Training towards QCTO occupational qualifications, delivered by your RMK facilitator, with workplace practice. Our QCTO accreditation is in progress.

RMK INSTITUTE COURSES

RMK Institute, a division of RMK Industries (Pty) Ltd in Polokwane, runs short practical courses for people who own or are starting a small business. Each course is a set of lessons you read on the platform, with a quiz at the end of each, and a facilitated week with other business owners. This brochure was produced on 26 November 2026 from what the platform holds today.

BUSINESS PLANNING

Price	R4 800.00 for this course. The All Access Training Bundle is all 5 courses for R19 200.00.
Lessons	15, each ending in a quiz.
To pass a quiz	9 of 12 (75%), with 3 attempts.
When a week runs	A facilitated week is scheduled once 10 people in the same municipality want it.
What you receive	The certificate is for the facilitated week. If you study on your own you get a statement of results - a record of the lessons you passed.

Developing a business plan process

How to build a learning organisation

Seven lessons on building a business that learns - training your people, keeping what they know, and not starting from scratch every time somebody leaves.

The day your best person leaves, what they knew leaves with them unless you have written it down and taught it.

What you have at the end:

- A skills audit of the people you have.
- A skills development plan for the ones you need.
- A statement of results for the lessons you pass.

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How to develop a business plan

Seven lessons on writing a business plan a bank or a funder will actually read - who your customers are, what you sell, what it costs and what you will earn.

A plan is the one document every path here needs. Come for funding, for customers or for training, and you end up needing it - so this is the shortest way to having one.

What you have at the end:

- A business plan you can send to a bank or a funder.
- A market readiness score and a funding readiness score, both built from what you typed in.
- A statement of results for the lessons you pass.

The lessons, in the order you read them

1. Developing a business plan process
2. Introduction to learning and development
3. Learning and development case studies
4. Understanding of an entrepreneurial profile
5. Design outcomes-based learning programmes
6. Facilitate learning using a variety of given methodologies
7. Conduct outcomes-based assessment
8. Evaluate learning and development interventions
9. Introduction to business plan development
10. How to develop a business plan case studies
11. How to identify business opportunities
12. How to evaluate a business idea and the market
13. How to develop an operational plan
14. How to conduct industry analysis and formulate marketing plan
15. How to prepare financial projections

The facilitated week

Day	What happens	Read the evening before
Day 1	A session with the facilitator on what was read the evening before.	Developing a business plan process; Introduction to learning and development; Learning and development case studies
Day 2	A session with the facilitator on what was read the evening before.	Understanding of an entrepreneurial profile; Design outcomes-based learning programmes; Facilitate learning using a variety of given methodologies; Conduct outcomes-based assessment

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Day	What happens	Read the evening before
Day 3	A session with the facilitator on what was read the evening before.	Evaluate learning and development interventions; Introduction to business plan development; How to develop a business plan case studies; How to identify business opportunities
Day 4	A session with the facilitator on what was read the evening before.	How to evaluate a business idea and the market; How to develop an operational plan; How to conduct industry analysis and formulate marketing plan; How to prepare financial projections
Day 5	Final presentations. Each group presents its work and the facilitator marks it.	–

About the certificate

THIS CERTIFICATE RECORDS ATTENDANCE, and the mark RMK Institute's facilitator gave the final submission. It is a certificate of attendance: not a national qualification and not a QCTO certificate, and it claims no external recognition for this course.

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ACCESS MARKETS AND MARKETING

Price	R4 800.00 for this course. The All Access Training Bundle is all 5 courses for R19 200.00.
Lessons	14, each ending in a quiz.
To pass a quiz	9 of 12 (75%), with 3 attempts.
When a week runs	A facilitated week is scheduled once 10 people in the same municipality want it.
What you receive	The certificate is for the facilitated week. If you study on your own you get a statement of results - a record of the lessons you passed.

How to access markets

Seven lessons on finding customers and keeping them - who to sell to, how to reach them, and how to be the one they choose.

Most small businesses do not fail for want of a good product. They fail because not enough people know about it.

What you have at the end:

- A market readiness score, with what is missing listed item by item.
- A project plan for getting in front of the buyers you want.
- A statement of results for the lessons you pass.

How to manage stakeholders

Seven lessons on the people around the business - customers, suppliers, staff, the municipality, the community - and keeping them on your side.

The permission, the goodwill and the contracts a small business runs on all come from people who have to be managed deliberately.

What you have at the end:

- A plan for the people who can help or block the business.
- A statement of results for the lessons you pass.

The lessons, in the order you read them

1. Introduction to access to market
2. How to access market case studies

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3. How to develop new markets
4. How to access consumer market
5. How to access business market
6. How to access government market
7. How to access the export market
8. Introduction to stakeholder management
9. Stakeholder management case studies
10. How to identify key stakeholders
11. How to identify stakeholder requirements
12. How to communicate with stakeholders
13. How to develop and implement stakeholder engagement process
14. How to resolve stakeholder conflicts

The facilitated week

Day	What happens	Read the evening before
Day 1	A session with the facilitator on what was read the evening before.	Introduction to access to market; How to access market case studies; How to develop new markets
Day 2	A session with the facilitator on what was read the evening before.	How to access consumer market; How to access business market; How to access government market; How to access the export market
Day 3	A session with the facilitator on what was read the evening before.	Introduction to stakeholder management; Stakeholder management case studies; How to identify key stakeholders
Day 4	A session with the facilitator on what was read the evening before.	How to identify stakeholder requirements; How to communicate with stakeholders; How to develop and implement stakeholder engagement process; How to resolve stakeholder conflicts
Day 5	Final presentations. Each group presents its work and the facilitator marks it.	–

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FINANCE AND INVESTMENT

Price	R4 800.00 for this course. The All Access Training Bundle is all 5 courses for R19 200.00.
Lessons	14, each ending in a quiz.
To pass a quiz	9 of 12 (75%), with 3 attempts.
When a week runs	A facilitated week is scheduled once 10 people in the same municipality want it.
What you receive	The certificate is for the facilitated week. If you study on your own you get a statement of results - a record of the lessons you passed.

How to access business funding

Seven lessons on getting money into the business - what funders ask for, what they are looking at, and how to ask.

Funders turn businesses down for paperwork far more often than for a bad idea. This is the paperwork, explained.

What you have at the end:

- A funding readiness score, with what is missing listed item by item.
- A list of which funders could take you today, and why the rest could not.
- A statement of results for the lessons you pass.

How to manage business finances

Seven lessons on the money - what came in, what went out, what you are owed, what you owe, and what is actually left.

You cannot price a job, ask for a loan or survive a slow month without knowing your own numbers.

What you have at the end:

- An income statement and a balance sheet, from one trial balance.
- Projections you can put in front of a funder.
- A statement of results for the lessons you pass.

The lessons, in the order you read them

1. Introduction to access to funding

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2. How to access funding case studies
3. Incentive schemes, grants and credit financing background
4. How to bootstrap your business
5. How to access grants and incentive schemes
6. How to access angel investors
7. How to access commercial funding
8. Introduction to finance for managers
9. Finance for managers case studies
10. Bookkeeping
11. How to interpret and present an income statement
12. How to interpret and present a cash flow statement
13. How to interpret and present a balance sheet
14. How to interpret and present standard financial ratio analysis

The facilitated week

Day	What happens	Read the evening before
Day 1	A session with the facilitator on what was read the evening before.	Introduction to access to funding; How to access funding case studies; Incentive schemes, grants and credit financing background
Day 2	A session with the facilitator on what was read the evening before.	How to bootstrap your business; How to access grants and incentive schemes; How to access angel investors; How to access commercial funding
Day 3	A session with the facilitator on what was read the evening before.	Introduction to finance for managers; Finance for managers case studies; Bookkeeping
Day 4	A session with the facilitator on what was read the evening before.	How to interpret and present an income statement; How to interpret and present a cash flow statement; How to interpret and present a balance sheet; How to interpret and present standard financial ratio analysis
Day 5	Final presentations. Each group presents its work and the facilitator marks it.	–

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PROJECT MANAGEMENT

Price	R4 800.00 for this course. The All Access Training Bundle is all 5 courses for R19 200.00.
Lessons	14, each ending in a quiz.
To pass a quiz	9 of 12 (75%), with 3 attempts.
When a week runs	A facilitated week is scheduled once 10 people in the same municipality want it.
What you receive	The certificate is for the facilitated week. If you study on your own you get a statement of results - a record of the lessons you passed.

How to improve your corporate governance

Seven lessons on running the business properly on paper - who decides what, what gets recorded, and what the law expects.

A funder, a corporate buyer or a tender will ask how decisions are made and who is accountable. This is how you answer.

What you have at the end:

- A written record of how decisions get made and who answers for what.
- A statement of results for the lessons you pass.

How to manage projects

Seven lessons on running a piece of work to a finish - what has to happen, in what order, by when, and who is doing it.

Work that is not planned week by week slips, and a slipped job is a customer who does not come back.

What you have at the end:

- A project plan with the work dated week by week, and who is doing what.
- A status report you can send to whoever is waiting on you.
- A statement of results for the lessons you pass.

The lessons, in the order you read them

1. Introduction to corporate governance
2. Corporate governance case studies

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3. How to apply fairness
4. How to be transparent
5. How to manage risk
6. How to be responsible
7. How to be accountable
8. Introduction to project management
9. Project management case studies
10. Understanding project development principles and practices
11. How to define and plan a project
12. How to identify and manage project risk
13. How to implement, monitor and control a project
14. How to close a project

The facilitated week

Day	What happens	Read the evening before
Day 1	A session with the facilitator on what was read the evening before.	Introduction to corporate governance; Corporate governance case studies; How to apply fairness
Day 2	A session with the facilitator on what was read the evening before.	How to be transparent; How to manage risk; How to be responsible; How to be accountable
Day 3	A session with the facilitator on what was read the evening before.	Introduction to project management; Project management case studies; Understanding project development principles and practices
Day 4	A session with the facilitator on what was read the evening before.	How to define and plan a project; How to identify and manage project risk; How to implement, monitor and control a project; How to close a project
Day 5	Final presentations. Each group presents its work and the facilitator marks it.	–

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SUPPLY CHAIN AND OPERATIONS MANAGEMENT

Price	R4 800.00 for this course. The All Access Training Bundle is all 5 courses for R19 200.00.
Lessons	14, each ending in a quiz.
To pass a quiz	9 of 12 (75%), with 3 attempts.
When a week runs	A facilitated week is scheduled once 10 people in the same municipality want it.
What you receive	The certificate is for the facilitated week. If you study on your own you get a statement of results - a record of the lessons you passed.

How to implement systems and procedures

Seven lessons on writing down how the work is done, so it is done the same way whether or not you are there.

A business that only works when the owner is in the room cannot grow and cannot be sold.

What you have at the end:

- Written procedures for the work that has to happen the same way every time.
- A statement of results for the lessons you pass.

How to manage supply chain

Seven lessons on what you buy and who you buy it from - suppliers, stock, delivery and what it all costs you.

For most small businesses stock and suppliers are the biggest single cost, and the easiest place to lose money quietly.

What you have at the end:

- A plan for what you hold, what you order and when.
- A statement of results for the lessons you pass.

The lessons, in the order you read them

1. Introduction to management and controls
2. Management and controls case studies
3. Understanding basic business administration
4. How to design and implement quality management system

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5. How to deploy control measures
6. How to implement corrective and preventative actions
7. How to review and improve quality management system
8. Introduction to supply chain management
9. Supply chain management case studies
10. How to manage demand in supply chain
11. How to implement strategic sourcing
12. How to manage logistics effectively
13. How to manage production
14. How to measure performance

The facilitated week

Day	What happens	Read the evening before
Day 1	A session with the facilitator on what was read the evening before.	Introduction to management and controls; Management and controls case studies; Understanding basic business administration
Day 2	A session with the facilitator on what was read the evening before.	How to design and implement quality management system; How to deploy control measures; How to implement corrective and preventative actions; How to review and improve quality management system
Day 3	A session with the facilitator on what was read the evening before.	Introduction to supply chain management; Supply chain management case studies; How to manage demand in supply chain
Day 4	A session with the facilitator on what was read the evening before.	How to implement strategic sourcing; How to manage logistics effectively; How to manage production; How to measure performance
Day 5	Final presentations. Each group presents its work and the facilitator marks it.	–

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HOW TO BOOK

Sign in to Super Deal Maker and open Training and mentoring. Say which course you want and where you are; you are told when a week near you has enough people to run.

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