



SOFT SKILLS TIMETABLE	Cost per Course Excl. VAT	No of Days	Unit Standard	NQF Level	Credits	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Business Communication											
<i>Business Writing Skills</i>	R 5,520.00	2	12153	4	5	6,7		26,27			1,2
<i>Presentation Skills</i>	R 5,100.00	2	116930	3	5	11,12		5,6		31,1	
<i>Business Communication Skills</i>	R 11,200.00	4	8647	5	10	18-21		12-15		8-11	12-15
<i>Business and Telephone Etiquette</i>	R 5,520.00	2	14348	2	5				3,4	22,23	
<i>Report Writing</i>	R 5,520.00	2	110023	5	10	20,21	1,2			2,3	
<i>Minute Taking and Meetings</i>	R 5,520.00	2	242816	4	5		3,4		5,6		5,6
<i>Assertiveness Skills</i>	R 2,850.00	1				8		9		4	
Corporate Life Skills											
<i>Problem Solving & Decision Making</i>	R 5,520.00	2	242817	4	8		15,16		10,11		7,8
<i>Conflict Resolution</i>	R 5,100.00	2	114226	5	8	4,5		7,8	15,16	7,8	
<i>Diversity in the Workplace</i>	R 5,100.00	2	264409	6	5		10,11		24,25		
<i>Situational Leadership Workshop</i>	R 5,100.00	2					3,4		12,13		
<i>Leadership & Supervisory Skills</i>	R 11,200.00	4	242824	4	12			19-22		14 - 17	
<i>Strategic Team Management</i>	R 5,520.00	2	242819	4	10		17,18				
<i>Coaching and Mentoring</i>	R 4,480.00	2								14,15	
<i>Time and Stress Management</i>	R 5,520.00	2	242811	4	5		22,23	29,30	10,11		1,2
<i>EQ in the Workplace</i>	R 5,100.00	2	252031	5	4	13,14		1,2		28,29	
Business Programmes											
<i>Project Management for Success</i>	R 8,600.00	3	120372	4	5	25 - 27		19 - 21		7 - 9	
<i>Professionalism in the Workplace</i>	R 5,520.00	2	14359	2	5				26,27		
<i>Sales Skill</i>	R 5,100.00	2					3,4	12,13		16,17	
<i>Customer Service Essentials</i>	R 2,800.00	1	14338	2	2	20	5	30		25	
<i>Finance for Non-Financial Managers</i>	R 5,100.00	2						5,6		14,15	
Training & Development											
<i>Facilitator Workshop (Train the Trainer)</i>	R 11,200.00		117871	5	10		29-1		3 - 6	14-17	
<i>Assessor Workshop</i>	R 11,200.00		115753	5	15	11-14			24 - 27		
<i>Moderator Workshop</i>	R 11,200.00		115759	6	10			5 - 8			5 - 8

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.