

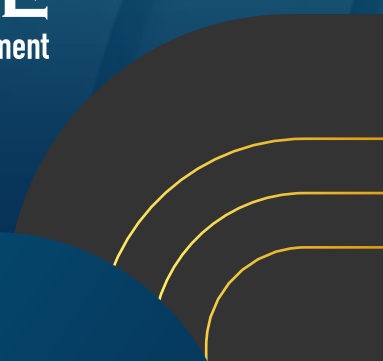


# Diginet

INSTITUTE  
Igniting Professional Development

# COMPANY PROFILE

2025



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# About Us

Dignet Institute is an education and training provider dedicated to delivering consultancy-based, non-credit bearing short courses (NCBSC) designed to address the ever-changing demands of the modern workplace. Our institution is fully accredited by the Botswana Qualifications Authority (BQA) and our courses fully approved by the Human Resource Development Council (HRDC), ensuring that our training adheres to the highest standards of quality and relevance.

## MISSION STATEMENT

To enhance workplace excellence by providing structured, skill-based training that empowers individuals and organizations to unlock their full potential.

## Our Vision

To be the most trusted partner in skills development, transforming workplaces through innovative, impactful, and practical learning solutions.





## OUR SERVICES

Dignet Institute offers a wide range of professional development programs tailored to various industries, including:

### 1. Corporate Training Courses

#### **Business, Commerce & Management Studies**

- Corporate Governance
- Finance for Non-Finance Executives
- Records Management
- Exceptional Customer Service

#### **Hospitality**

- Food & Beverages Cost Control
- Food & Beverages Operations
- House Keeping Operations

#### **Education & Training**

- Enhancing Teaching Innovation through online Teaching
- Trainer of Trainers
- Assessor & Moderator



# OUR SERVICES

## Health & Safety

- Fire Marshal
- Basic First Aid
- Occupational Health & Safety

## Information Technology

- Microsoft Excell – Introduction
- Microsoft Excell – Intermediate
- Microsoft Excell – Advanced
- Digital Literacy
- Data Protection

## Real Estate

- Real Estate Finance & Investments

## Arts & Crafts

- Interior Design Essentials



## **2. Customized Training Programs**

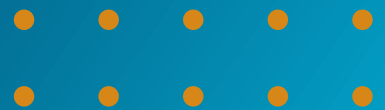
We collaborate with organizations to design and deliver bespoke training initiatives that address their specific needs, operational challenges, and growth objectives.

## **3. Industry-Specific Workshops**

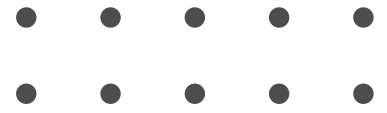
Our workshops cater to diverse sectors such as manufacturing, energy, education, hospitality, and more. These sessions focus on equipping participants with hands-on skills that improve productivity and performance.

## **4. Educational Consultancy Services**

We partner with institutions and organizations, such as unions and foundations, to develop training programs that align with their strategic goals.



# Why Choose Diginet Institute?



## 1. Accreditation and Recognition

Fully accredited by BQA and approved by HRDC, ensuring our courses meet industry and regulatory standards.



## 2. Experienced Trainers

Our team consists of seasoned professionals with extensive experience in their respective fields, bringing both theoretical knowledge and practical expertise to the classroom.



## 3. Tailored Learning Approach

We recognize that every organization is unique. Our courses are designed to align with specific business goals and organizational cultures.



## 4. Proven Track Record

Diginet Institute has provided service to a wide range of organizations, including Peermont Global, Botswana, Seapro (Pty) Ltd, Haskins, Real Estate Advisory Council, Party Delights e.t.c, to deliver impactful training programs.



## 5. Flexible Delivery Methods

We offer in-person, online, and hybrid training solutions to meet the varied needs of our clients.



## 6. Focus on Measurable Outcomes

Our training programs are results-oriented, ensuring participants can immediately apply their new skills to improve performance in their roles.



SR NO	COURSE NAME	DESCRIPTION	WHO SHOULD ATTEND?
1	Occupational Health & Safety	Occupational health and safety (OHS) is a critical aspect of maintaining a safe and healthy work environment for employees. Training in OHS is essential for various individuals within an organization to ensure compliance with regulations and best practices.	All employees in sectors such as Construction, Mining, Factories, Corporate entities, regardless of their roles or positions, should receive basic OHS training to understand the risks and hazards associated with their work and how to mitigate them.
2	First Aid	This course covers the most important basic first aid skills required to manage common medical and trauma emergencies, and CPR, at home, school or at the workplace until emergency services arrive to take over.	Any officer who wants to be prepared for emergencies at workplace, home or play! Practical knowledge of first aid can save lives
3	Fire Marshal	<p>This course covers the role of a fire marshal, learn how to prevent fires, and about the different types of fire extinguisher and how to use the correctly.</p> <p>Upon completion of this course, one will be able to contribute to the overall fire safety in the workplace</p>	Our Fire Marshal course is suitable for those who are responsible for overseeing fire safety and anyone who needs to know how to use a fire extinguisher as well as designated fire marshals.



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4	Exceptional Customer Service	<p>This course focuses on developing strategies for enduring customer relationships and lays the groundwork for providing top-notch customer service. Therefore, this short course aims to take basic customer service up a notch and includes not only fulfilling the expectations of a customer but also exceeding those expectations</p>	<p>Anyone who work in a service-oriented environment or sell products to customers can attend.</p> <p>The following groups are particularly encouraged to attend newly hired customer service representatives, experienced customer service representatives, call centre operators</p>
5	Records Management	<p>This is a specialized training program designed to teach individuals or professionals how to effectively manage records and information within an organization.</p> <p>The course typically covers various aspects of records management, including creating, organizing, maintaining, and disposing of records in a systematic and efficient manner.</p>	<p>It is valuable for individuals working in administrative roles, information management, compliance, and anyone responsible for managing records in any professional setting</p>
6	Corporate Governance	<p>Corporate governance short course is a brief and focused training program that aims to provide participants with an overview of corporate governance principles and practices.</p> <p>Corporate governance refers to the system of rules, practices, and processes by which a company is directed and controlled to achieve its objectives, ensure accountability, and protect the interests of stakeholders. Short courses on corporate governance are designed to be concise and accessible</p>	<p>This training course is suitable to a wide range of professionals but will greatly benefit the following:</p> <ol style="list-style-type: none"> <li>1. Board of Directors (including non-executive directors, chairman, managing directors and other board members).</li> <li>2. Trustees</li> <li>3. Executive Managers</li> <li>4. Leaders</li> <li>5. Supervisors and Managers</li> <li>6. Politicians,</li> </ol>

SR NO	COURSE NAME	DESCRIPTION	WHO SHOULD ATTEND?
7	Finance for non-finance executives	<p>This course is designed to provide non-finance executives with a comprehensive understanding of finance principles and concepts essential for effective decision making in today's dynamic business environment.</p> <p>It aims to equip participants with the knowledge and skills necessary to interpret financial statements, analyse financial performance, and evaluate investment opportunities.</p>	<p><b>Managers and team leaders</b> from non-financial departments (e.g., HR, operations, marketing).</p> <p><b>Executives and decision makers</b> without a finance background.</p> <p><b>Entrepreneurs and business owners</b> seeking to improve financial literacy.</p> <p><b>Professionals in technical roles</b> needing to align projects with financial objectives.</p>
8	<b>Food &amp; Beverages Operations</b>	<p>This course provides an in-depth understanding of the principles and practices involved in managing food and beverage operations within various hospitality establishments.</p> <p>Trainees will learn about the fundamental concepts of menu planning, food production, beverage management, service techniques, and customer relations.</p>	Includes receptionists, customer service representatives, front desk executives, and other employees who directly interact with customers, clients, or visitors.
	<b>Food &amp; Beverage Cost Control</b>	<p>This comprehensive course on Food &amp; Beverage Cost Control is designed for professionals in the hospitality industry who are looking to optimize their cost management strategies and enhance profitability.</p> <p>The course covers essential techniques and tools for effective cost control, including inventory management, menu engineering, supplier negotiations, waste reduction, and pricing strategies</p>	The Food & Beverage Cost Control course is ideal for a range of professionals in the hospitality industry including Restaurant Managers, Chefs and Kitchen Staff, Bar Managers and Beverage Directors, Hospitality Financial Controllers, Culinary Students, Business Owners and Entrepreneurs, Event Planners and Catering Managers, Procurement Specialists

SR NO	COURSE NAME	DESCRIPTION	WHO SHOULD ATTEND?
9	House Keeping Operations	<p>This course provides participants with the knowledge and skills required to effectively manage and execute housekeeping operations in a professional setting. It covers key aspects such as cleaning techniques, inventory management, quality standards, health and safety compliance, customer service, and team supervision. The training emphasizes efficiency, attention to detail, and maintaining high cleanliness standards to enhance guest satisfaction and organizational reputation.</p>	<p>The course is designed for housekeeping supervisors, managers, and staff in hospitality establishments, including hotels, lodges, resorts, and serviced apartments, as well as facility managers in corporate or institutional environments such as hospitals, schools, and office buildings</p>
10	Advanced Microsoft Excel	<p>This comprehensive training program is designed to equip participants with advanced skills in Microsoft Excel, empowering them to streamline corporate processes, enhance productivity, and make informed decisions using sophisticated data analysis techniques,</p>	<p><b>Professionals</b> in any industry who regularly work with data in Excel.  <b>Managers and team leaders</b> needing to analyze and present data effectively.  <b>Finance, accounting, and HR professionals</b> seeking to optimize processes.  <b>Data analysts</b> working with large and complex datasets.  <b>Advanced Excel users</b> looking to enhance their technical skills further.</p>
11	Digital Literacy	<p>The Digital Literacy corporate training course equips participants with essential digital skills to effectively navigate and utilize technology in the workplace. The course covers topics such as basic computer operations, internet usage, online collaboration tools, cybersecurity best practices, and digital communication etiquette. It aims to enhance productivity, adaptability, and confidence in using digital tools to meet organizational goals.</p>	<p><b>Employees and professionals</b> looking to improve their digital skills.</p> <p><b>Organizations</b> aiming to enhance team efficiency through technology.</p> <p><b>Non-technical staff</b> transitioning to technology driven roles.</p> <p><b>Entrepreneurs and small business owners</b> seeking to leverage digital tools for growth.</p>

SR NO	COURSE NAME	DESCRIPTION	WHO SHOULD ATTEND?
12	<b>Data Protection</b>	<p>This course provides an in-depth exploration of data protection principles, strategies, and practices essential for safeguarding sensitive information in today's digital landscape. Participants will gain a comprehensive understanding of the legal, ethical, and technological frameworks surrounding data protection, equipping them with the knowledge and skills to mitigate risks and ensure compliance with relevant regulations.</p>	<ul style="list-style-type: none"> <li>• <b>IT professionals</b> managing data systems and security.</li> <li>• <b>Legal and compliance teams</b> overseeing regulatory adherence.</li> <li>• <b>Human resources staff</b> handling employee data.</li> <li>• <b>Marketing and sales teams</b> working with customer databases.</li> <li>• <b>Executives and managers</b> responsible for organizational data strategies.</li> <li>• <b>Customer service teams</b> handling client information.</li> </ul>
13	<b>Assessor &amp; Moderator</b>	<p>The Assessor &amp; Moderator Corporate Training course is designed to equip participants with the knowledge, skills, and techniques required to effectively assess and moderate various types of assessments within a corporate environment. Whether it's evaluating employee performance, assessing training programs, or moderating certification exams, this course provides comprehensive training to ensure accuracy, fairness, and consistency in assessment practices.</p>	<p>This course is suitable for HR professionals, trainers, supervisors, managers, and anyone involved in designing, conducting, or overseeing assessment processes within a corporate setting.</p>
14	<b>Trainer of Trainers</b>	<p>The "Trainer of Trainers" course is designed for experienced trainers, educators, and professionals who wish to enhance their skills in training others to become effective trainers themselves. This course provides advanced methodologies and techniques for developing and delivering training programs, ensuring that participants can effectively teach and mentor new trainers in various settings.</p>	<p>The "Trainer of Trainers" course is suitable for a variety of professionals who are involved in or looking to enhance their skills in training others including; Experienced Trainers and Facilitators, Human Resources Professionals, Educators and Instructional Designers, Managers and Team Leaders, Consultants, Training Coordinators, Training Program Developers, Learning and Development Specialists</p>

SR NO	COURSE NAME	DESCRIPTION	WHO SHOULD ATTEND?
15	<b>Enhancing Teaching Innovation Through Online Teaching</b>	<p>This course equips educators with the skills and strategies to deliver engaging, effective, and innovative online lessons. Participants will learn how to use digital tools, interactive teaching methods, and virtual classroom management techniques to create dynamic learning experiences. The training also emphasizes designing inclusive and accessible content, fostering student engagement, and assessing learning outcomes in an online environment.</p>	<p>This course is ideal for teachers, trainers, lecturers, and education professionals in schools, colleges, universities, and corporate training settings who are transitioning to or enhancing their online teaching capabilities. It is also suitable for education administrators looking to implement innovative e-learning solutions.</p>
16	<b>Interior Design Essentials</b>	<p>This course focuses on the practical application of design elements to create aesthetically pleasing, functional, and efficient spaces in both residential and commercial settings. Participants will gain a comprehensive understanding of design concepts, colour theory, space planning, and material selection while exploring creative approaches to problem-solving in interior design.</p>	<ul style="list-style-type: none"> <li>• <b>Corporate professionals</b> seeking to enhance workplace aesthetics.</li> <li>• <b>Facility managers</b> responsible for maintaining functional and attractive spaces.</li> <li>• <b>Real estate professionals</b> wanting to add value to properties through design.</li> <li>• <b>Event planners</b> aiming to create visually appealing setups. Individuals interested in starting a career or hobby in interior design.</li> </ul>
17	<b>Real Estate Finance &amp; Investments</b>	<p>The Real Estate Finance &amp; Investments corporate training course is designed to provide participants with a comprehensive understanding of the financial aspects of real estate transactions and investment strategies.</p> <p>This course covers key concepts such as property valuation, investment analysis, financing methods, risk assessment, and market trends. It equips attendees with the skills to make informed decisions in real estate development, acquisition, and portfolio management.</p>	<ul style="list-style-type: none"> <li>• <b>Real estate professionals</b> looking to enhance their financial acumen.</li> <li>• <b>Property developers</b> seeking insights into investment and funding strategies.</li> <li>• <b>Banking and finance professionals</b> involved in real estate lending or underwriting.</li> <li>• <b>Corporate executives and managers</b> overseeing real estate portfolios.</li> <li>• <b>Aspiring investors</b> interested in building wealth through real estate</li> </ul>

# Our Commitment to Excellence

At Diginet Institute, we believe in continuous learning as the foundation of professional success. Our goal is to inspire and empower individuals, teams, and organizations to achieve their full potential through quality training and education.



# Contact Us Today

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