

INFOPORT AFRICA

Training & Skills Development Solutions

Accredited by LG SETA | Empowering People. Transforming Organisations.

LG SETA Accredited

Qualifies for SETA grants & B-BBEE skills points

Fully Customisable

Every course tailored to your industry and workforce

Flexible Delivery

Online, virtual, in-person or blended

At Infoport Africa, we believe your people are your greatest competitive advantage. We offer an extensive portfolio of training programmes — from digital skills and corporate governance to leadership, compliance and professional development — all designed to deliver measurable results for your organisation.

1. TECHNOLOGY & DIGITAL SKILLS

Microsoft Excel — Intermediate	Microsoft Excel — Advanced	Microsoft Power BI
Analysing Data with Power BI	Microsoft SharePoint	Hands-On Microsoft SharePoint
Microsoft Office 365 Productivity	Microsoft Tools Productivity with AI	MS Project Software
Artificial Intelligence for Productivity	Basic Computer Skills	The Cloud & Business
4th Industrial Revolution Skills	Adoption of New Technology & Change Management	

2. FINANCE, RISK & GOVERNANCE

Finance for Non-Financial Managers	Basic Bookkeeping	Risk Management
Supply Chain Management	Fraud Awareness & Ethics	Corporate Governance — King IV
Understanding Root Cause Analysis		

3. LEADERSHIP & PEOPLE MANAGEMENT

Leadership & Influence	Self-Leadership	Coaching & Mentoring
Supervising Others	Conducting Annual Employee Reviews	Employee Motivation
Accountability in the Workplace	Emotional Intelligence	Performance Management
Strategic Thinking & Planning	Goal Setting & Getting Things Done	Creative Problem Solving & Decision Making
Planning & Organising — Highest Priorities		

4. WORKPLACE COMPLIANCE, ETHICS & GOVERNANCE

Ethical Principles & Standards	Professional Conduct in the Workplace	Managing Workplace Harassment
Employment Equity	Managing Workplace Anxiety	Knowledge Management
Archiving & Records Management	Records Management	Monitoring & Evaluation

5. PROFESSIONAL & PERSONAL DEVELOPMENT

Communication Strategies	Business Writing	Report Writing
Report Writing with AI	Presentation Skills — Powerful Impact	Customer Service
Etiquette	Personal Productivity	Critical Thinking
Project Management	Events Management	Office Professionals
Professional Secretarial & Administrative Skills	Executive & Personal Assistants	Administrative Office Procedures
Organisational Skills		

+ Bespoke Programmes: Don't see what you need? We design fully customised courses around your specific organisational challenges, values and workforce goals.

Complete Course Directory

Course Title	Category	Course Title	Category
Microsoft Excel — Intermediate	Technology	Goal Setting & Getting Things Done	Leadership
Microsoft Excel — Advanced	Technology	Creative Problem Solving & Decision Making	Leadership
Microsoft Power BI	Technology	Planning & Organising — Highest Priorities	Leadership
Analysing Data with Power BI	Technology	Managing Workplace Harassment	Leadership
Microsoft SharePoint	Technology	Employment Equity	Leadership
Hands-On Microsoft SharePoint	Technology	Ethical Principles & Standards	Compliance
Microsoft Office 365 Productivity	Technology	Professional Conduct in the Workplace	Compliance
Microsoft Tools Productivity with AI	Technology	Managing Workplace Anxiety	Compliance
MS Project Software	Technology	Knowledge Management	Compliance
Artificial Intelligence for Productivity	Technology	Archiving & Records Management	Compliance
Basic Computer Skills	Technology	Records Management	Compliance
The Cloud & Business	Technology	Monitoring & Evaluation	Compliance
4th Industrial Revolution Skills	Technology	Communication Strategies	Compliance
Adoption of New Technology & Change Mgmt	Technology	Business Writing	Compliance
Finance for Non-Financial Managers	Finance & Risk	Report Writing	Professional Dev
Basic Bookkeeping	Finance & Risk	Report Writing with AI	Professional Dev
Risk Management	Finance & Risk	Presentation Skills — Powerful Impact	Professional Dev
Supply Chain Management	Finance & Risk	Customer Service	Professional Dev
Fraud Awareness & Ethics	Finance & Risk	Etiquette	Professional Dev
Corporate Governance — King IV	Finance & Risk	Personal Productivity	Professional Dev
Understanding Root Cause Analysis	Finance & Risk	Critical Thinking	Professional Dev
Leadership & Influence	Leadership	Project Management	Professional Dev
Self-Leadership	Leadership	Events Management	Professional Dev
Coaching & Mentoring	Leadership	Office Professionals	Professional Dev
Supervising Others	Leadership	Professional Secretarial & Administrative Skills	Professional Dev
Conducting Annual Employee Reviews	Leadership	Executive & Personal Assistants	Professional Dev
Employee Motivation	Leadership	Administrative Office Procedures	Professional Dev
Accountability in the Workplace	Leadership	Organisational Skills	Professional Dev
Emotional Intelligence	Leadership		Professional Dev

How It Works

1 Needs Discussion	2 Proposal & Design	3 Scheduling	4 Delivery	5 Certification	6 Reporting
We discuss your training goals, target staff and preferred format.	A detailed proposal covering content, schedule and investment is prepared.	Dates, venues or virtual links confirmed and materials prepared.	Expert facilitators deliver practical, engaging and results-focused training.	Participants receive certificates; assessments conducted where applicable.	Post-training report with attendance, results and impact feedback provided.

SETA Accreditation & B-BBEE Benefits

SETA Grant Claims Training qualifies for Mandatory & Discretionary SETA grant claims.	B-BBEE Skills Points Accredited spend contributes directly to your B-BBEE Skills Development score.	WSP & ATR Support We link training to your Workplace Skills Plan & Annual Training Report.	NQF Credits Selected programmes carry NQF unit standard credits towards learner qualifications.
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Ready to Invest in Your People?

Contact us today for a free training needs consultation.

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