



IMPROVING YOUR SKILLS TODAY.
GROWING YOUR TOMORROW

WWW.KEYBASETRAINING.CO.ZA

011 894-2077

Soft Skills Courses 2018	Cost per person Excluding VAT	Unit Standard	NQF Level	Credits	No. of Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Business Communication																	
<i>Modern Business Writing</i>	R 4,700.00	12153	4	5	2		7,8		11,12		13,14		15,16		10,11		12,13
<i>Presentation Skills</i>	R 3,300.00	116930	3	5	2	15,16		12,13		7,8		9,10		10,11		12,13	
<i>Email Etiquette</i>	R 2,200.00				1		9		13		15		17		12		14
<i>Business Communication Techniques</i>	R 9,500.00	8647	5	10	4	8 - 11					4 - 7				8 - 11		
<i>Business Etiquette: Telephone and Office Skills</i>	R 4,700.00	14359	2	5	2	29,30		5,6		2,3		11,12		17,18		14,15	
<i>Report Writing</i>	R 4,700.00	110023	5	10	2			7,8				2,3			3,4		
<i>Minute Taking and Meetings</i>	R 2,200.00	242816	4	5	1		16			9			17			1	
<i>Assertiveness Skills</i>	R 2,200.00					24		29		24		6		4		2	
Corporate Life Skills																	
<i>Problem Solving & Decision Making</i>	R 4,700.00	242817	4	8	2		14,15		23,24		18,19		6,7		18,19		3,4
<i>Conflict Resolution</i>	R 4,300.00	114226	5	8	2		21,22		16,17		27,28		27,28		15,16		5,6
<i>Diversity in the Workplace</i>	R 4,300.00	264409	6	5	2												
<i>Leadership & Supervisory Skills</i>	R 9,500.00	242824	4	12	4			12 - 15		21-24		17-20		11 - 14		6 - 9	
<i>Team Building & Management</i>	R 4,700.00	242819	4	10	2		1,2										
<i>Time and Stress Management</i>	R 4,700.00	242811	4	5	2	22,23		22,23		28,29		23,24		19,20		26,27	
<i>EQ Skills in the Workplace</i>	R 4,300.00	252031	5	4	2	18,19		26,27		14,15		30,21		27,28		22,23	
Business Programmes																	
<i>Project Management for Success</i>	R 9,500.00	120372	4	5	4			13 - 16			16 - 22			14 - 17			11 - 14
<i>Frontline/Executive Assistant Workshop</i>	R 4,700.00	14359	2	5	2		19,20		9,10		25,26		1,2		22,23		
<i>Sales Skills</i>	R 4,300.00	264409	6	5	2		22,23										
<i>Customer Service Essentials</i>	R 2,400.00	114974	2	2	1		21		4	18		13		3		16	
<i>Finance for Non-Financial Managers</i>	R 3,000.00				1												
<i>Facilitator Workshop (Train the Trainer)</i>	R 9,500.00	117871	5	10	4		19 - 22				18 - 21			4 - 7			3 - 6
<i>Assessor Workshop</i>	R 9,500.00	115753	5	15	4					28 - 31					2 - 5		
<i>Moderator Workshop</i>	R 9,500.00	115759	6	10	4											20 - 23	
All courses can be run on-site at your offices - dates and cost available on request.																	