

CURRICULUM VITAE

Hestelle van Heyningen

1. PERSONAL DETAILS

Name:	Hestelle van Heyningen
Language:	Afrikaans and English
Date of birth:	1969.09.25
Place of birth:	Stellenbosch
Marital status:	Married
Religious denomination:	Christian
Family details:	Married to Franco van Heynigen Two children, Luzelle.(age 5) Janco .(age 4)
Home address:	1 A D Keet Street Langenhoven Park Bloemfontein
Phone numbers	0844606183(cell) 051-4053345(work)
Nationality:	White SA citizen
ID Number:	6909250048085
Current occupation:	Full Time Lecturer (OFS Industrial Pshychology) Training consultant
Hobbies:	Chess, Spinning, Golf, Squash, Cycling, Art, swimming

2. QUALIFICATIONS

**Business School Netherlands
(BSN) East London, South Africa and IMC(USA)**

1998-2000

(Graduation in December 2001)

Masters of Business Administration (MBA)(pass with credit)

Courses completed and passed are:

- Human Resource Management
- Marketing Management
- Financial Management
- Operations Management
- Information Management
- Strategic Management

Dissertation Theme: Critical Analysis of Selection Criteria of First Year Students at the Border Technikon

**UNISA
B Com (Industrial Psychology) Honours**

1992 - 1997

**University of the Orange Free State
B A Industrial and Personnel Psychology**

1988 - 1991

Main subjects

- Industrial Psychology
- Economics
- Business Economics

Other subjects

- Communication
- Trade Law
- Statistics
- Sotho

**High School Vrede, Vrede
Matric**

1985 – 1987

Subjects

- Biology
- Science
- Maths
- English
- Afrikaans
- Domestic Science

3. EMPLOYMENT HISTORY

**University of the Freestate
Bloemfontein, South Africa**

July 2002 -

Full time Lecturer (Industrial Psychology)

Main job functions:

- Lecturing the following subjects
 - Industrial psychology III - Training Management, and Research Methodology(ENG & AFR)
 - Industrial psychology II Employee and Labour Relations
 - Industrial psychology I Human Resources Management
- Setting, marking examination and test papers
- Lecturing from small groups (60) to large groups (300 people)
- Invigilating of test
- Consulting students on subject and career matters.
- Initiating practical training project for third year students.
- Online MBA lecturer (in conjunction with e-degree and UFS)
- Currently supervisor for MBA dissertations for PE Technikon
- **Coordinator of Skills development in Leadership studies for the department involving:**
 - ❖ Responsible for skills audits (Including African countries – Botswana and Kenia)
 - ❖ Design new material for short courses for Department of Industrial Psychology and Public Administration.
 - ❖ Transforming academic material to fit learner profile for specific industry needs.
 - ❖ Organise and Facilitate training sessions
 - ❖ Train staff to become short course trainers
 - ❖ Evaluate all material for short course according
 - ❖ Responsible for SAQA registration and accreditation of short courses
 - ❖ Quality control manager for short courses
- Community Project coordinator of Department of Industrial Psychology (involving 16 projects for the year 2003)
- Coordinator of: Training Management and Human resources Management as subjects for the University.
- Faculty representative on Community service learning task team of the UOFS
- Supervisor for Honors Dissertations.

Own Company – Nationally

Training consultant

currently

Doing skills audits

Train trainers

Assist organization in developing skill plans

Facilitating different training programs

Workshops presented : Creative decision making and time management(15 different municipalities on 5 different workshops), Team building(Department of education Eastern Cape , UV Marketing). Train the trainer .(Quintiles)

**University of the Freestate
Bloemfontein, South Africa**

February 2002 -

Part time Lecturer: Industrial Psychology

Main job functions:

- Lecturing the following subjects
 - Industrial psychology III - Training Management, and Research Methodology(ENG & AFR)

- Industrial psychology II - Employee and Labour Relations
- Industrial psychology I Human Resources Management
- Setting, marking examination and test papers
- Lecturing from small groups (60) to large groups (300 people)
- Invigilating of tests
- Consulting students on subject and career matters.
- Initiating practical training project for third year students.
- Online MBA lecturer (in conjunction with e-degree and UFS)
- Coordinator of Skills development in Leadership studies for the department
- Coordinator of Unit for Leadership studies at UFS

**Border Technikon
East London, South Africa**

1996-2001

Lecturer: Secretarial and Education Department

Main job functions:

- Lecturing the following subjects
 - Economics, Human Resources Management, Training Management, Strategic Planning, Operations Management, Marketing management, Financial Record keeping, Business management and Commercial Administration
- Setting, marking and moderating examination papers
- Lecturing from small groups (1-12) to large groups (120 people)
- Invigilating of examinations (chief Invigilator 1996)
- Advising students for study methods, time management, financial management and motivation
- Developing course material for various subjects
- Section Head (Training Management, Business Administration and Commercial Administration)
- Liaising community projects between community and students
- Supervisor for B Tech Human Resource Management students
- Committees:
 - Member Short Course Development Committee
 - Examination Committee

**Border Technikon
East London, South Africa**

1995

Part Time Lecturer: Secretarial and Education Department

Main job functions:

- Lecturing the following subjects
 - Secretarial duties, financial record keeping, business management and commercial administration
- Setting, marking and moderating examination papers
- Lecturing from small groups (1-12) to large groups (120 people)
- Invigilating of examinations
- Advising students for study methods, time management, financial management and motivation
- Developing course material for various subjects

Khula Project: Border Technikon
East London, South Africa
(Community service project in Eastern Cape)

February 2001 – June 2001

Programme Coordinator: Linkage programme between the Technikon and government to help disadvantage communities to become economically independent.

Main job functions:

- Acting Head for four months
- Liaise Officer:
 - Responsible for all communication between industry, communities, district councils and the Technikon
- Financial Officer:
 - Responsible for collection of all project finances
 - Responsible for remunerating all monitors
- Responsible for designing process map for all functions
- Manage all documentation for projects
- Responsible for all human resources and their allocation for all projects
- Strategically planning all of projects
- Responsible for handling all queries and solving of various problems

Khula Project: Border Technikon
East London, South Africa

July 2000 – December 2001

Short Course Developer

Main job functions:

- Training needs analysis
- Developing course material
 - Human Resource Management (A practically based manual that was developed for semi-literate previously disadvantaged individuals in order that they could understand basic human resource management skills, i.e. the storyline was based on the animal world)
- Evaluating and testing the knowledge and skills of the various individuals

Khula Project: Border Technikon
East London, South Africa

July 2000 –December 2001

Chief Accreditation Officer

Main job functions:

- Design a process to evaluate applicant trainers
- Train the successful applicants to be able to train semi literate communities to be economically viable
- Responsible for evaluating trainers and giving feedback to the various consultants concerning potential of these trainers
- Certification of all trainers
- Responsible for data base of all trainers

- Responsible for all queries in regard to training for Khula
- Responsible for organising all workshops for Khula
- Responsible for all administration (designing forms, record keeping, etc.)

Potchefstroom University
Potchefstroom, South Africa

2001

Facilitator and Tutor: Telematic learning system

Main job functions:

- Facilitating and tutoring students in General Management for the MBA programme

P E Technikon
Port Elizabeth, South Africa

1999

Lecturer: Production Management

Main job functions:

- Lecturing and setting tests

Training Innovations
East London
Owner/Manager/ Training Consultant
Bloemfontein.....

June 1997 – September 1998

July 2002 - Current

Main job functions:

- The mission of training innovations was to teach people through the use of practical and hands on techniques, especially games, roll-plays and innovative methods. Short courses and workshops were developed and designed on all topics from Management to Secretarial studies. These courses are based on creative techniques, and action learning as well as being practical in nature and were tailor made for all levels of society. Courses include Supervisory skills, leadership styles, customer services, telephone etiquette, Team work and problem solving skills. Doing skills audits and consulting on personnel problems for public and private sector.

Dr. Parsons/dr. De Kock
East London

May 1994 – January 1995

Bookkeeper

Main job functions:

- Credit controller, accounting, bookkeeping
- Receptionist
- Secretary
- Filing

Provincial Administration of the Free State
Bloemfontein

September 1991 – February 1994

Administration Officer

Main job functions:

- Training officer and facilitator for multi-cultural working groups, (small group activities)
- Personnel audits at local authorities (Updates of salary scales, leave balances, designing job descriptions, implementing Provincial personnel policies)
- Negotiating Facilitator between stakeholders of local government and community (interpreting new provincial law and explaining the consequences to both sides of the then Municipalities and local authorities, assisting in negotiating the terms of contracts between the two parties for joint administration)
- Training of personnel officers at local authorities in all HR functions
- Assisting local authorities with interviews (Selections and Placements)
- Handling sub-departmental budgets
- Implementing of joint administrations (proposal writing and feedback to joint counsels)
- Workshops attended
 - Personnel orientation (1992)
 - Labour law negotiations (1992)
 - FBS orientation (1991)

Rewards:

- Received award for extra ordinary individual service (1993)

Sanlam
Bloemfontein
Part time Sanlam Broker

June 1991 – June 1992

Main job functions:

- Life assurance broker

Eduprogramme
Bloemfontein

February 1990 – September 1991

Agent

Main job functions:

- Selling education toys

4. COMPUTER EXPOSURE

- Microsoft Office(training certificate 1996)
 - Word
 - Excel
 - Powerpoint (2002)
- Lotus 1-2-3(training certificate 1991)

5. EXTRACURRICULAR ACTIVITIES

- Motherhood
- Golf
 - Interprovincial Golf EP vs. Border C Division Champion
 - Club Champion C Division for 2001
 - 2nd Place(C division) in Sanlam National Cancer Cup Trophy (October 2001)
 - Data Capturer for Border Golf (2001)
 - Tempe Golf club women first league
- Church Women management Council(2000 – 2001)
- Design and create ceramic clay figures
- Schools Parent committee

6. GENERAL SUMMARY

As I am a self-motivated person with a energetic personality which enables me to motivate students. I believe I have very good interpersonal relationships with community and industry and as a result I am able to keep contact even after projects have been completed. I have completed the following courses for self development: Entrepreneurial Workshop, Facilitator course, Negotiations course, SAQA accreditation procedures, MS Office, Research Methodology and Postgraduate supervisory skills. I am able to operate on functional, theoretical and managerial levels. I am able to work under tight deadlines and am committed to my job. Due to my research ability I can easily adapt to the needs of new organizational and knowledge demands.

I have a special interest in creative training techniques and the practical implementation of theory in practice.

My future plans include current research on training techniques to suite learner profiles and will be concluded in a Doctorate in Industrial Psychology/Higher Education on Training in South Africa.

7. REFERENCES

- Dr Lilla du Toit: Director :Education Eastern Cape 0825621825
- Prof Tienie Crause: Dean Economic Sciences: University of the Free state
- 051 – 4012310
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- Gillian Bartlett: Khula Project Coordinator: East London.....043-7047053
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- Prof Tina Kotze : Head of Industrial Psychology Department(UFS) ...0837040848

