


Soft Skill Courses						2020							
	Cost per Course Excl. VAT	No of Days	Unit Standard	NQF Level	Credits	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
	Business Communication												
<i>Business Writing Skills</i>	R 4,800.00	2	12153	4	5	24,25		26,27		1,2		7,8	
<i>Presentation Skills</i>	R 3,895.00	2	116930	3	5		1,2		3,4		4,5		
<i>Email Etiquette</i>	R 2,300.00	1				3	17	28		5		1	
<i>Business Communication Skills</i>	R 9,700.00	4	8647	5	10		6-9	17-20		6-9		7-10	
<i>Business and Telephone Etiquette</i>	R 4,800.00	2	14348	2	5	4,5		5,6		12,13		2,3	
<i>Report Writing</i>	R 4,800.00	2	110023	5	10			3,4		14,15		14,15	
<i>Minute Taking and Meetings</i>	R 4,800.00	2	242816	4	5	1,2	23,24		1,2		9,10		
<i>Assertiveness Skills</i>	R 2,300.00	1					3		7		6		
Corporate Life Skills													
<i>Problem Solving & Decision Making</i>	R 4,800.00	2	242817	4	8	17,18		11,12		19,20		14,15	
<i>Conflict Resolution</i>	R 4,500.00	2	114226	5	8		13,14		8,9		2,3		
<i>Diversity in the Workplace</i>	R 4,500.00	2	264409	6	5		15,16		10,11		11,12		
<i>Leadership & Supervisory Skills</i>	R 9,700.00	4	242824	4	12	8-11		24-27		26-29		1-4	
<i>Team Building & Management</i>	R 4,800.00	2	242819	4	10		20,21		28,29		16,17		
<i>Coaching and Mentoring</i>	R 4,500.00	2											
<i>Time and Stress Management</i>	R 4,800.00	2	242811	4	5	29,30		13,14		21,22		9,10	
<i>EQ in the Workplace</i>	R 4,500.00	2	252031	5	4	22,23		11,12		14,15			
Business Programmes													
<i>Project Management for Success</i>	R 9,700.00	4	120372	4	5		27-30		14-17		2-5		
<i>Professionalism in the Workplace</i>	R 4,800.00	2	14359	2	5	1,2		31,1		28,29			
<i>Sales Skill</i>	R 4,500.00	2				17,18		13,14					
<i>Customer Service Essentials</i>	R 2,495.00	1	14338	2	2		17	21		16		11	
<i>Finance for Non-Financial Managers</i>	R 4,600.00	2				11,12		6,7		1,2		3,4	
<i>Facilitator Workshop (Train the Trainer)</i>	R 9,700.00		117871	5	10	22-25				12-15			
<i>Assessor Workshop</i>	R 9,700.00		115753	5	15		20-23				16-19		
<i>Moderator Workshop</i>	R 9,700.00		115759	6	10				28-1			7-10	
All courses can be run on-site at your offices - dates and cost available on request. Please note: Course dates subject to change													