


# Soft Skill Courses 2021

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