



SHORT COURSES



100 - INTERPERSONAL SKILLS

Assertive behavior	2 days	4	R 1,725.00
Basic Self Management	2 days	4	R 1,725.00
Emotional Intelligence	2 days	5	R 1,725.00
Interpersonal Communication	2 days	4	R 1,725.00
Listening and Feedback	1 day	4	R 978.00
Life Leadership	2 days	6	R 1,725.00
Life Skills	3 days	4	R 2,930.00
Networking	1 day	4	R 978.00
Process Facilitation skills	1 day	4	R 978.00
Stress Management	2 days	4	R 1,725.00

200 - BUSINESS SKILLS

Basic Maintenance and Cleaning Services	10 days	3	R 6,385.00
Basic Financial Understanding	1 day	3	R 978.00
Business and Report Writing Skills	2 days	5	R 1,725.00
Business communication	2 days	5	R 1,725.00
Call Centre	2 days	4	R 1,725.00
Customer Service	2 days	4	R 1,725.00
Corporate Governance	2 days	4	R 1,725.00
Disciplinary hearings (crash course)	1 day	4	R 978.00
Introduction to business finance	3 days		R 2,930.00
		4 1194 66	
		119457	
		12153	
		119469	
Office and Clerical Skills	5 days	4	R 4,885.00
On the job essentials	3 days	4	R 2,930.00
Operational Marketing	2 days	4	R1,725.00
Problem solving	2 days	4	R1,725.00
Professional Conduct for Secretaries and Admin staff	2 days	4	R1,725.00
Proposal writing	2 days	4	R1,725.00
Personal Branding	2 days	4	R1,725.00
Presentation skills	2 days	5	R1,725.00
Professional English	2 days	4	R1,725.00
Plan and conduct effective meetings	1 day	4	R 978.00
Resolving Conflict	1 day	4	R 978.00
Selling skills	2 days	4	R1,725.00
Team Work	2 days	5	R1,725.00
Time Management	1 day	5	R 978.00
Telephone skills	1 day	4	R 978.00

300 - MANAGEMENT SKILLS

Assertive behavior	2 days	4		R 1,725.00
Coaching (Not accredited)	1 day	4		R 978.00
Coaching (accredited)	3 days	5	7818	R 2,930.00
Coaching learners on the job	2 days	4		R1,725.00
Decision making	1 day	4		R 978.00
Delegating	1 day	4		R 978.00
Diversity Management	4 days	5		R 3,910.00
Financial Skills for the non-financial manager	2 days			R1,725.00
Financial skills for HOD's	2 days	5		R1,725.00
Generic Management and Leadership	3 days	5		R 2,930.00
Inspirational Leadership	2 days	5		R1,725.00
Instituting discipline and facilitating grievance	2 days	4		R1,725.00
Leadership Communication	2 days	4		R 1,72 5.00
Manage Customer Service	2 days	5		R 1,72 5.00
Manage Change	2 days	5		R 1,72 5.00
Managing Individual and Team Performance	2 days	5	109 81	R 1,72 5.00
Manage HIV/AIDS	1 day	5		R 9 78.00
Manage performance effectively	2 days	4	114 73	R 1,72 5.00
			10981	
Managing people	2 days	4		R1,725.00
Mentorship(Not Accredited)	1 day	4		R 978.00
Mentorship (Accredited)	2 days	4	114215	R1,725.00
Motivating a team	1 day	4		R 978.00
Negotiating and Influencing	3 days	4		R 2,930.00
Planning and organizing	2 days	4		R1,725.00
Project Management (Accredited)	5 days	4	120372/3 120384/5 120387	R 4,885.00
Project Man. (excl POE)	4 days	4		R 3,910.00
Strategic Planning	2 days	5		R1,725.00
Strategic Marketing	2 days	5		R1,725.00
Understanding Workplace Forums	2 days	4		R1,725.00
Visionary and Creative Thinking Skills	2 days	5		R1,725.00

400 - SUPERVISORY SKILLS

Introduction to Supervision	2 days	4		R 1,725.00
Supervisory Essentials	4 days	4		R 3,910.00
Supervising Workplace Performance	3 days	4		R 2,930.00
Supervisory Administration	3 days	4		R 2,930.00

500 - STAFF MANAGEMENT SKILLS

Basic Conditions of Employment Act	1 day	4		R 978.00
Job profiling	2 days	4		R 1,725.00
Labour Relations Act	1 day	4		R 978.00

600 - SKILLS DEVELOPMENT FACILITATION

- including assessments and moderation

Introduction to NQF, SAQA and the Skills Development Act	1 day	4		R 978.00
Conduct outcomes based assessments	3+1 days	5	115753	R 3,910.00
Facilitate learning (using a variety of given methodologies)	4 days	5	117871	R 3,910.00
Conduct moderation of outcomes based assessments	3 days	5	115759 15217	R 3,910.00
Skills Development Facilitator	2 days	4	15218 15227 15228 15232	R 3,910.00



"Where excellence is a habit"

700 - COMPUTER SKILLS

MS Word, Introduction	1 day	3	7568	R 978.00
MS Word, Intermediate	1 day	4	7570	R 989.00
MS Excel, Level 1	1 day	3	7572	R 978.00
MS Excel, Level 2	1 day	4	7567	R 989.00
MS Excel, Level 3	1 day	4		R 998.00
MS PowerPoint, Introduction	1 day	3	7574	R 978.00
MS PowerPoint, Intermediate	1 day	4	7575	R 989.00
MS Access	2 days	4		R 1,725.00

800 - H&S COMPLIANCY TRAINING

General Health & Safety in the Workplace	1 day	2	25962 Aligned	R 450.00
Health and Safety Representative	1 day	2	25962 Aligned	R 550.00
SHE Representative	2 day	2	25962 Aligned	R 655.00
HIRA (Hazard Identification & Risk Assessment)	2 day	3	12330 Aligned	R 655.00
Hazard Identification	1 day	3	12330 Aligned	R 550.00
Risk Assessment	1 day	3	12330 Aligned	R 550.00

Please note:

All prices are exclusive of vat!

Contact Us:

0861 256 724

info@ubuhlehr.co.za

www.ubuhlehr.co.za

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