



	Course Price Excl. VAT	No. of Hours	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
Business Communication																		
Business Writing Skills	R 2,400.00	12					6	8	13	15								
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				
Conflict Resolution	R 2,400.00	12																
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					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>																		