



IMPROVING YOUR SKILLS TODAY,  
GROWING YOUR TOMORROW

WWW.KEYBASETRAINING.CO.ZA

011 894-2077

Soft Skills Courses 2019	Cost per Course Excl. VAT	Unit Standard	NQF Level	Credits	No. of Days	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Business Communication</b>																	
<i>Modern Business Writing</i>	R 4,800.00	12153	4	5	2		6,7		10,11		12,13		14,15		9,10		11,12
<i>Presentation Skills</i>	R 3,895.00	116930	3	5	2	14,15		28,1		6,7		8,9		2,3		11,12	
<i>Email Etiquette</i>	R 2,300.00				1		8		12		14		16		11		13
<i>Business Communication Techniques</i>	R 9,700.00	8647	5	10	4	7 - 10					3 - 6				14 - 17		
<i>Business Etiquette: Telephone and Office Report Writing</i>	R 4,800.00	14359	2	5	2	28,29		4,5		2,3		10,11		4,5		13,14	
<i>Minute Taking and Meetings</i>	R 4,800.00	110023	5	10	2			6,7				1,2			2,3		
<i>Assertiveness Skills</i>	R 2,495.00	242816	4	5	1		15			10			23			1	
	R 2,300.00					18		29		24		5		6		8	
<b>Corporate Life Skills</b>																	
<i>Problem Solving &amp; Decision Making</i>	R 4,800.00	242817	4	8	2		13,14		23,24		18,19		7,8		21,22		2,3
<i>Conflict Resolution</i>	R 4,500.00	114226	5	8	2		20,21		15,16		26,27		26,27		7,8		4,5
<i>Diversity in the Workplace</i>	R 4,500.00	264409	6	5	2												
<i>Leadership &amp; Supervisory Skills</i>	R 9,700.00	242824	4	12	4			11 - 14		20 - 23		15 - 18		9 - 12		4 - 7	
<i>Team Building &amp; Management</i>	R 4,800.00	242819	4	10	2			4,5									
<i>Time and Stress Management</i>	R 4,800.00	242811	4	5	2	21,22		25-28		27,28		22,23		25,26		18,19	
<i>EQ in the Workplace</i>	R 4,500.00	252031	5	4	2	16,17		18,19		13,14		29,30		30,1		20,21	
<b>Business Programmes</b>																	
<i>Project Management for Success</i>	R 9,700.00	120372	4	5	4			11 - 14			18 - 21			16 - 19			16 - 19
<i>Office Professional Master Class</i>	R 4,800.00	14359	2	5	2		18,19		29,30		24,25		5,6		23,24		
<i>Sales Skills</i>	R 4,500.00	264409	6	5	2		25,26										
<i>Customer Service Essentials</i>	R 2,495.00	114974	2	2	1	25		20		17		19		13		15	
<i>Finance for Non-Financial Managers</i>	R 3,300.00				1	23		15		8		12		23			6
<i>Facilitator Workshop (Train the Trainer)</i>	R 9,700.00	117871	5	10	4			25 - 28			24 - 27			2 - 5			9 - 12
<i>Assesor Workshop</i>	R 9,700.00	115753	5	15	4					29,30					28-31		
<i>Moderator Workshop</i>	R 9,700.00	115759	6	10	4											25 - 28	
<b>All courses can be run on-site at your offices - dates and cost available on request.</b> <b>Please note: Course dates subject to change</b>																	