



Skills Set Assessment 2017

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FOR OFFICE USE ONLY	CAPTURED DATE	CAPTURED BY:	SIGNATURE

MAIN PERSONNEL CONTACT INFORMATION

Full Names and Surname	
Company Name	
Cellphone Number (s)	
Email Address	

SKILL SET CHECKLIST

Please tick the relevant box:	Yes	No	Not Applicable/Comment
Bookkeeping			
Business Etiquette			
Business Funding Processes			
Cash Management Processes			
Client Retention			
Contract Drafting			
Financial Accounting			
Financial Management			
Graphic Design			
Human Resources Processes			
ICT Support (Computer Literacy)			
Internal Control			
King Code III Corporate Governance			
Online Invoicing			
Operational Management			
Payroll Function			
Proposal Writing			
Public Relations			
Sales Development			
Taxation			

(Office Use Only) TRAINING REQUIREMENTS

	Start Date	Completion Date	Comments
Bookkeeping			
Business Etiquette			
Business Funding Processes			
Cash Management Processes			
Client Retention			
Contract Drafting			
Financial Accounting			
Financial Management			
Graphic Design			
Human Resources Processes			
ICT Support (Computer Literacy)			
Internal Control			
King Code III Corporate Governance			
Online Invoicing			
Operational Management			
Payroll Function			
Proposal Writing			
Public Relations			
Sales Development			
Taxation			

Annexes

The mentor:

Lebogang Makola

Signed by the Mentor:

Signed by the Client:

Date:
