


Soft Skill Courses 2021

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

All courses can be run at Keybase in Benoni, virtually online, or on-site at your offices - additional dates and cost available on request.
Dates may change depending on demand.