

NCV Hands-on Support Series

Our Hands-on Support material is designed to complement our learning material and to ease the workload of lecturers. We already have an extensive range of teaching aids available ranging from Facilitator Guides offering model answers and tips on lesson planning to PowerPoint Slides and Workbooks. All these “Hands-on Support” materials can either be downloaded from our website “*free of charge*” or ordered on CD. The good news is that we are now in the process of developing a comprehensive set of **Lecturer Files**. These files include many of the teaching aids that can be downloaded for free, but is collated in a lever arch file and grouped under the following headings:

- Contents and Instructions
- Facilitator Guide
- Presentation slides
- Test Questions
- Exam Papers



Having started with our fundamental subjects on NCV2, our development process is ongoing. The table overleaf indicates what is already available, or by when it will become available. This table can also be used as an Order Form, should you wish to obtain any of these very exciting files. The cost of R40 per CD and R250 per file covers all the printing and packaging related costs, but will undoubtedly add tremendous value to the learning experience of students!

Join our online community!

To be kept up-to-date on new additions to Hands-On Support series, as it becomes available, follow us on twitter; <http://twitter.com/futuremanager> or visit our website: www.futuremanagers.net

Click here to access our free downloads

Click here to access our facilitator support page

Click here to read our blog

Click here to follow us on twitter and receive regular updates

YouTube icon

Twitter icon

Blog icon

SlideShare icon

Alternatively click here to read our blog

Click here to download our Hands-On Support Order Form

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FACILITATOR SUPPORT
Lecturing has never been so easy!
In our effort to provide a real value-added service we have developed our “Hands-On Support” series. This series will save the workload of lecturers, save time and complement existing learning material.
Examples of the range of teaching aids available for download are:
• FACILITATOR GUIDES | [CLICK HERE TO SEE LIST](#)
• POWERPOINT SLIDES | [CLICK HERE TO SEE LIST](#)
• WORKBOOKS | [CLICK HERE TO SEE LIST](#)
• ASSESSIBLES | [CLICK HERE TO SEE LIST](#)

JOIN OUR ONLINE COMMUNITY
TWITTER
You can be kept up-to-date by following us on Twitter: <http://twitter.com/futuremanager>.
To follow us click [HERE](#)
FACEBOOK
Subject related articles and regularly posted by our site to encourage students. This can give lecturers, training and learning to our steps. Lecturers can share and transfer the resources to our site without any effort to enhance their teaching philosophy and discuss with their peers in the web.
[CLICK HERE TO READ OUR BLOG](#)

HANDS-ON SUPPORT LECTURER FILES
Building with our fundamental subjects for our work, we are in the process of developing a comprehensive set of lecturer files.
These files include many of the teaching aids previously developed, as well as new content in a lever arch file. These Hands-On Support files as well as our Lecturer Guide can be accessed from our “Hands-On Support” order form. This order form is updated at the time we add new material and can be viewed by clicking on the link below.
• [HANDS-ON SUPPORT ORDER FORM](#)

Future Managers: Hands-on Support Series

Last updated: February 2012

Institution:	Tel:		
Contact Person:	Fax:		
Address:			
	Postal Code:		
email:	Order No:		
Title	Facilitator File	Facilitator Guide on CD	
NCV Series: Level 2			
Fundamentals			
Mathematical Literacy: Hands-On Training			
Language: Hands-On Training			
Life Orientation: Life Skills Hands-On Training			
Life Orientation: Computers Hands-On Training			
Life Orientation: Computers Skills Hands-On Training 2003			
Life Orientation: Computers Skills Hands-On Training 2007			
Life Orientation: Computers Skills Hands-On Training 2010			
Management			
Management Practice: Hands-On Training			
Entrepreneurship: Hands-On Training			
New Venture Creation: Hands-On Training			
Office Administration			
Office Practice: Hands-On Training Simulated Filing Pack			
Office Practice: Hands-On Training			
Business Practice: Hands-On Training			
Office Data Processing: Hands-On Training 2003			
Office Data Processing: Hands-On Training 2007			
Office Data Processing: Hands-On Training 2010			
Finance/Economics/Accounting			
Applied Accounting: Hands-On Training			
Hospitality			
Food Preparation: Hands-On Training			
Education & Development			
Human & Social Development: Hands-On Training			
Learning Psychology: Hands-On Training			
Early Childhood & Development: Hands-On Training			
Safety in Society			
Policing Practices: Hands-On Training			



Future Managers: Hands-on Support Series

Title	Facilitator File	Facilitator Guide on CD
NCV Series: Level 3		
Fundamentals		
Mathematical Literacy: Hands-On Training		
Language: Business Studies Hands-On Training		
Language: Engineering Studies Hands-On Training		
Life Orientation: Life Skills Hands-On Training		
Life Orientation: Computer Skills Hands-On Training 2003		
Life Orientation: Computer Skills Hands-On Training 2007		
Life Orientation: Computer Skills Hands-On Training 2010		
Management		
Management Practice: Hands-On Training		
Project Management: Hands-On Training		
New Venture Creation: Hands-On Training		
Office Administration		
Office Practice: Hands-On Training		
Office Data Processing: ICDL Hands-On Training 2003		
Office Data Processing: ICDL Hands-On Training 2007		
Office Data Processing: ICDL Hands-On Training 2010		
Business Practice: Hands-On Training		
Marketing		
Advertising & Promotions: Hands-On Training		
Finance/Economics/Accounting		
Applied Accounting: Hands-On Training		
Hospitality		
Hospitality Services: Hands-On Training		
Food Preparation: Hands-On Training		
Hospitality Generics: Hands-On Training		
Education & Development		
Early Childhood & Development: Hands-On Training		
Safety in Society		
Policing Practices: Hands-On Training		
NCV Series: Level 4		
Fundamentals		
Mathematical Literacy: Hands-On Training		
Language: Business Studies Hands-On Training		
Language: Engineering Studies Hands-On Training		
Life Orientation: Life Skills Hands-On Training		
Life Orientation: Computer Skills Hands-On Training		
Management		
Management Practice: Hands-On Training		
Project Management: Hands-On Training		
New Venture Creation: Hands-On Training		
Office Administration		
Office Practice: Hands-On Training		
Office Data Processing: ICDL Hands-On Training 2003		
Office Data Processing: ICDL Hands-On Training 2007		
Office Data Processing: ICDL Hands-On Training 2010		
Business Practice: Hands-On Training		
Personal Assistance: Hands-On Training		
Finance/Economics/Accounting		
Applied Accounting Pastel: Hands-On Training		
Applied Accounting Pastel Electronic Workbook on CD		
Hospitality		
Hospitality Services: Hands-On Training		
Food Preparation: Hands-On Training		

IMPORTANT FUTURE MANAGERS INFORMATION

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