



Cost per Course Excl. VAT	Unit Standard	NQF Level	Credits	No. of Days	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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Business Communication

<i>Modern Business Writing</i>	R 4 800,00	12153	4	5	2	12,13			9,10		11,12
<i>Presentation Skills</i>	R 3 895,00	116930	3	5	2		8,9	2,3		25,26	
<i>Email Etiquette</i>	R 2 300,00				1	14		16	11		13
<i>Business Communication Techniques</i>	R 9 700,00	8647	5	10	4	3 - 6			14 - 17		
<i>Business Etiquette: Telephone and Office Skills</i>	R 4 800,00	14359	2	5	2	20,21	10,11	17,18		13,14	
<i>Report Writing</i>	R 4 800,00	110023	5	10	2		1,2		2,3		
<i>Minute Taking and Meetings</i>	R 2 495,00	242816	4	5	1	7		23		1	
<i>Assertiviness Skills</i>	R 2 300,00						5	6		8	

Corporate Life Skills

<i>Problem Solving & Decision Making</i>	R 4 800,00	242817	4	8	2	18,19		7,8		21,22	2,3
<i>Conflict Resolution</i>	R 4 500,00	114226	5	8	2		3,4	26,27	7,8		4,5
<i>Diversity in the Workplace</i>	R 4 500,00	264409	6	5	2			1,2			
<i>Leadership & Supervisory Skills</i>	R 9 700,00	242824	4	12	4		15 - 18		9 - 12		4 - 7
<i>Team Building & Management</i>	R 4 800,00	242819	4	10	2				23,24		
<i>Coaching and Mentoring</i>	R 4 500,00				2		5,6	2,3		25,26	
<i>Time and Stress Management</i>	R 4 800,00	242811	4	5	2		22,23	25,26		18,19	
<i>EQ in the Workplace</i>	R 4 500,00	252031	5	4	2		29,30	30,1		20,21	

Business Programmes

<i>Project Management for Success</i>	R 9 700,00	120372	4	5	4	11 - 14			16 - 19		17 - 20
<i>Professionalism in the Workplace</i>	R 4 800,00	14359	2	5	2			5,6	28,29		
<i>Sales Skills</i>	R 4 500,00	264409	6	5	2	10,11			4,5	11,12	
<i>Customer Service Essentials</i>	R 2 495,00	114974	2	2	1		19		13	15	
<i>Finance for Non-Financial Managers</i>	R 3 300,00				1			16		8	
<i>Facilitator Workshop (Train the Trainer)</i>	R 9 700,00	117871	5	10	4	24 - 27			2 - 5		9 - 12
<i>Assessor Workshop</i>	R 9 700,00	115753	5	15	4			5 - 8		28-31	
<i>Moderator Workshop</i>	R 9 700,00	115759	6	10	4		15 - 18				25 - 28

All courses can be run on-site at your offices - dates and cost available on request.

Please note: Course dates subject to change