


Softskill Courses			ONLINE COURSE SCHEDULE																				
	Course Price Excl. VAT	No. of Hours	May				June				July				August				September				
			Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	Session 1	Session 2	Session 3	Session 4	
Business Communication																							
Business Writing Skills	R	2,400.00	12	18	20	25	27					6	8	13	15					1	3	8	10
Report Writing	R	2,400.00	12					1	3	8	10					3	5	11	13				
Corporate Life Skills																							
Problem Solving	R	2,400.00	12					17	19	22	24					17	19	24	26				
Leadership & Supervisory Skills	R	4,800.00	24					1	3	8	10					3	5	11	13				
								17	19	22	24					17	19	24	26				
EQ in the Workplace	R	2,400.00	12									21	23	28	30					1	3	8	10
Business Programmes																							
Project Management for Success	R	4,800.00	24					1	3	8	10												
								17	19	22	24												
Customer Service Essentials	R	2,400.00	12	18	20	25	27					6	8	13	15					14	16	21	23
Assessor Workshop		On request	24																				
Moderator Workshop		On request	24																				
<p>All courses can be scheduled to run at Keybase or on-site at your offices once lockdown has been lifted - dates and cost available on request. Dates may change depending on demand.</p>																							