

Soft Skills Training

- Office Etiquette
- Report Writing
- Office Administration
- Secretarial Skills
- Communication
- Document Management
- Filing and File Management
- Basic Business Literacy
- Dealing with difficult clients
- Records Management
- Team Management Skills
- Negotiation and problem solving

Construction Skills Training

- Hazard Identification and Risk Assessment (HIRA)
- Construction Regulation
- Fire Fighting
- First Aid Level 1-3
- Project Management

ICT Skills Training

- Microsoft Office: Excel, Word, Powerpoint, Access, Publisher and Outlook
- ICDL
- Computer Training
- Networking
- Database Management
- Information Management Systems

We tailor suit our course outline to meet your training needs hence we can be able to deliver impactful training that adds value to your workforce.

*We pride ourselves in training
What you want, When you want
it and How you want it.*

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SECONDS 
training • skills development • consultation

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MANAGEMENT COURSES • SOFT SKILLS • ICT • ADMINISTRATIVE SKILLS

ABOUT US

With more than 5 solid years of Training Experience, Ticking Seconds Pvt Ltd is a South African owned company which is managed by experienced and highly qualified professionals with more than 9 years in the areas of Training, Skills Development and ICT. We follow an Integrated Training & Consulting philosophy that is built around the optimization of individual team process performance.

Our main objective is to help organizations unlock their full potential in order to achieve excellent results. We form a partnership with our clients to enable them to achieve self-sustaining improvements. We have designed training programmes incorporating world class tools and techniques that will assist our clients in driving performance optimization in your organization.

Our training products are designed to equip managers and staff to acquire tools and techniques when developing and implementing business strategies, performance management, process improvements and managing of projects through life cycle. Every business around the globe is effectively managed through the application of technology.

GUIDING PHILOSOPHY

Ticking Seconds sees delivery of impactful training as key to assisting clients in driving performance optimization in their organizations. As a result of this, all our trainings are designed or tailor made to the specific requirements of the client so as to address the specific training needs identified.

We are guided by the motto of delivering timely training interventions on What the Client want, When the client wants it and How the client wants it.

VISION

Our vision is to be the leading Training and Consultancy Company of all Business and ICT related skills within South Africa and beyond its borders.

MISSION

Our Mission is to help our clients make distinctive, extensive and significant improvements in their performance at work and to build a great Training and Consulting Company that invites, excites, develops and retains extraordinary people who are competitive and competent in every practical duty they endeavor in.

OUR EXPERTISE

Ticking Seconds offers a wide range of Skills Development and Information Technology services. These include:

Management Skills Training (All levels)

- Leadership and Communication
- Contract Management
- Training, Mentorship and Coaching
- Change management
- Project Management
- Business Analysis
- Customer Relationship Management
- Management Consulting
- Stakeholder Management
- Risk and Quality Management
- Performance Management
- Business Strategy Planning, Development and Implementation
- Operations, Programme and Project Management
- Documentation and Report Writing
- Projects Due Diligence, Prioritisation and Execution
- Financial Statements and their Interpretation
- Finance for Non Finance Managers
- Labour Relations

