



IMPROVING YOUR SKILLS TODAY,  
GROWING YOUR TOMORROW

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011 894-2077

| <b>Soft Skills Courses 2018</b>                 |            | Cost per person<br>Excluding VAT | Unit Standard | NQF<br>Level | Credits | No. of Days | JAN | APR   | JUL   | AUG   | SEP      | OCT    | NOV    | DEC   |
|---|------------|----------------------------------|---------------|--------------|---------|-------------|-----|-------|-------|-------|----------|--------|--------|-------|
| <b>Business Communication</b>                   |            |                                  |               |              |         |             |     |       |       |       |          |        |        |       |
| <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       |             |     | 12-13 | 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       | 8-11        |     |       |       | 20-23 |          | 8-11   |        |       |
| <i>Business &amp; Telephone Etiquette</i>       | R 4,700.00 | 14348                            | 2             | 3            | 2       | 29,30       |     |       | 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 |                                  |               |              |         |             | 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 |       | 29-30 |          | 18, 19 |        | 3,4   |
| <i>Conflict Resolution</i>                      | R 4,300.00 | 114226                           | 5             | 8            | 2       |             |     | 16,17 |       | 27-28 |          | 15, 16 |        | 5,6   |
| <i>Diversity in the Workplace</i>               | R 4,300.00 |                                  |               |              | 2       |             |     |       |       |       |          |        |        |       |
| <i>Leadership &amp; Supervisory Skills</i>      | R 9,500.00 | 242824                           | 4             | 12           | 4       |             |     | 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       | 22,23       |     | 4,5   |       |       | 19-20    |        | 26, 27 |       |
| <i>EQ Skills in the Workplace</i>               | R 4,300.00 |                                  |               |              | 2       | 18,19       |     | 23,24 |       |       | 27-28    |        | 22, 23 |       |
| <b>Business Programmes</b>                      |            |                                  |               |              |         |             |     |       |       |       |          |        |        |       |
| <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       |             |     | 9,10  |       | 1,2   |          | 22,23  |        |       |
| <i>Sales Skills</i>                             | R 4,300.00 |                                  |               |              | 2       |             |     | 18,19 |       | 7,8   |          | 24,25  |        |       |
| <i>Customer Service Essentials</i>              | R 2,400.00 | 14338                            | 2             | 2            | 1       |             |     | 4     | 16    |       | 3        |        | 16     |       |
| <i>Coaching &amp; 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       |             |     | 9-12  |       |       | 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.