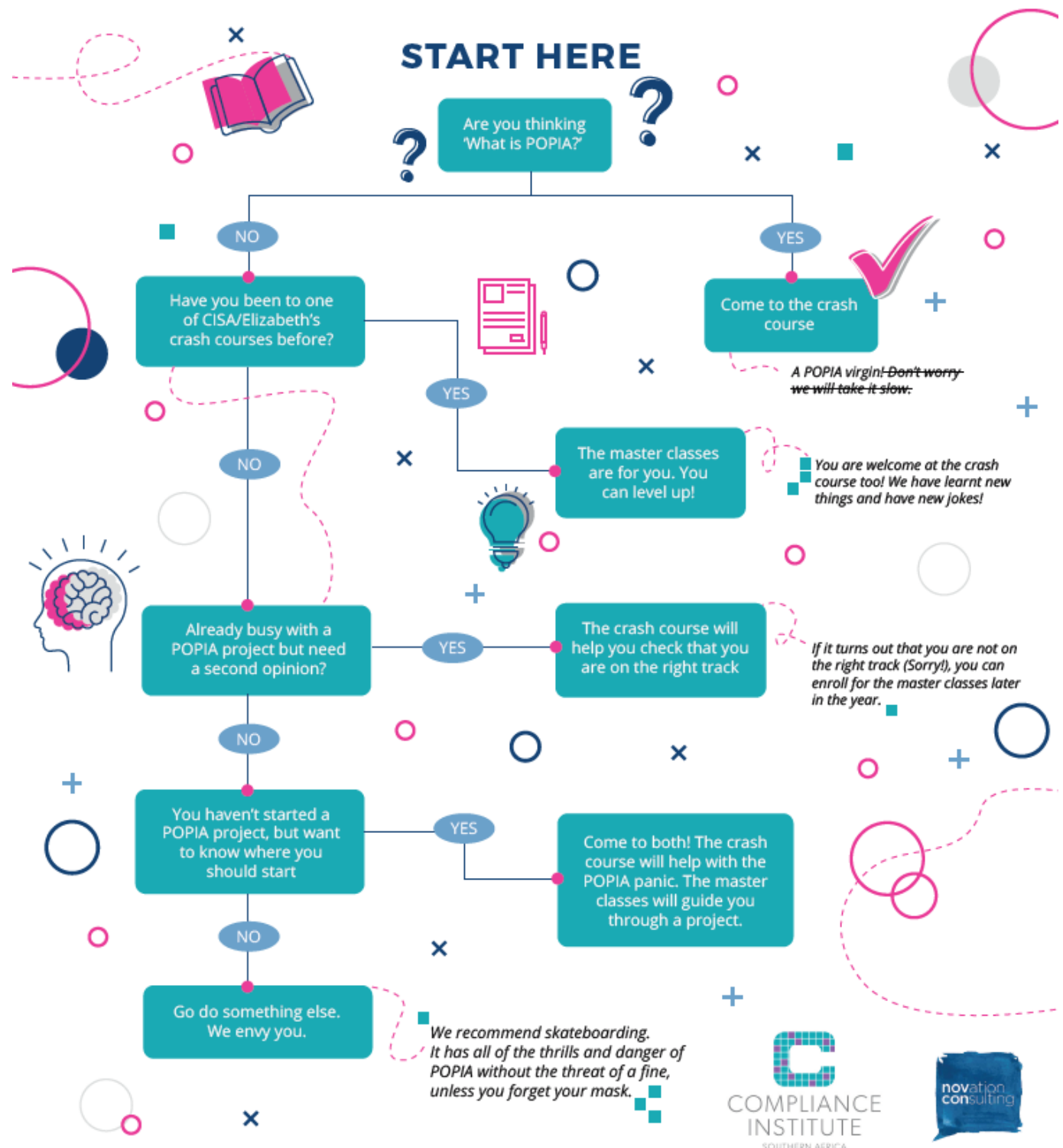


There are 2 training courses on offer:

- The POPIA Crash course 1.0
- POPIA Work Labs – How to implement a POPIA programme – hands-on!

Need some Help deciding?



POPIA CRASH COURSE (v1.0) FOR INFORMATION OFFICERS AND THEIR DEPUTIES

LEARN SOME TRICKS OF THE TRADE ON HOW TO AVOID THE PITFALLS

- An overview of POPIA
- An introduction to Generally Accepted Compliance Practice Framework
- The duties (and liabilities) of Information Officers and Deputy Information Officers
- Creating and implementing a compliance framework
- Doing Personal Information Impact Assessments and managing information risk

For a sneak preview of what you will learn read ***Not another POPIA white paper: 10 years, 10 lessons***

Format and duration of the course

Three webinars. Two and a half hours each.



Dates

4 – 6 August 09:00 – 11:30 daily
25 – 27 August 09:00 – 11:30 daily

CPD Hours

6 – 8

Price

R2 846.25 (incl VAT) (members)

R3 415.59 (inclVAT) (non-members)

In-house: enquire what package we can tailor for your 10+ team.

A POPIA WORK LABS. HOW TO IMPLEMENT A POPIA PROGRAMME

EVERYTHING INFORMATION OFFICERS AND THEIR DEPUTIES NEED TO KNOW!

During this three-month course, you will work your way through implementing a POPIA Programme. Our experts will guide you and give you templates, tools and tricks along the way. It includes over 24 hours of instruction!

You don't have to take the Crash Course to qualify for this masterclass, but it will make things easier.

This course will cover:

- Crash Course 2.0. We'll cover the basics, but we'll take a more in-depth look
- The policies you need and how to implement them
- How to design practical POPIA training: Changing minds and work habits
- How to monitor compliance
- How to report to the board
- A standard implementation plan to help you get started

What you will get:

- A whopping 24 hours with our POPIA experts
- A full set of policy templates which you will customise for your organisation
- A template information security standard
- A template records retention schedule
- An SOP on SOPs
- A personal information impact assessment procedure and templates
- The opportunity to try and stump our experts with your POPIA questions
- Interaction with other people who are in the same POPIA boat
- A barrel of laughs
- The option of one-on-one coaching from our experts at a reduced rate

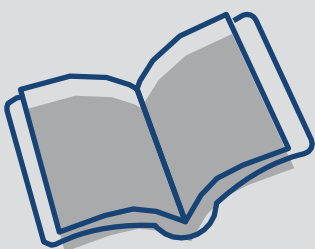
For a sneak preview of what you will learn read [*Not another POPIA white paper: 10 years, 10 lessons*](#)

Format of the course

The work labs consist of six virtual Work Labs of four hours each, spread over three months. Before each Work Lab, we will give you a set of templates and tasks to perform for the next work lab. You will submit your work and receive feedback during the Work Lab.

Presented by

Elizabeth de Stadler and Celeste Schlebusch.



Price

R 9 108.00 (incl VAT) (members)

R10 929.60 (incl) VAT (non-members)

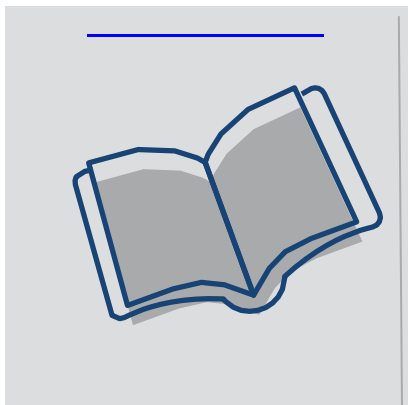
In-house: enquire what package we can tailor for your 10+ team.

Work Labs Dates

Times daily: 09:00 – 12:00

| | |
|----------------------------|-----------|
| Work Lab IO 1 | 2 JUNE |
| Work Lab IO 2 | 17 JUNE |
| Work Lab IO 3 | 29 JUNE |
| Work Lab IO 4 | 14 JULY |
| Work Lab IO 5 | 28 JULY |
| Work Lab IO 6 | 11 AUGUST |
| CPD Hours Total: 24 | |

| | |
|----------------------------|--------------|
| Work Lab IO 1 | 1 SEPTEMBER |
| Work Lab IO 2 | 15 SEPTEMBER |
| Work Lab IO 3 | 29 SEPTEMBER |
| Work Lab IO 4 | 13 OCTOBER |
| Work Lab IO 5 | 28 OCTOBER |
| Work Lab IO 6 | 10 NOVEMBER |
| CPD Hours Total: 24 | |



Combined Package Price (Crash Course + Work Labs)

R10 954.25 (incl VAT) (members)

R12 910.59 (incl VAT) (non-members)

In-house: enquire what package we can tailor for your 10+ team.