



M I C R O - M B A

## PROGRAMME OF TRAINER-MENTOR COURSE FOR MICRO-MBA FACILITATORS

**Day 1.** Sociological Overview and Economic Context of the need for basic business training in South Africa.

The need for accepting personal responsibility when “doing development” in a community.

Introduction to Micro-MBA. How to deal with the culture of victimhood which is prevalent in Africa, so that people can choose to take responsibility for their own economic destiny.

Discussion: “Competency-Based Training,” with emphasis on the need to have definite, measurable outcomes. “Challenges facing Development-Workers,” – 1. “Do you work with groups or individuals? – Why?” 2. “Do you support the concept of poor people borrowing money for their business? – Why?” 3. “How do you deal with the low self-esteem of the typical person in need of these basic business skills?”

Micro-MBA course history and development.

Micro-MBA course overview.

The power of thoughts and words – in history and in your life.

### **Day 2.**

“Managing Change.” This is a workshop designed to assist Development Workers to manage change in their communities. Followed by small group discussion and report-back on “Change.”

Group work based on Module 7 of the course (Money-Management). Six detailed exercises will be completed in small groups. Process is assessed by the course facilitator.

“Transactional Analysis.” – “If you treat people like children, they will behave that way.” This is a simple, fun workshop, illustrating that everyone has within them a Parent and an Adult and a Child. This understanding and the results thereof, are vital to the central theme of doing good development. Videotape and discussion: “Who Moved My Cheese?” – A Reminder and re-emphasis on the need to “Find a Gap” in the marketplace and to keep looking for new “Gaps.”

Introduction to “7 Habits of Highly Effective People” based on book by Dr Steven Covey.

### **Day 3.**

Group discussion on process for preparing and presenting the introduction to Micro-MBA to typically marginalised people.

Practice of Introduction to Micro-MBA – presentations by delegates.

“Costing for Traders and Producers.” A detailed workshop on the unique formulae used in Micro-MBA to establish the Sales Target (Break-even point) in Trading and Manufacturing businesses.

Practice in using the formulae.

Continuation of discussion and workshop on “7 Habits of Highly Effective People,” with a strong emphasis on “The Power of the World-View,” i.e. the influence of belief-systems on the development process (Both negative and positive).

Videotape and discussion: “Mind Power” by John Kehoe.

### **Day 4.**

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“ B U I L D   T H E   C O M M U N I T Y   B Y   E M P O W E R I N G   T H E   I N D I V I D U A L ”

Revue of “Costing for Traders and Producers.” This is followed by a detailed workshop on: “Costing for the Service-Provider.”

Delegates will be required to complete exercises in small groups, to demonstrate their understanding of the costing and pricing process for all 3 types of business (Trader, Producer, Service-Provider). Delegates will also be required to complete exercises in Stock Control. Competence will be assessed. The “Bizzy” game will be played, to assess the competence of the delegates to use a calculator for business. Delegates are taught through demonstration to play the game with their clients during the basic Micro-MBA course.

Further discussion on “7 Habits of Highly Effective People,” the first habit. Introduction to Habit 2: “Begin with the end in Mind.” The power of personal and organisational vision is discussed. Time for questions! Anything that has not yet been properly covered will be dealt with in this session. Final discussion on Steven Covey’s “7 Habits of Highly Effective People,” in which the 3<sup>rd</sup> Habit is discussed in detail: “Put First Things First.”

Workshop on self-evaluation and the need to constantly improve Process and Task skills.

Videotape and discussion: “Take the Gap Part 2.” This includes an encouraging message from Mrs Sisulu.

Final summary and certification of successful delegates.

Videotape and farewell: “To Try Again – and to Succeed!”

**N.B. The above course programme serves as a general guideline and covers the minimum requirements for Micro-MBA facilitator accreditation. The process is dynamic and depends on the particular delegates and the discussion that takes place. Sessions may be added by the facilitator, as required.**

Please see our website at [www.micro-mba.com](http://www.micro-mba.com) for more details about Micro-MBA.