

Courses - 2017

100 – Interpersonal skills				
Assertive behavior	2 days	4		R 3,450.00
Basic self-management	2 days	4		R 3,450.00
Emotional intelligence	2 days	5		R 3,450.00
Interpersonal communication	2 days	4		R 3,450.00
Listening and feedback	1 day	4		R 1,725.00
Life leadership	2 days	6		R 3,450.00
Life skills	3 days	4		R 2,930.00
Networking	1 day	4		R 1,725.00
Process facilitation skills	1 day	4		R 1,725.00
Stress management	2 days	4		R 3,450.00

200 - Business skills				
Basic maintenance and cleaning services	10 days	3		R 17,250.00
Basic financial understanding	1 day	3		R 1,725.00
Business and report writing skills	2 days	5		R 3,450.00
Business communication	2 days	5		R 3,450.00
Call centre	2 days	4		R 3,450.00
Customer service	2 days	4		R 3,450.00
Corporate governance	2 days	4		R 3,450.00
Disciplinary hearings (crash course)	1 day	4		R 1,725.00
Introduction to business finance	3 days	4	119466 119457 12153 119469	R 5,175.00
Office and clerical skills	5 days	4		R 8,625.00
On the job essentials	3 days	4		R 5,175.00



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Operational marketing	2 days	4		R 3,450.00
Problem solving	2 days	4		R 3,450.00
Professional conduct for secretaries and admin staff	2 days	4		R 3,450.00
Proposal writing	2 day	4		R 3,450.00
Personal branding	2 day	4		R 3,450.00
Presentation skills	2 days	5		R 3,450.00
Professional English	2 days	4		R 3,450.00
Plan and conduct effective meetings	1 day	4		R 1,725.00
Resolving conflict	1 day	4		R 1,725.00
Selling skills	2 days	4		R 3,450.00
Team work	2 days	5		R 3,450.00
Time management	1 day	5		R 1,725.00
Telephone skills	1 day	4		R 1,725.00

300 – Management skills

Coaching (not accredited)	1 day	4		R 1,725.00
Coaching (accredited)	3 days	5	7818	R 5,175.00
Coaching learners on the job	2 days	4		R 3,450.00
Decision making	1 day	4		R 1,725.00
Delegating	1 day	4		R 1,725.00
Diversity management	4 days	5		R 6,900.00
Financial skills for the non-financial manager	2 days	5		R 3,450.00
Financial skills for HOD's	2 days	5		R 3,450.00
Generic management and leadership	3 days	5		R 5,175.00
Inspirational leadership	2 days	5		R 3,450.00
Instituting discipline and facilitating grievance	2 days	4		R 3,450.00
Leadership communication	2 days	4		R 3,450.00
Manage customer service	2 days	5		R 3,450.00
Manage change	2 days	5		R 3,450.00



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Managing individual and team performance	2 days	5	10981 11473	R 3,450.00
Manage HIV/AIDS	1 day	5		R 1,725.00
Manage performance effectively	2 days	4	11473 10981	R 3,450.00
Managing people	2 days	4		R 3,450.00
Mentorship (not accredited)	1 day	4		R 1,725.00
Mentorship (accredited)	2 days	4	114215	R 3,450.00
Motivating a team	1 day	4		R 1,725.00
Negotiating and influencing	3 days	4		R 5,175.00
Planning and organizing	2 days	4		R 3,450.00
Project management (accredited)	5 days	4	120372/3 120384/5 120387	R 8,625.00
Project management (excl. POE)	4 days	4		R 6,900.00
Strategic planning	2 days	5		R 3,450.00
Strategic marketing	2 days	5		R 3,450.00
Understanding workplace forums	2 days	4		R 3,450.00
Visionary and creative thinking skills	2 days	5		R 3,450.00

400 – Supervisory skills

Introduction to supervision	2 days	4		R 3,450.00
Supervisory essentials	4 days	4		R 6,900.00
Supervising workplace performance	3 days	4		R 5,175.00
Supervisory administration	3 days	4		R 5,175.00

500 – Staff management skills

Basic conditions of Employment Act	1 day	4		R 1,725.00
Job profiling	2 days	4		R 3,450.00
Labour Relations Act	1 day	4		R 1,725.00

600 – Skills development facilitation - including assessments and moderation				
Introduction to NQF, SAQA and the Skills Development Act	1 day	4		R 1,725.00
Conduct outcome-based assessments	3+1 days	5	115753	R 6,900.00
Facilitate learning (using a variety of given methodologies)	4 days	5	117871	R 6,900.00
Conduct moderation of outcome-based assessments	3 days	5	115759	R 5,175.00
Skills development facilitator	2 days	4	15217 15218 15227 15228 15232	R 3,450.00

Computer skills				
MS Word, Introduction	1 day	3	7568	R 1,725.00
MS Word, Intermediate	1 day	4	7570	R 1,725.00
MS Excel, Level 1	1 day	3	7572	R 1,725.00
MS Excel, Level 2	1 day	4	7567	R 1,725.00
MS Excel, Level 3	1 day	4		R 1,725.00
MS PowerPoint, Introduction	1 day	3	7574	R 1,725.00
MS PowerPoint, Intermediate	1 day	4	7575	R 1,725.00
MS Access	2 days	4		R 3,450.00
MS FrontPage Level 1	1 day	5		R 1,725.00

Please note: All prices are exclusive of VAT