



IMPROVING YOUR SKILLS TODAY.  
GROWING YOUR TOMORROW

WWW.KEYBASETRAINING.CO.ZA

011 894-2077

<b>Soft Skills Courses 2018</b>	Cost per person Excluding VAT	Unit Standard	NQF Level	Credits	No. of Days	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Business Communication</b>														
<i>Modern Business Writing</i>	R 4,700.00	12153	4	5	2			13,14		15,16		10,11		12,13
<i>Presentation Skills</i>	R 3,300.00	116930	3	5	2	12 -13	7,8		9,10		10,11		12,13	
<i>Email Etiquette</i>	R 2,200.00				1			15		17		12		14
<i>Business Communication Techniques</i>	R 9,500.00	8647	5	10	4			4 - 7				8 - 11		
<i>Business Etiquette: Telephone and Office Skills</i>	R 4,700.00	14348	2	3	2		2 - 3		11,12		17,18		14,15	
<i>Report Writing</i>	R 4,700.00	110023	5	10	2				2,3			3,4		
<i>Minute Taking and Meetings</i>	R 2,200.00	242816	4	5	1					17			1	
<i>Assertiveness Skills</i>	R 2,200.00						24		6		4		2	
<b>Corporate Life Skills</b>														
<i>Problem Solving &amp; Decision Making</i>	R 4,700.00	242817	4	8	2	23,24		18,19		6,7		18,19		3,4
<i>Conflict Resolution</i>	R 4,300.00	114226	5	8	2	16,17		27,28		27,28		15,16		5,6
<i>Diversity in the Workplace</i>	R 4,300.00						14 - 15							
<i>Leadership &amp; Supervisory Skills</i>	R 9,500.00	242824	4	12	4		7 - 10		17-20		11 - 14		6 - 9	
<i>Team Building &amp; Management</i>	R 4,700.00	242819	4	10	2				25,26		25,26			
<i>Time and Stress Management</i>	R 4,700.00	242811	4	5	2		28,29		23,24		19,20		26,27	
<i>EQ Skills in the Workplace</i>	R 4,300.00	252031	5	4	2		16 - 17		20-21		27-28		22-23	
<b>Business Programmes</b>														
<i>Project Management for Success</i>	R 9,500.00	120372	4	5	4		21-24		23-26		14 - 17			11 - 14
<i>Professionalism in the Workplace</i>	R 4,700.00	14359	2	5	2	9,10		25,26		1,2		22,23		
<i>Sales Skills</i>	R 4,300.00	264409	6	5	2	18,19		11,12		8,9		24,25		
<i>Customer Service Essentials</i>	R 2,400.00	14338	2	2	1	4	18		13		3		16	
<i>Coaching &amp; Mentoring</i>	R 4,300.00				2									
<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	9 - 12		18 - 21			4 - 7			3 - 6
<i>Assessor Workshop</i>	R 9,500.00	115753	5	15	4							2 - 5		
<i>Moderator Workshop</i>	R 9,500.00	115759	6	10	4								20 - 23	
<b>All courses can be run on-site at your offices - dates and cost available on request.</b>														