



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	JUL	AUG	SEP	OCT	NOV	DEC
Business Communication											
<i>Modern Business Writing</i>	R 4,700.00	12153	4	5	2		15,16		22,23		12,13
<i>Presentation Skills</i>	R 3,300.00	116930	3	5	2	9,10		10,11		12,13	
<i>Email Etiquette</i>	R 2,200.00				1		17		12		14
<i>Business Communication Techniques</i>	R 9,500.00	8647	5	10	4		20 - 23		8 - 11		
<i>Business & Telephone Etiquette</i>	R 4,700.00	14348	2	3	2	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				1	1	
<i>Assertiveness Skills</i>	R 2,200.00					6		4		2	
Corporate Life Skills											
<i>Problem Solving & Decision Making</i>	R 4,700.00	242817	4	8	2		29-30		18, 19		3,4
<i>Conflict Resolution</i>	R 4,300.00	114226	5	8	2		27-28		15, 16		5,6
<i>Diversity in the Workplace</i>	R 4,300.00				2						
<i>Leadership & Supervisory Skills</i>	R 9,500.00	242824	4	12	4	17-20		11 - 14		6 - 9	
<i>Team Building & 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	4,5		19-20		26, 27	
<i>EQ Skills in the Workplace</i>	R 4,300.00				2	23,24		27-28		22, 23	
Business Programmes											
<i>Project Management for Success</i>	R 9,500.00	120372	4	5	4	23-26		4 - 7			11 - 14
<i>Professionalism in the Workplace</i>	R 4,700.00	14359	2	5	2		1,2		22,23		
<i>Sales Skills</i>	R 4,300.00				2		7,8		24,25		
<i>Customer Service Essentials</i>	R 2,400.00	14338	2	2	1	16		3		16	
<i>Coaching & Mentoring</i>	R 4,300.00				2		13,14			1,2	
<i>Finance for Non-Financial Managers</i>	R 3,000.00				1	13					
<i>Facilitator Workshop (Train the Trainer)</i>	R 9,500.00	117871	5	10	4			3 - 5 & 11			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	
All courses can be run on-site at your offices - dates and cost available on request.											