector
- Including financial and insurance sectors

Training Solutions | Recruitment | **Risk Assessments** | Creative Media

### Risk Assessments
- Business checks
- Certification verifications
- Citizen checks
- Credit checks
- Criminal checks
- Driver's license checks (PDP's, …)
- Identification number verification
- Matric verification
- Qualification verifications
- Professional reference checks

- … **and more**

### Sectors
- Banking
- Construction
- Household Employers
- Insurance
- Logistics
- Manufacturing
- Nursing
- Property
- Retailers
- Schools
- Security
- Welfare

- … **and more**

### Engagement Models
- Resources visit NextGen
- NextGen comes to client

Training Solutions | Recruitment | Risk Assessments | **Creative Media**

## Social Media Management

- Account Management
  - Major platforms
- Social Media Strategies
  - Strategy Alignment
  - Strategy Goals
  - Marketing Approaches
- Content Creation
  - Imagery
  - Video Clips
  - Product Highlights
  - Reviews / Comparisons
  - Consumer Education
  - Industry News
- Content Delivery
- Community Engagement
  - Posts
  - Messages
  - Help Desk

## Website Development

- Web Design Services
- Web Maintenance Services

## Email Marketing

- Design and Management

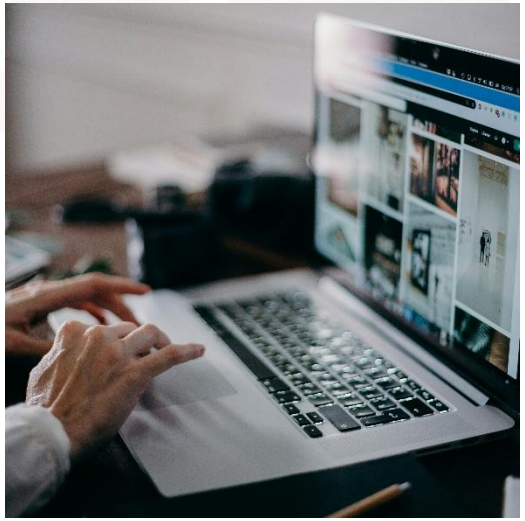
## Commercial Work

- In-House Commercial Photographers and Videographers
- Studio and Location Work
- Quick Turnaround Time
- Post-Production Facilities
- Experienced in:
  - Catalogue Photography
  - Product Pack Shots
  - Executive Profiles
  - Lifestyle Imagery
  - Hotels and Lodges
  - Automotive
  - Fashion
  - Wildlife and Nature
- Social Media Photo Booths
- Corporate Imagery

## Design Work

- Graphic Design Services
  - Corporate Identity
  - Layout and Design
  - Company Stationery

**and more…**



## Sectors

- Banking
- Engineering
- Financial Services
- Insurance
- Logistics
- Manufacturing
- Media
- Mining
- Non-Profits
- Private
- Public
- Retail
- Technology
- Utilities

and others…

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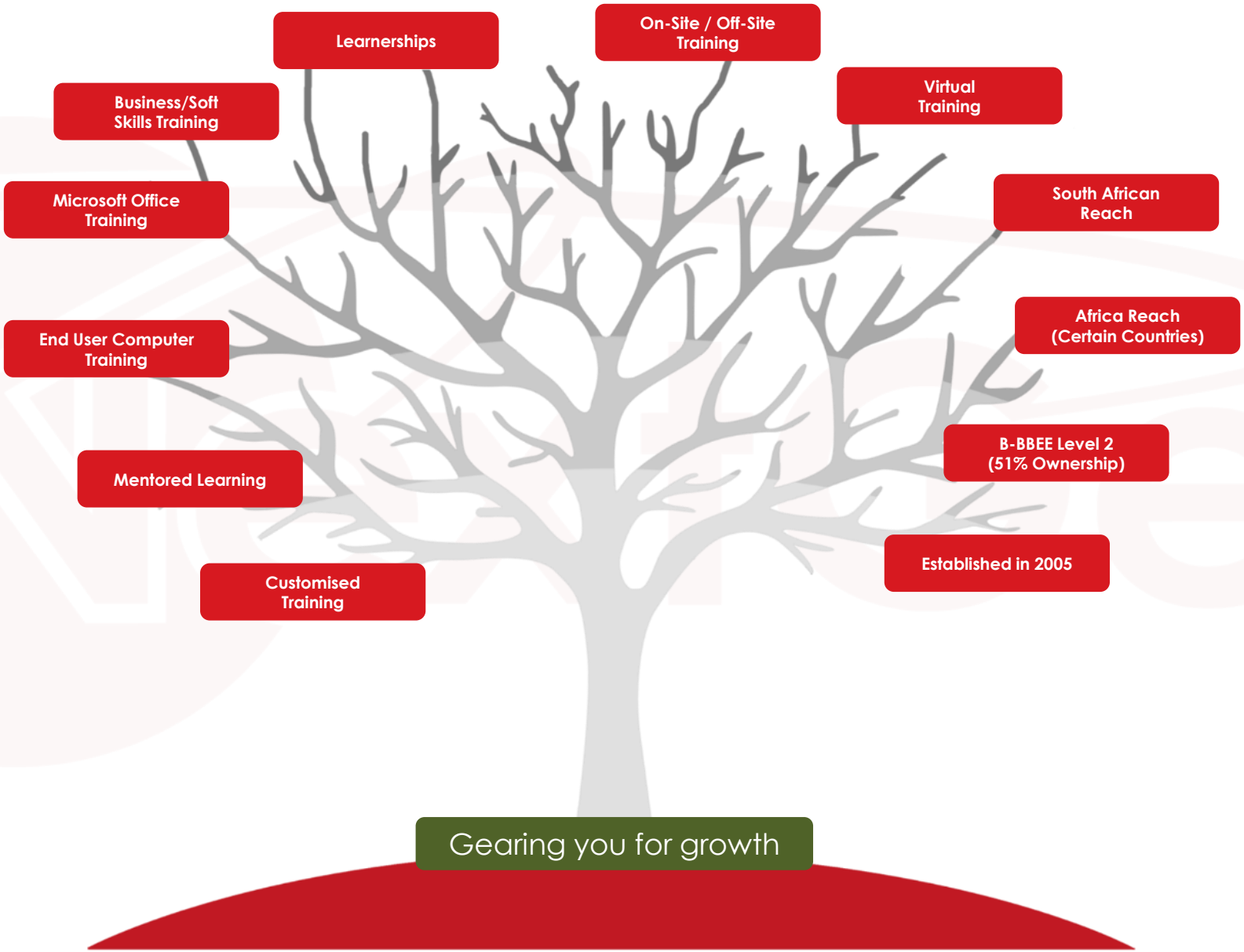
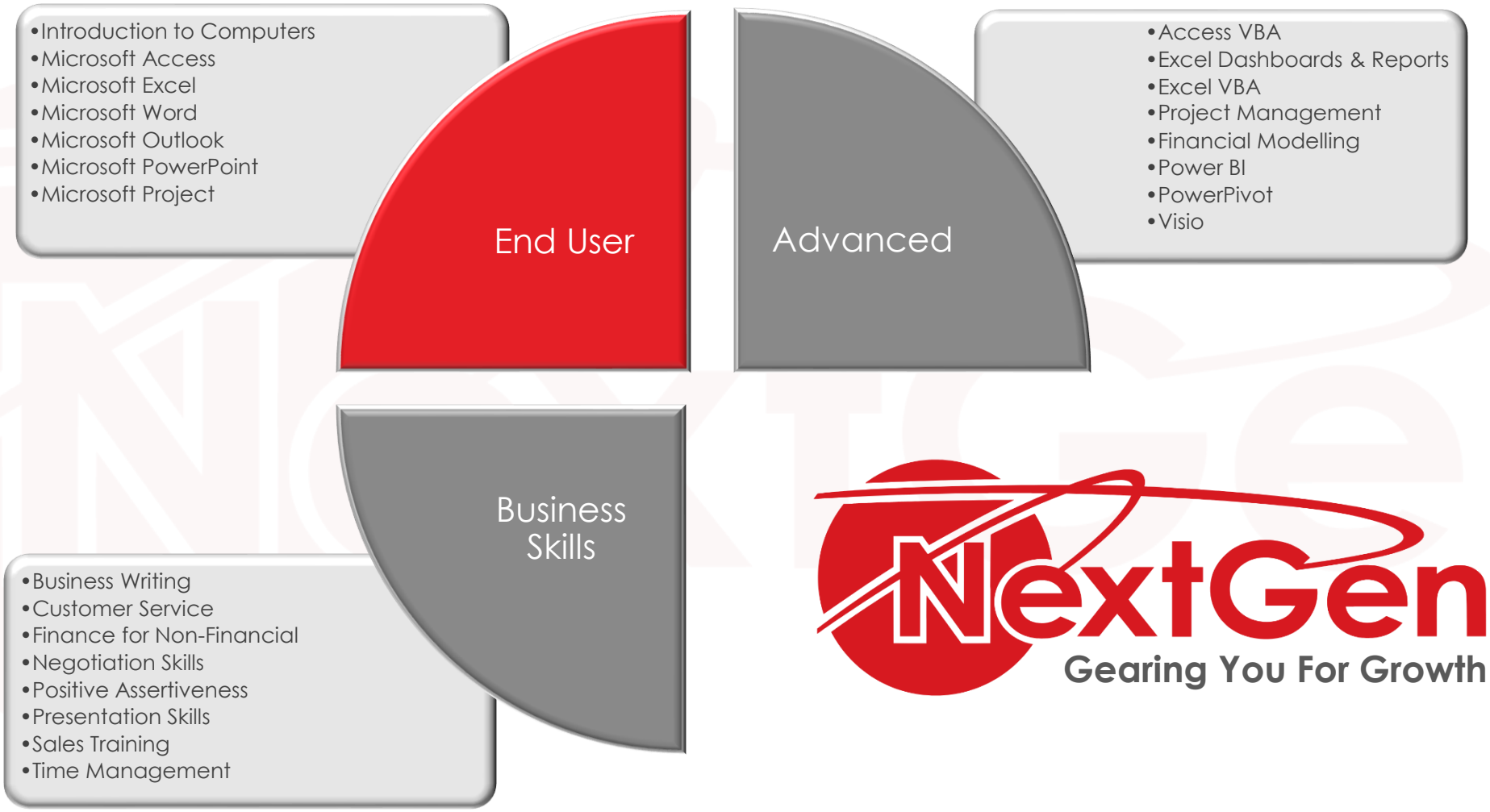
# Training Solutions Services






NextGen
Gearing You For Growth

**Some of our learnership offerings (not limited to):**

- Banking (NQF Level 4)
- Banking (NQF Level 5)
- Business Administration Services (NQF Level 2)
- Business Administration Services (NQF Level 3)
- Business Administration Services (NQF Level 4)
- Contact Centre Operations (NQF Level 4)
- Contact Centre Support (NQF Level 2)
- End User Computing (NQF Level 3)
- Generic Management (NQF Level 4)
- Generic Management (NQF Level 5)
- Hygiene and Cleaning (NQF Level 1)
- Hygiene and Cleaning (NQF Level 2)
- Hygiene and Cleaning (NQF Level 3)
- New Venture Creation (NQF Level 2)
- New Venture Creation (NQF Level 4)
- Production Technology (NQF Level 2)
- Systems Development (NQF Level 4)
- Technical Support (NQF Level 4)

## Partner Approach

- NextGen believes in developing long-term sustainable relationships with clients.
- NextGen's key focus is to add value to our customers and continuously improve.

## Team Dynamics

- NextGen fosters a culture of ownership and passion, enabling team members to grow and develop.
- Our NextGen team works towards a common goal of "Gearing you for Growth".
- The NextGen team have integrated and overlapping responsibilities to ensure continuity.

## Operations Approach

- Internal operational meetings.
- WhatsApp groups used for LIVE communication (Administration, Trainers, Account Managers, Management).
- Customer Dashboard Reports (larger initiatives).

## Management Involvement

- Every delegate is required to complete a feedback form.
- All delegate feedback is checked.
- Classroom audits by CEO and Sales Director on ad-hoc basis.
- Personal involvement by CEO in every compliment and complaint.
- CEO is copied on all client communications.

## Post-Training Support

- Free course related support, during office hours, for a period of 1 year post training.
- Trainers strive to respond to delegate support queries within 1 business day.

## Trainers

- NextGen encourage trainers to further develop their skill sets on an ongoing basis.
- Trainers continuously meet to share and develop from each other's experiences.
- Trainers are briefed by Account Managers ahead of training sessions.
- Trainers develop personalised relationships with the delegates.

## Quality Reviews

- Class Feedback
- Customer Feedback
- Pre/Post Assessments
- Level Assessments
- Management Audits

**NextGen CEO Directive:**

"Every delegate must leave NextGen in a more skilled position than when they arrived."

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# Follow Us On Social Media?

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