











A Profile of a  
Multi-Skilled Business Consultant,  
an Entrepreneur, Coach & Mentor

**Margaret**  
Machaba



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## About Me



*"I am a results driven individual, who is a steadfast achiever with a dynamic goal orientated attitude. Solid knowledge and extensive experience in Entrepreneurship Education, Business Skills, Coaching Start-ups, Small Business Managers and Co-operative members. A strong leader and team player. I have a responsive and positive approach with all I come into contact with. Having a proactive mind-set, I ensure everything I set out to do is executed proficiently, swiftly and to the satisfaction of our stakeholders as well as myself."*

### My Entrepreneurial Journey



**I've enjoyed a full and colourful career and I still have many goals to achieve and exciting ideas I want to bring to fruition.**

It all started in 1989 with my S & Y Secretarial Services Home-based Business which provided Typing Services.

I soon realised that many companies were struggling to find suitable candidates for secretarial and administrative positions.

I saw this as an opportunity to provide a solution to the problem by starting a Dynamic Secretarial Training & Placement Centre to provide Training, Secretarial Services and Recruitment Services.



#### **Dynamic Secretaries Forum**

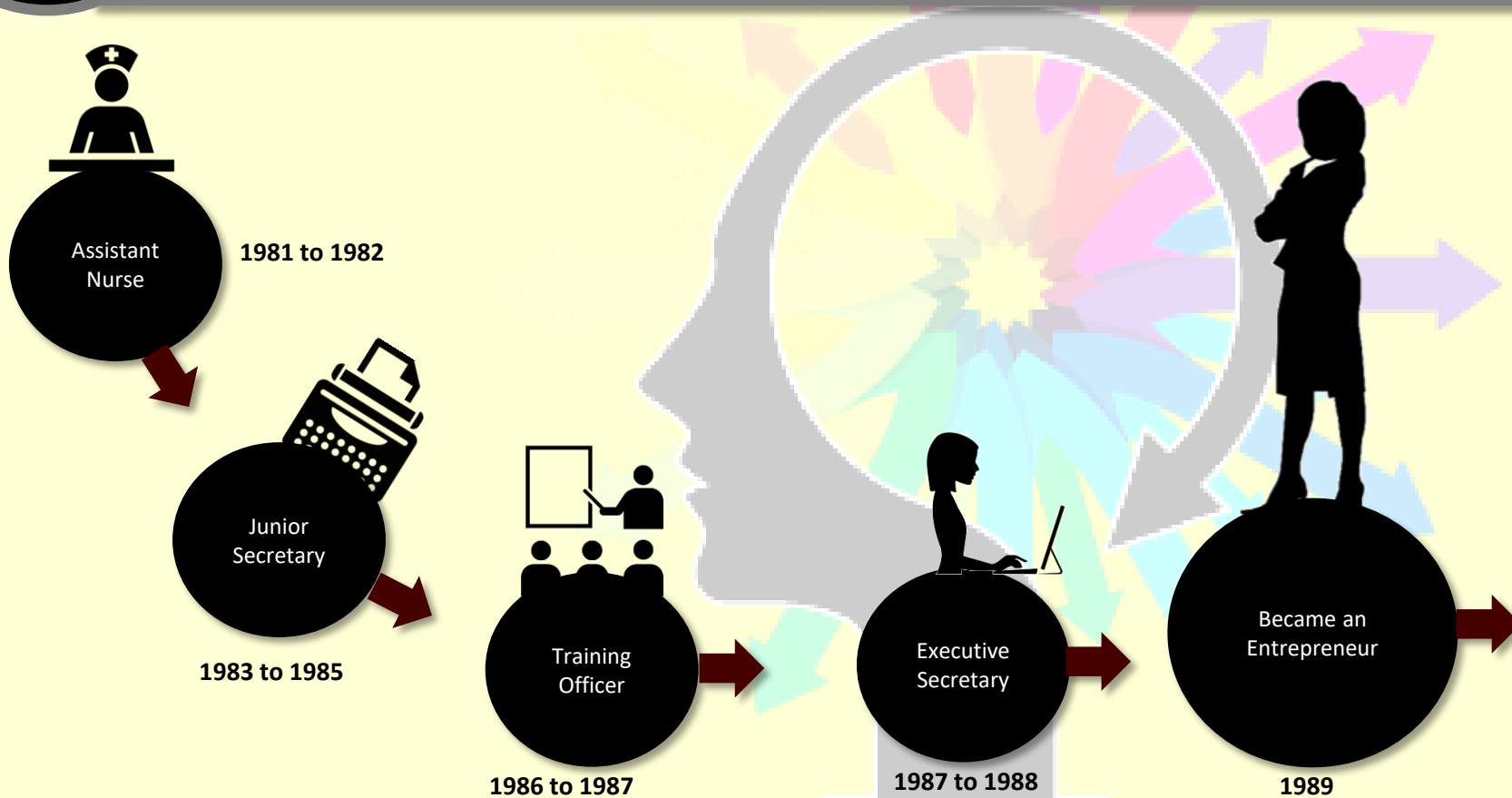
In 1999, I established the Black Secretaries Forum to empower secretaries, administrators and office assistants coming from historically disadvantaged communities.

The main objective of the forum was to serve as a platform from which office support professionals in all industries and government departments can interact and network. It was imperative that they became actively involved to enhance their skills and knowledge in order to fulfil their responsibilities with confidence.

The forum helped many of them improve their work standards towards the South African business organisations, maximised their potential and identified employment opportunities.



### My Career in a Nutshell



#### Current:

- Qualified Business Consultant Certified with the International Association of Professions Career College
- Director of Multi-Skills Training & Development Institute
- A Business Coach for the National Small Business & Cooperatives Association
- Co-Founder and Vice-President of the South African Domestic & Commercial Workers Forum
- CEO of the Greater Tshwane Business Forum
- Chairperson of Tshwane Community Business Forum





## My Education and Personal Development

I'm a Qualified Business Consultant Certified with the International Association of Professions Career College

### Diplomas

- 2018 Business Consultants Certificate: International Association of Professions Career College
- 2001 Diploma in Information Technology for Teachers: KNET Institute
- 1998 Diploma in Business Studies: Institute of Business Studies
- 1997 Executive Secretarial Diploma: National Council for Business Training Standards
- 1995 Diploma in Computer Literacy Training: Business Management Training College of SA
- 1992 Desktop Publishing Diploma: Birnam College
- 1989 Diploma in Practical Bookkeeping: The Institute of Financial Management
- 1987 Diploma in Computer Operating: Answer Computer Training Centre

### Certificates

- 2005 Assessor Training Course: NQF Level 5: BSD (Pty) Ltd
- 2000 Certificate in Information Technology Systems: UNISA
- 1993 Train-the-Trainer Certificate in Telephone Communication Skills: Dynamic Training Technology
- 1993 Certificate in Business Management: Business Skills for South Africa
- 1998 Word Processing Certificate: Boston College
- 1983 Secretarial Certificate: Thuto-Mathhale Technical College
- 1981 Enrolled Nursing Certificate -Ga-Rankuwa Hospital

### Short Courses

- 1993: Management Skills
- 1993: Delegation & Decision Making
- 1993: Success Skills
- 1992: Leadership Skills
- 1992: Winning Women
- 1991: International Secretaries Congress
- 1991: Secretaries Challenge

### In-House Training Programmes

- 1993: Trainee Manager -Performing Arts Council Transvaal
- 1993: Self-Development Programme –Portland Cement Institute (PCI)
- 1992: Customer Focused Goals, Wordperfect5.1, and Industrial Relations –South African Breweries
- 1992: Fleet Management –First National Bank

## Affiliations & Supported Organisations



IAPO International Association of Professional Career College

GrowthWheel

Progressive Business Forum

South African Women Enterprise Network (SAWEN)

SANACO Women in Cooperatives

National Small Business & Cooperatives Association

DK Academy - Accreditation Support Services

Intellogic Africa Business Consulting - ICB Accreditation Support Services

South African Domestic Workers Forum

W&R Seta – Project Management

SANACO - Business Development and Administration

Greater 39 Business Development Forum





# SMME/Co-operatives development, training and support services for Government Development Agencies

Entrepreneurship Education & Training

Enterprise & Supplier Development

SETA Accreditation Support Services

Coaching & Mentoring



Solid working experience in Commerce and Industry

Capacity building for Co-operatives nationally

Careers and Business Coaching

Training Entrepreneurship & Job Creations Skills

Training to SMMEs supported by SEDA and GEP

Accreditation Support Services for Small Training Providers and Community-based Trainers

Assist Job seekers with CV's; Marketing their CV's and Interviewing Skills

Development of Unit Standard-based Qualifications, Curricula and learning materials

Business Consultants Development Programme

Train-the-Trainer for Entrepreneurship

Coaching and Mentoring for SME and Cooperatives Board of Directors

Strong Leadership





## I am the Director of Multi-Skills Training & Development Institute

The company has 2 divisions: Multi-Skills Business College & Multi-Skills Community Development Centre



**Multi-Skills Business College :**

Was established to close the skills gap within the SMME sector through provisioning of Business Skills Training and Industry-based Technical Training.

The college works in partnership with the IABC to provide ICB Courses and IAPC for Certified Professional Business Management and Leadership Training.

### The Institute Provides:



SMME & Co-operatives development, training and support services for Government Development Agencies

Non-financial support empowering emerging entrepreneurs from start-up to growing existing businesses



**Multi-Skills Community Development Centre:**

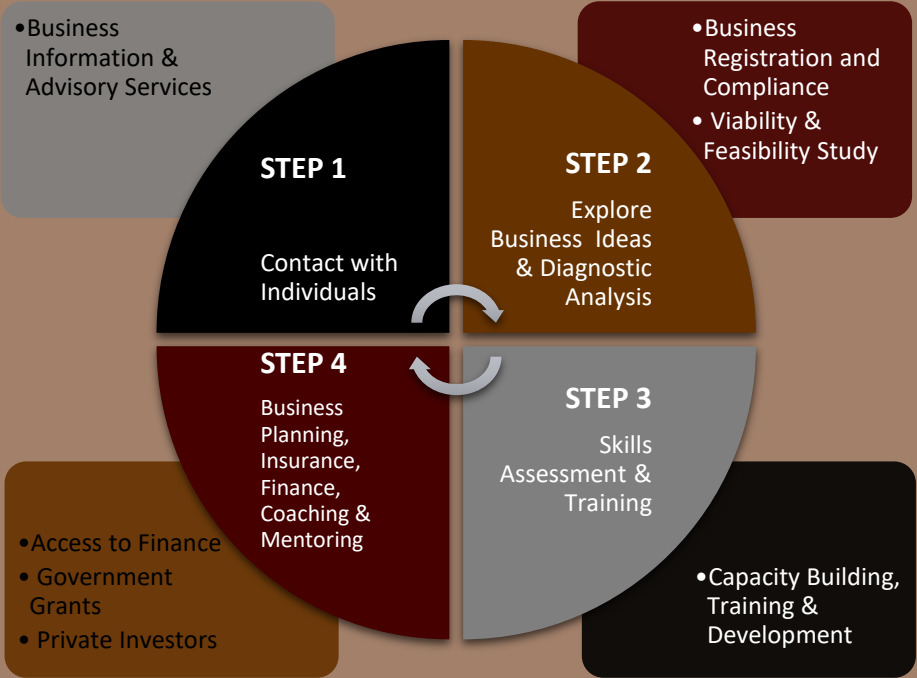
A registered Non-Profit Organisation unemployed people in various communities to improve the quality of life of individuals, groups and majority of marginalised South Africans who live in conditions of poverty and vulnerability, especially women, the youth and older persons.

The main purpose of the centre is to build the capacity of Community Based Trainers, Social Entrepreneurs and Community Leaders to effectively provide quality training and support in their communities.



In 2008, Multi-Skills Training & Development Institute was contracted by Gauteng Enterprise Propeller to train 1500 SMMEs and Co-operatives in Gauteng Province.

### Our approach to Enterprise Development consists of the following:



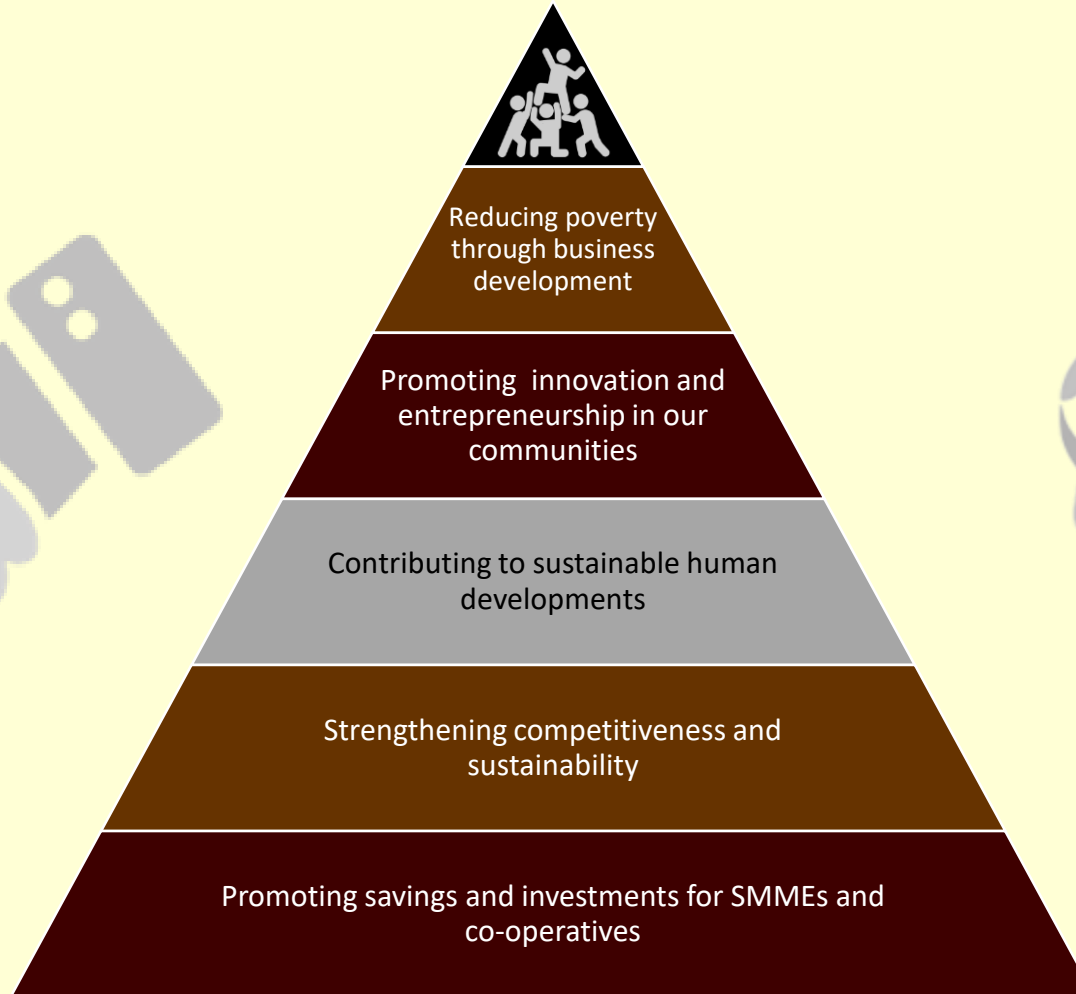
### Key Focus Areas:







My involvement was to make a difference in our communities by:





### Projects

#### Out-of-School Youth

I was actively involved in Youth Development Programmes to highlight issues such as Aids/Health, Education and Business to create employment opportunities for young people in order to eradicate poverty.

Providing Free Career Guidance, Interviewing Skills giving them Tips on how to prepare a winning CV and searching for jobs or voluntary work to gain experience.

#### Graduate Development Programme

The Graduate Skills Development Project was supported and sponsored by the Department of Labour. Trained 40 unemployed graduates on Office Management and Information Technology.

The aim of this project is to empower and support young graduates coming from historically disadvantaged backgrounds who have never being exposed to the world of work. This initiative was started in order to address the frustrations and hopelessness they experience when trying to enter the job market.

Many candidates have the right qualifications, but lack the necessary experience and skills to market themselves.

#### Special Projects

In 2008, the Multi-Skills Community Development Centre was established for Rural Women Empowerment & Entrepreneurship development to try and reduce poverty within our communities. This centre is owned and managed by local community members who are dedicated in giving people information and advice on how to start co-operatives, skills training and organising stakeholders meetings on monthly basis.

#### Women Empowerment

In 2010, Women in Construction Co-operatives was established. We assisted 3000 unemployed women in Etwatwa, Mabopane, Ga-Rankuwa, Mmotla, Fochsville, Katlehong, Soweto, Madibeng, Mmakau, Kekana Gardens, Hammanskraal, Palm Springs, Sedibeng, Mamelodito form co-operatives to manufacture Bricks in order to build RDP

Placed 180 members of the Kekana Women in Construction on a learnership programme to learn Bricklaying, Painting, Carpentry, Electrical, Plumbing and Road Construction Skills which are key to contribute towards the upliftment and empowerment of communities.

#### Access to Land

I have assisted the following co-operatives to acquire from Local Municipality and Traditional Royal Council to use vacant land in order to establish a Brick Manufacturing plant, Agriculture and Building Low cost Housing in their own areas.

##### Sedibeng Women in Construction:

Received a letter from Emfuleni Local Municipality and also Offer to purchase 2 vacant sides from a Private Seller

##### Mabopane Women in Construction:

Received a letter from Department of Transport, Roads and Public Works

##### Hammanskraal Women in Construction:

Received a letter from Kekana Royal Executive Council to use the land for Plant and Tourism



## South African National Apex Co-operative

In 2011, I joined SANACO to provide management support to the leadership and building capacity of emerging co-operatives, providing awareness programmes to communities about co-operatives and sourcing training opportunities for members of co-operatives in all sectors.

Assisted previously disadvantaged small and medium businesses by building their capacity and competitiveness in order to promote and advertise their goods and services. Access the DTI Black Business Supplier Programme Funding.

### Productivity SA

I have organised training for 3000 Co-operatives who are members of SANACO in Gauteng to attend the Business Start-up Training Programme

### Professional Women Builders Primary Co-operative

In 2010, I assisted 3000 unemployed women to form Women in Construction Co-operatives in order to manufacture Bricks and Paving, build RDP Houses, Road works, Plumbing and General Construction work

### Co-operative College of South Africa

In 2009, established the Co-operative College to provide training to start-up and existing co-operatives. 300 Co-operatives were registered and members were trained in Co-operative Governance, Financial Management and Marketing

### University of Pretoria

We organised 15 members of the Women in Construction Co-operative to attend the Co-operative Governance and Leadership training at the university



## Greater Tshwane Business Forum & Tshwane Community Business Forum

### Greater Tshwane Business Forum

In 2013, I joined the Forum as the CEO and assisted it to develop the forum's Constitution, profile and marketing tools for recruitment. I was appointed as an Executive Member of Tshwane Business Forum.



### Tshwane Community Business Forum

In 2014, I started a forum aiming at supporting Local Business in order to improve the local economy for job creation and community upliftment.

Tshwane Community Business is a Non-Profit Organization (NPO) established under the Non-Profit Organization Act 71 of 1997 with the registration number of 132-768 The forum is dedicated to promoting and protecting the interests of the self-employed individuals, owners of small businesses and independent social enterprises operating in townships and rural areas.

Its purpose was to increase the number of active entrepreneurs and empower them in order to grow the economy and contribute to the social and economic well-being of the underprivileged communities in the Tshwane region.



## TCBF Objectives



To be the voice of Small, Medium and Micro Enterprises operating in the townships and rural areas within the city of Tshwane

To lobby with appropriate government structures and the private sector to contribute towards the empowerment of entrepreneurs

To identify problems affecting SMMEs operating within communities and propose possible solutions

To provide information, advice and business support services

To assist entrepreneurs to identify opportunities for business growth so as to maximise their potential

To promote business linkages between SMMEs and Government as well as the private sector

To encourage continuous skills training for sustainability

To promote unity between TCBF and other Forums, Chambers and Associations which share common objectives

## ★ Achievements



**2004** Invited to speak at the 2nd Annual National Public Service Secretaries / PA Symposium

### TCBF Community Retail Development Project

This project was initiated to train 320 informal traders, 20 Coaches/Mentors and 20 Graduates as Programme Leaders. TCBF offered a new business model for micro enterprises where the owners get on-going support throughout the year for a period of 3 years through our Community Retail Development Programme

**2001** Nominated as the "Pretoria News Business Woman of the Year" finalist

**2002** Addressed the final year students at Soshanguve Technical College preparing them for the world of work

**2000** Invited to speak at the Siyaqoba Secretaries Seminar



## Location

## Contact Details

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