



**SMART SKILLS**  
SOLUTIONS

WWW.SMARTSKILLSSOLUTIONS.CO.ZA



# COMPANY PROFILE 2024

---



**SMART SKILLS**  
SOLUTIONS

## Table of Contents

- About us P 01
- Team Profile P 02
- Our Founder P 03
- Our Services P 04-10
- The Team P 11
- Our Accreditation P 12-13

# About us

Smart Skills Solutions (SSS) is a 100% black woman-owned company that works with clients to deliver demand-driven solutions to most challenging problems. Founded in 2019, we have core capabilities in the areas of evidence, learning, and impact (ELI) and human and institutional capacity development (HICD).

SSS specializes in a range of Human Capital Development solutions to improve Employee Performance and Organizational Effectiveness. Our core focus is on competency development within the professional sphere by providing training and development consultancy services to public and private sector organizations starting from training needs assessment to Soft Skills training. We strive to provide our clients with an exciting, new experience in human capacity and skills development by offering innovative training interventions that are relevant and meaningful in creating a journey to get you there.

We leverage technology and partnerships to impact monitoring and management and take a responsible approach to data. On all of our assignments, we engage clients and constituents in project design and implementation to achieve sustainable results.

---

## OUR CORE PURPOSE

To be the leading human capital resource company, employing cutting-edge global practices. Be the leading human capital resource company, employing cutting-edge global practices.

## MISSION

To reach and exceed our vision by employing the most highly skilled staff who have mastered efficient business systems, reaching innovative solutions for our clients who form the absolute center of our business and ultimate purpose.

# TEAM PROFILE: TRAINING

---

SSS has an enthusiastic training team consisting of registered assessors, moderators and facilitators. The team is very passionate about training and development as a tool towards individual and economic growth.

SSS has a highly committed team of experienced B-BBEE experts with over 20 years of experience in training, advisory and consulting. The team has accumulated extensive consulting experience in both public and private sectors.

## “ OUR VALUES

ACCOUNTABILITY  
RESPECT  
COMMUNICATION  
TRUST  
FAIRNESS  
PROFESSIONALISM



## Ms Janice Weideman

OPERATIONS MANAGER/Owner

My comprehensive experience in capacity development, strategic planning and governance mechanisms for the successful delivery of infrastructure projects has afforded me a credible reputation in the various sectors

### Our Leader

### Operations Manager and Owner

Over 20 years experience in managing complex developmental programmes and projects that have focussed on establishment of local, provincial and national programmes and projects comprising capacity development, mentorship, stakeholder engagement, change management, service delivery improvement activities, and monitoring and evaluation.

Involvement in mentorship and capacity development, specifically in the Built Environment, spans more than 15 years, includes: project administration, strategic coordination and project management and engagement with stakeholders.

Excellent track record of delivering on infrastructure projects within a technically complex and dynamic environment, specifically that required to support multiple business projects.

## Our Services

# HR Management & Consultancy

In today's fast-evolving technology-driven markets, achieving synergy among people, skill sets, and objectives is vital. SSS recognises the role that strategy serves to add value to the clientele that it works with. Through discussion and open facilitation SSS Management Consultants zero in on organisational challenges and propose alternatives with short term and long-term action plans.

### **SERVICES INCLUDE:**

- › Organogram Review
- › Change Management
- › Performance Management Strategies
- › Job Architecture
- › Developing Competency Frameworks

SSS's expertise in training and development, coupled with its affiliation with Nationally recognised statutory bodies, promotes ingenuity and insight for design and execution of solutions at all levels of its clientele's organisations and across all functional units.



# Our Services

## Professional Development

SSS focuses on the development of candidates in the workplace through structured mentorship, coaching and support leading to professional registration with the respective statutory councils.

### SITUATIONAL ANALYSIS

Analysing and developing the required competence by assessing employees to determine their progress towards registration and offering advice on the training gaps that need to be addressed.

### CANDIDATE SUPPORT

Development of training plans, ensuring that adequate workplace exposure is in place and providing mentors to oversee and monitor progress. Candidates are supported to develop both their behavioural and technical skills.

### COMPETENCE PROFILES

Development of sustainable career path and occupation-specific dispensation strategies and policies for both the public and private sector.



## Our Services

# Skills Audit & Skills Gap Analysis

The baseline skills audit process involves the collection of information pertaining to employees' competences (qualifications, skills and experience) in relation to the occupational posts in order to determine individual capacity gaps. The process involves in-depth investigation of job requirements to control and measure the output and impacts the job role has on an organisation.

Information obtained from the skills audit exercise should be compiled to inform a realistic individual employee's Personal Development Plan (that identifies the actual skills development, training needs linked to the specific job requirements). It forms the foundation for the design, development and implementation of strategies and policies that deliver on organisational goals and objectives.





**Organisational  
Analysis**

**Operations  
(Task)  
Analysis**

**Individual  
(Person)  
Analysis**





## Our Services

# Training & Development

We specialize in a range of training human capital training solutions to improve Employee performance and Organizational effectiveness. Training programmes are customised to the client environment and aligned to industry best practices. Training programmes are offered in both online training and offline training methods.

### OUR BLENDED LEARNING SOLUTIONS USES A COMBINATION OF LEARNING TYPES

An instructor that directs training.

E-mail and telephone assistance for personalized learner support.

Virtual classes by means of computerized videoconference.

Interaction between learners and the instructor and between the learners themselves through a chat room to stimulate the group learning concept.

Assessments.

A certificate that certifies having taken or passed the course



**Work  
Readiness  
Programme  
Training**

- > Apply the principles of ethics to improve organizational culture
- Achieve personal effectiveness in business environment
- > Solve problems, make decisions and implement solutions
- > Write technical report
- > Develop administrative procedures in selected organization
- > Engage in sustained oral/signed communication and evaluate spoken/signed texts
- > Apply the principles and concepts of emotional intelligence to the management of self and others

**Organisation/  
Business  
Transformation**

- > New Venture Creation
- > Conduct a disciplinary hearing
- > Institute a disciplinary hearing
- > Mentor employees in the performance management process

**Professional  
Development**

- > Road to Professional Registration



# TRAINING PROVIDER ACCREDITATION

---

Providers of Education and Training are required to be accredited in terms of SAQA Regulation No R1127 of 1998. To ease the burden of the laborious, cumbersome, and time-consuming accreditation process- we offer a full and wide range of products, services and support to Providers of Education and Training in meeting accreditation requirements.

Design and Development of Quality Management Systems that all relevant company policies and procedures. We offer Quality Management Systems that are aligned to SAQA and SETA requirements, and all policies and procedures are customised to how the company operates. We employ an interactive approach by learning your business, vision, strategic goals and align them to the SETA requirements.

# Our Services

## Events Management

### CATERING & EVENTS

When you're planning an important work event, you want to be able to focus on the event, the team-building, vision-creating, or consensus-developing that you hope to accomplish. SSS offers you the following services:

#### ON-SITE CATERING:

You do not want to worry about the set-up, the refreshments, or the clean-up. Hand these details off to us, and we'll take care of everything. From small luncheon meetings to corporate functions and celebrations, SSS will provide delicious fresh food, and all set-up and break-down



#### OFF-SITE CATERING:

From small business meetings or professional breakfasts, lunches, or dinners to larger events, SSS will provide a venue to suit your needs. Venues are equipped with wi-fi, an overhead projector, and a large screen, and we can arrange for other audiovisual equipment. Excellent catering service ranging from snacks to steaks is available and served by our professional food service staff. Breakfast, lunch and dinner meetings are prepared to your specifications.

# Our Professionals

# Our Team

Our team comprises of a team of professionals whose common goal and passion lies in continuous improvement and transformation. The team comprises of qualified and professional consultants with over 20 years of combined experience from different industries. The team of experts is passionate about providing business improvement solutions and personal empowerment.

In addition to our in-house capabilities, we have established partnerships and agreements with organisations to draw on additional skills where required.

## **TEAM PROFILE: PROGRAMME & PROJECT MANAGEMENT**

The team consists of passionate and dynamic professionals with attention to detail in everything they do. Having worked with many companies, they have vast experience in programme & project management and consulting over the years.

## **TEAM PROFILE: TRAINING**

SSS has an enthusiastic training team consisting of registered assessors, moderators and facilitators. The team is very passionate about training and development as a tool towards individual and economic growth.

## **TEAM PROFILE: CONSULTING**

SSS has a highly committed team of experienced B-BBEE experts with over 20 years of experience in training, advisory and consulting. The team has accumulated extensive consulting experience in both public and private sectors.





# SMART SKILLS SOLUTIONS

---

*Smart Skills Solutions (SSS) is a 100% black woman-owned company that works with clients to deliver demand-driven solutions to most challenging problems. Founded in 2019, we have core capabilities in the areas of evidence, learning, and impact (ELI) and human and institutional capacity development (HICD).*

## Get in touch now

---

📞 072 700 5962

✉️ [janice@smartskillssolutions.co.za](mailto:janice@smartskillssolutions.co.za)

📍 5 St Ives Avenue, Cotswold, PE



SMART SKILLS  
SOLUTIONS