

LE VERA INSTITUTE

PROFILE



Creating Leaders of Today
2023

**EMPOWERMENT AND SKILLS DEVELOPMENT PROGRAMMES
TRAINING AND FACILITATION | BUSINESS CONSULTING |
RESEARCH | ACCREDITED COURSES**

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EXECUTIVE SUMMARY

Le Vera Institute was established out of realization that the functionality of a professional practice in the employment wellness was necessary to enhance and deliver on its mandate on time and precisely with professionalism. The institute is an umbrella of many accredited companies and mentors them on advanced professional expertise to deliver profound relevant and proliferate presentations and facilitations. The primary objective is beyond delivering a consultation or facilitation service but to actually measure a paradigm shift in improving the communication and work relations of the companies we serve through our services.

The institute has earned the respect of reputable clients through its ability to provide specialists advice and service in the area of training and facilitation, lifestyle management, employee wellness, cost planning, quality control, coaching and mentoring, project management and business development. Le Vera institute is led by highly professional academics. Through our approach to research, training and skills development, we make significant contribution to the personal growth of those admitted in our learning programmes.

Le Vera Institute is a close-knit Training, Facilitation and Investments Company which offers personnel training to businesses and other employer organizations of all sizes and at all levels. Intensive and progressive learning programmes, skills programmes and courses are presented by registered professionals in the industry and academia.

Le Vera Institute is one of the most respected further educational and training Institution and has trained and facilitated thousands of people under different skills development and full qualification programmes. With a purpose-built, interactive relationship with Municipalities, Provincial Governments, Mines and Private businesses, a highly accredited programmes are on offer and applicable to a cohort of hand-picked, diverse candidates.

In support of the firm stated ability to deliver services. We have outlined herein our Resources, Expertise, Principals and highlight pertinent to the organization's commitment to quality and continuous improvement which is further enhanced by our proven ability to work in harmonious partnership with other practices both large and small and in joint ventures. Consequently we have prepared to handle projects of any size and magnitude, but also to recognize opportunities beyond obstacles.

Le Vera Institute Pty Ltd
Head of Training Department
Director - Terry

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WHO WE ARE

Le Vera Institute is an international Human Capital Development institute that focuses on Training and Facilitation Programmes within the corporate world. It is widely known for its splendiferous products and services to many international companies. Founded on the principle that training *"should bring about the desired change in behaviour"* to drive tangible and solid business results. We work with our clients to get the most out of their human capital development. Every training and facilitation service we provide increases productivity, revenue and decreases costs while improving work relations. Le Vera Institute offer Accredited Courses of wide range of academic disciplines.

We have helped to develop leaders and teams to improve the performance of organisations, public and private, large and small. We work with our clients to develop and execute solutions that help them to build capacity, create customer value and cultivate a culture that is customer focused and innovative. We enable our clients to adapt and gain a competitive edge to meet the challenges of the global marketplace. We have helped client firms to build the right capacity for work place performance, developed and implemented strategy, measured and improved performance.

WHAT WE DO

We get measurable results. Our offerings range from creating a high performance culture, to leadership and management development, to designing and delivering targeted learning solutions. We specialised on work relations pertaining to many neglected matters at work such as Substance Abuse, HIV/Aids, Stress and Depression and other relational issues at the work place.



Today, when nearly all industries are undergoing massive change, every organisation is facing tough learning challenges responding to the dynamics. These developments foster increasing need for bespoke intelligent solutions. We work to fully understand our client's business, strategies, goals and their operating style process. We analyse the organisational and human resource dimensions of business problems and provide pragmatic, enterprise solutions. We apply both traditional and latest methods to source, collect, interpret and disseminate information. We maintain an extensive database of competency models for key roles in high-performing organisations and our solutions are at the cutting edge of innovation and effectiveness.

Our process seamlessly integrates best-in-class technology, consulting and human resource practices to deliver innovative and comprehensive business solutions. Over the years we have been helping clients improve their business, profit and market performance. We provide advice and consulting services at strategic, execution and operational levels, concentrating on three key areas:

[Le Vera Institute](#) | [Training & Facilitation](#) | [Accredited Courses](#) | [International Standards](#)

- ✂ Improving business performance
- ✂ Making development and performance more sustainable
- ✂ Assessing market potential and key trends

HUMAN CAPITAL DEVELOPMENT - ORGANISATIONAL TRANSFORMATION

- ✂ Planned learning activities, strategic planning, organisational analysis, or human resource interventions that help individuals develop skills needed to achieve organisational goals and/ or improve organisational performance.

EFFECTIVE LEADERSHIP AND MANAGEMENT DEVELOPMENT

- ✂ How well equipped are your leaders to achieve and sustain your business strategy? How ready are they to operate at the next level? We offer several powerful solutions for equipping leaders and optimising leadership performance.

ORGANISATIONAL DEVELOPMENT CONSULTING SERVICES

- ✂ Processes, practices, and interventions utilised to help organisations implement and evaluate planned change.



WHO WE WORK WITH

Our clients are learning organisations and leaders who believe that investing in their human capital is vital to their success. These are leaders who want more than what traditional training and consulting approaches can deliver.

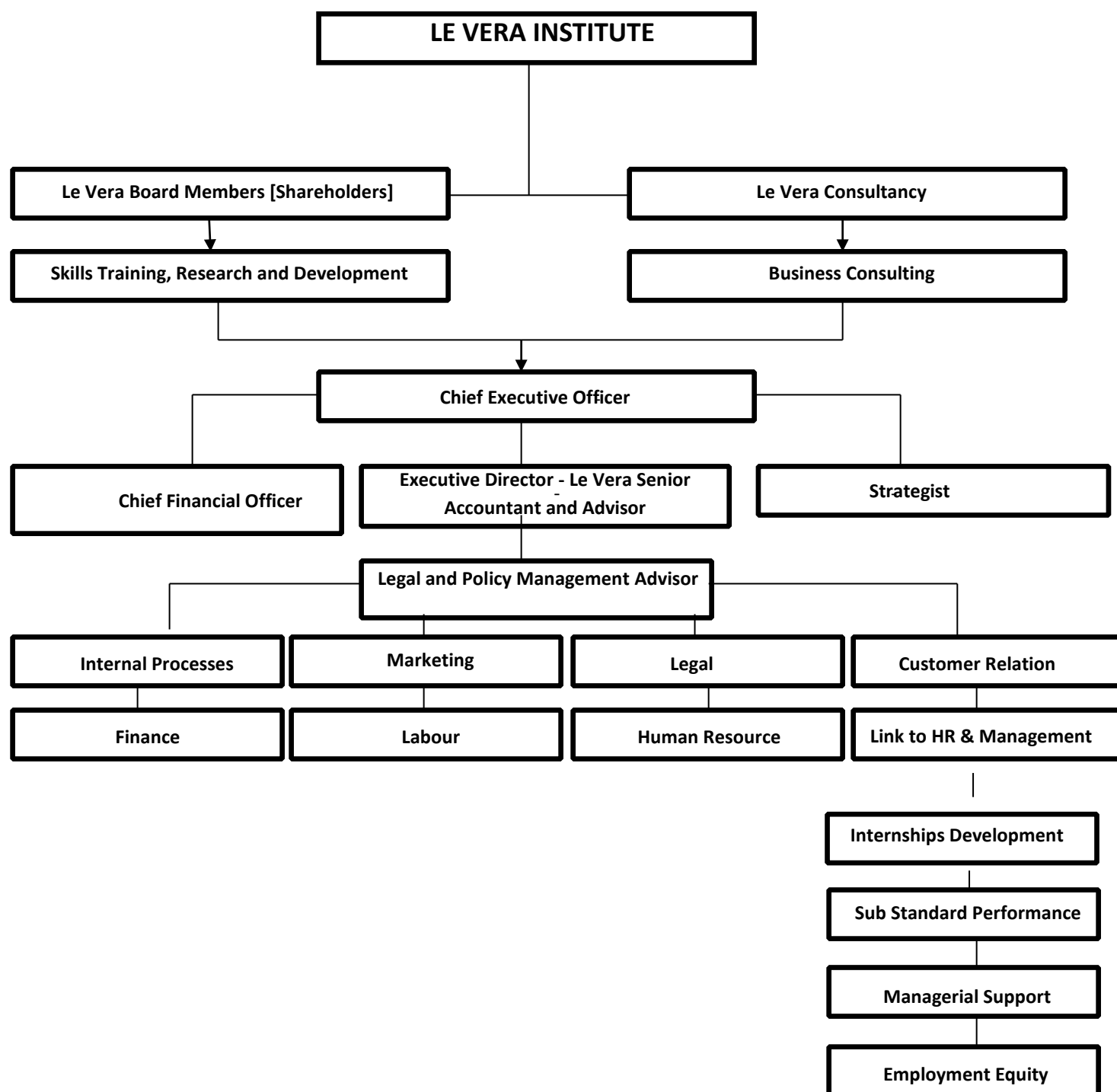
HOW WE DO IT

We partner with our clients in a way that makes sense for their unique situation. First we identify the key metrics they want to improve. Then we assemble a dedicated team of experts who have successfully solved similar problems with similar clients. Our expertise and flexibility allow us to move the performance needle faster and farther than anyone else in our industry.

WE OFFER TOOLS AND DISCIPLINE TO GUIDE CLIENTS TOWARD:

- ✂ Asking the right questions,
- ✂ Addressing the right issues, and developing the answers.
- ✂ Emphasis on knowledge, research, experience and professionalism.

OUR INTERNAL WORKING AND OPERATIONAL STRUCTURE



STAFF PROFILE

Item Position	Female	Male	Total
Directors	1	1	2
Managers	4	5	9
Professional Staff	12	15	27
Total	17	21	38

OUR CLIENTS TELL US THAT WE ARE UNIQUE

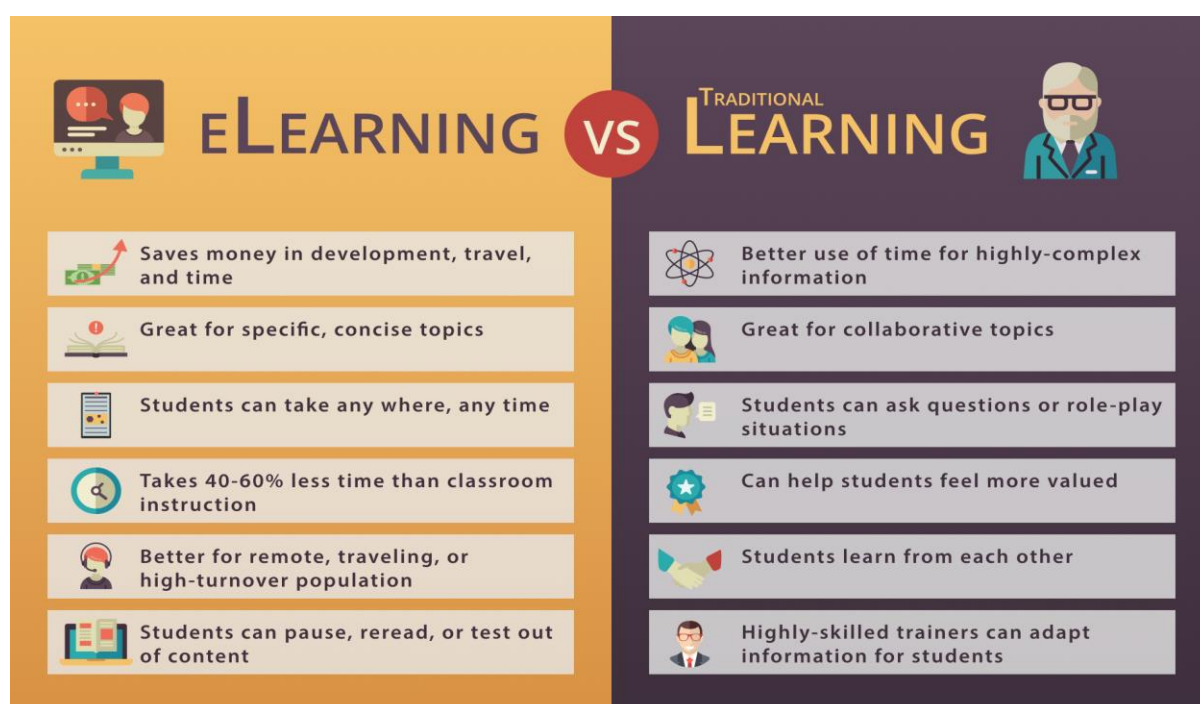
Our clients tell us that we save them both time and money while helping them to create a propitious and a happy working environment. They appreciate access to certified best-in-class experts who help them to experience a shift in performance.

Our multidisciplinary team is skilled in change management, process improvement, strategy development, leadership development, sustainability, and organisational analysis and research. In our services we are committed to creating value for our clients by:

- ✂ Working collaboratively with our clients
- ✂ Developing a deep understanding of our clients' needs and aspirations
- ✂ Providing tailor-made solutions
- ✂ Being accessible and responsive
- ✂ We partner with clients to achieve measurable results.
- ✂ We offer long-term availability of services. We have worked with clients on a variety of organisational initiatives.

STRATEGIC FORCES DRIVING BUSINESS CHANGE

Le Vera Institute uses both E-learning and Traditional learning to create a lucrative, propitious and advanced method of expediting the capacity and growth for companies or the clients we serve.



Many companies liquidate because they are facing poor organisational performance, low employee engagement, high turnover, corporate restructuring and scarcity of talent. To be successful in today's business environment, organisations must balance the demands of internal challenges with the external forces driving business change – forces that include globalisation, industry consolidation, sustainability, change, technology disruption and innovation. We bring value to our clients by utilising a powerful mix of industry experience, innovation, research and a rigorous, evidence-based approach. As well as providing advice and guidance, we also manage multi-project programmes, providing essential governance, assurance, management, information and control processes.

OUR EXPERT FACULTY AND INSTRUCTORS

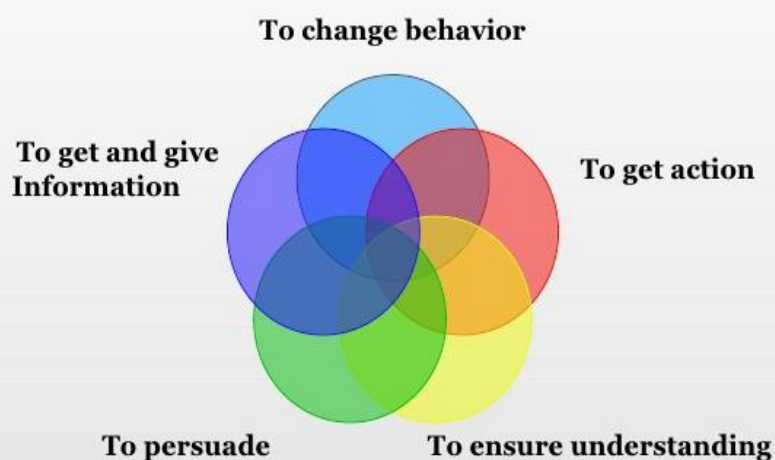
Le Vera Institute does presentations using slides and manual referrals, charts, videos and illustrations. We have more proclivities to facilitation than a presentation, the diagram below explicitly explores the difference between the two.




	PRESENTATION	FACILITATION
Flow	One-Way / Monologue	Two-Way / Dialogue
Focus	Our Firm	Client or Prospect
Solutions	Prescribed	Co-Developed
Style	Speaking / Demonstrating	Asking / Listening
Tools	PowerPoint / Brochures	Whiteboard / Placemats

Le Vera trainers and facilitators are highly qualified specialists in their fields, who also have many years of real-life industry experience. We continually evaluate their performance through direct feedback from participants at the conclusion of every programme. The confidential information we obtain from this process ensures extremely high standards, relevance of training methods and materials and ultimately achievement of your expected training and development outcomes.

Why facilitate?



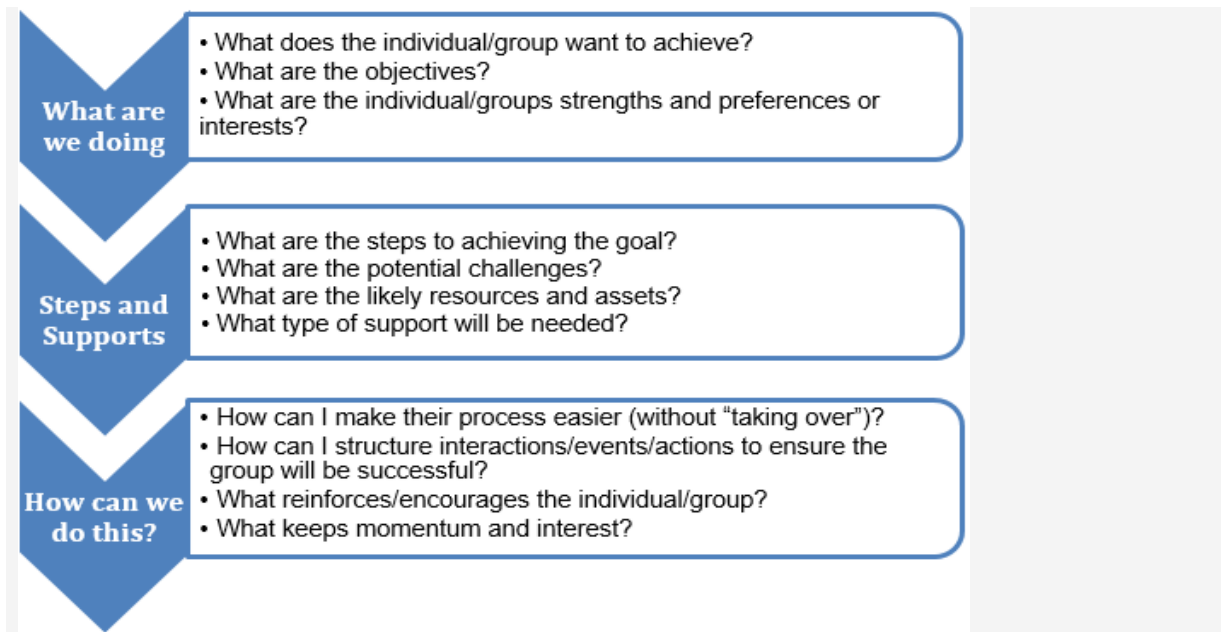
GROUP FACILITATION MODEL LEARNING



Le Vera Institute has developed an enviable reputation for assisting our clients grow and transform their organisational capabilities. Our unique approach lies in working in partnership with our clients, understanding their needs by asking the right questions and together designing the right solutions – interventions which draw out the best in their human capital and translate into measurable benefits for their organisation. Our clients use our customized programmes as a path to achieving various goals:

- ✂ Skills audit
- ✂ Learning and development
- ✂ Competency profiling
- ✂ Developing leadership across the organisation
- ✂ Accelerating and facilitating organisational change
- ✂ Improving management capabilities
- ✂ Nurturing and facilitating enterprising behaviour and effecting a cultural shift

Le Vera Institute focuses on the growth of a group in the context of a particular and defined subject at discussion. Our facilitators and speakers engages on vital and imperative questions that are necessary for the group skills development.



CUSTOMISED AND TAILORED TRAINING MATERIALS

Facilitation is often referred to as the new cornerstone of management philosophy. With its focus on fairness and creating an easy decision making process. Creating a comfortable environment through better facilitation will give your participants a better understanding of what a good facilitator can do to improve any meeting or gathering.

The Facilitation Skills workshop can help any organization make better decisions. This workshop will give participants an understanding of what facilitation is all about, as well as some tools that they can use to facilitate small meetings. A strong understating of how a facilitator can command a room and dictate the pace of a meeting will have your participants on the road to becoming great facilitators themselves.

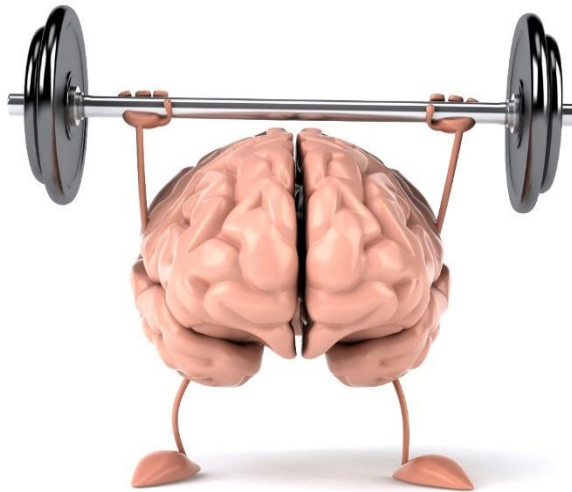
In all our organisational interventions we “diagnose first, and then develop” your customised programme. Whatever it is you want to achieve, we will assist you to develop the necessary management and leadership capabilities to unleash the potential within your organisation. We understand the quality of a customized programme depends on successful collaboration between Le Vera Institute and your organisation before, during, and after programme delivery.

IN-HOUSE TRAININGS

Some of our clients have many employees that needs training and transportation may become tedious, Le Vera Institute found it propitious and progressive to run In-House Training - which means that the training is run at a time and venue of the client's choosing, (often it is lucrative to run the Training at the client's premises or work site).

Run on-site/In-house training and receive between **10% to 30%** discount off our advertised public training course prices, depending on the number of delegates. If you have **8 - 12** or more delegates interested in one of our courses, we can run on-site training for you with a lucrative discount. Our Services run on an international platform, distance is not a barrier for your company to access training that can expedite your company sales and improve work relations in your organization.

LE VERA PROVIDE YOU WITH THE FOLLOWING MATERIALS FOR YOUR ORGANIZATIONAL GROWTH AND PERSONAL DEVELOPMENT AND REFERENCE



FLIP CHART NOTES
INSTRUCTOR GUIDE
TRAINING MANUAL
QUIZZES AND TESTING NOTES
ACTIVITIES AND EXERCISE FILES
TRIMMED POWERPOINT SLIDES

FOUNDATION STAGE:

First, we seek to comprehend your organisation, its vision and its challenges. We work with you to define clear learning and development objectives. The phase includes the following:

- ✂ Identification of client underlying challenges and objectives
- ✂ Interviews with individual executives and stakeholders
- ✂ Developing leadership across the organisation



COLLECTION AND REVIEW OF KEY DATA AND DOCUMENTS INCLUDING:

- ✍ Annual reports
- ✍ Strategic plans
- ✍ Individual and group assessments
- ✍ Performance metrics
- ✍ Understanding of development objectives

ALIGNMENT STAGE:

Based on the insights acquired during the grassroots stage, we work with you to integrate leading-edge thinking into an innovative set of interactive educational activities that will enable your organisation to attain its defined strategic objectives. We will develop the relevant programme content, align it to your objectives and identify the appropriate expert facilitators to deliver it. The following essentials can be integrated into a customised programme:

- ✍ Classroom instruction in quantitative methods or applicable conceptual frameworks
- ✍ Action-based learning and simulations
- ✍ Instruction by organisation leaders
- ✍ Executive and group coaching
- ✍ Guest speakers, executive forums, and strategic briefings
- ✍ Off-site activities
- ✍ Post-project activities

DELIVERY STAGE:

Our learning professionals engage your talent, delivering instruction and services customised to your organisation, and the business needs defined during grassroots stage.

**EXECUTION STAGE:**

The reason organisations come to us for customised learning and development intervention is ultimately to apply insights and execute a solution developed during the programme. So, during and after execution, we work with you to assess the impact of your customised programme on your organisation. We provide a number of post-project services including:

- ✍ Impact analysis
- ✍ Economic value added of aligned human capital
- ✍ Post-project programmes and activities
- ✍ Individual and team coaching

While it is common place for organisations to invest in learning and development programmes, it is far less likely for organisations to have meaningful insights into how they can measure the effectiveness and value of these programmes in areas such as increased employee performance, customer satisfaction, product quality, corporate profitability, or various indicators of mission success. Organisations of all types value their investments.

LE VERA INSTITUTE TRAINING AND FACILITATION PROGRAMMES

- HIV/Aids, Stress and Depression Management [Special: Substance Abuse]
- Advanced Secretariat, Personal Assistance and Administrative [Organizational and Personal Development] Skills
- Executive Coaching, Team Building, Supervisory and Management
- Advanced Project Management,
- Negotiation Skills and Conflict Resolution
- Procurement, Book-keeping and Taxation, Budgets and Financial Management
- Protocol and Diplomacy – Humanitarian Diplomacy.
- Events Planning and Conferencing
- Public Speaking and Presentation Skills

- Inventory Management Project Management Training Risk Management and Team Building
- Human Resources Management and Performance Management
- Teamwork: Building Better Teams Career Development
- Communication Skills and Strategies
- Customer Service Advanced Sales and Marketing Technical Programmes Relationship Selling Dynamite
- Protocol and Diplomacy
- Report Writing and Proposal Skills
- Business Leadership Development, Business Etiquette, Business Writing Skills
- Legal – Protection of Personal Information Act
- Labour and Work Relations

OUR VENUES



Training and Facilitation Advanced Accredited Courses



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