



Cyber-Minds(Pty) Ltd T/a Creative Minds® Computer Training

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Company Background:

Cyber-Minds (Pty) Ltd trading as Creative Minds® is doing computer end-user **training for the past 28 years.**

Cyber-Minds (Pty) Ltd is a franchised business and have **15 branches country wide.** The Head Office is in Parow, Cape Town.

Cyber-Minds (Pty) Ltd specialises in **Microsoft and Sage Pastel end-user training.** We have a complete offering from Beginner level to Advanced levels of training.

Our **clients' list is established** and we pride ourselves in the fact that many companies are using us for the past 10+ years for their training needs.

The level **administration support** that we offer to our clients, prior to training, during training and on completion of training is one of the factors that many of our clients applaud. We endeavour to make the record keeping of training interventions for the HR departments as easy and complete as possible.

Our **unique training method** of dealing with students in a practical, uncomplicated, caring and confidence building way is ideally suited for the needs of all your candidates.

Creative Minds® Computer Training Centres use their **own world-class training material**, developed to the Unit Standards set by the SAQA. Our students find the training material easy to follow and they are continuously encouraged to improve their skills by the unique practical real-life exercises.

Each student receives a Creative Minds® step-by-step training material to us as a **future reference** when they might need to look up the steps in order to do a specific task on a computer.

MICT Seta Accreditation No: ACC/2006/01/240



Services Offered by Cyber Minds

We pride ourselves in the services that we offer to each individual student:

- Creative Minds® offers free telephonic or email, training related support, to all candidates for a period of 2 months after completion of a specific course.
- On completion a Formative Assessment will be conducted to measure the success of the training.
- A full training report will be supplied to the client, within 2 working days, after completion of the course.
- Our unique training materials give the learner hands-on experience, which allows the learner to gain the knowledge through practical sessions. These notes are a valuable reference to the candidates long after completion of the course.
- Each candidate works and advances at their own pace without being part of a traditionally structured class. This allows the learner the freedom to set their own pace of learning. A qualified Creative Minds® Facilitator is present at all times to motivate and guide the learner throughout their learning experience.
- We motivate the candidates to ask questions and to engage with the Facilitators whenever they are not sure about any steps in their manuals.
- Each student receives one-on-one attention from the facilitator. This training method builds confidence, especially for the student that will not ask a question in a traditional classroom set-up.

Cyber Minds Facilitators:

All facilitators are Creative Minds® Certified Instructors and also have a diverse range of other certifications.

Our trainers are extremely skilled in our training method and have the ability to win the confidence of all students with their warm and energetic personalities.

CV's of specific trainers are available on request.

Creative Minds® Training Material:

Our training material is created in-house and it is aligned to the specific SAQA Unit Standard to ensure top quality. Our training materials have been approved by MICT Seta.



Teaching Strategy:

Cyber Minds do not use the traditional classroom training method, where an instructor stands in front of the class giving instructions to the group of candidates.

We let our students work at their own pace while they complete case-studies and create documents following our unique Creative Minds® training manuals. These manuals are step-by-step and the instructor moves around the students to offer assistance and the student can ask questions relating to the work that he/she is doing. This ensures plenty of individual attention to each candidate and the slower candidates receive more personal attention.

Our Creative Minds® manuals form a valuable source of reference to the candidate when he/she completed the course with us.

The benefit to your organization will be that *each* candidate will be a much more confident and productive user of the specific program.

Group Sizes:

We can accommodate a maximum group size of 10 delegates. We prefer take on smaller groups to ensure maximum individual attention to all delegates. (Especially the slower learners.)

Assessments:

Formative Assessments:

On completion of the training module, all students will complete a Formative Assessment.

Feedback on the outcome of the assessment will be given to each student individually and any gaps will be addressed.

A Cyber-Minds certificate with the percentage scored on the Formative Assessment, will be issued to the student.

A Report on the training will be forwarded to the client.

Contact Details:

Ina Lubbe 021 939 6344
ina@minds.co.za



References – Recent Training done by Cyber Minds

| Company and Training | Contact person | Contact Details |
|--|-----------------------------------|--|
| City of Cape Town Various training interventions 2020 - 2024 | Ebrahim Petersen Thembeke Zibi | ebrahimpetersen@quickpms.co.za Thembeke.Zibi@capetown.gov.za |
| University of Cape Town Various training interventions 2019 - 2025 | Karin Smit | 021 650 2935 karin.smit@uct.ac.za |
| Western Cape Blood Services Various training interventions at various Creative Minds® branches, since 2009 and Excel Level 2 Training on-site (Nov 2019 - 2025) | Michelle Breuninger | 021 507 6387 michelle@wpbts.org.za |
| TBHIV Care Organization Basic computer training at Mthatha and other venues (2012 – 20234) | Tricia Johnson | 021 4250050 patricia@tbhivcare.org |
| RSA Group Various training interventions (2024) | Anené Gunter | 082 415 5585 Anene.gunter@rsa.co.za |
| United Manganese of Kalahari (UMK) Basic computer Package for 180 learners (2022 – 2023) | Zanele Kunene | Zanele.kunene@UMK.co.za |



Cyber-Minds (Pty) Ltd T/a Creative Minds® Head Office
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