



SOFT SKILLS TIMETABLE		Cost per Course Excl. VAT	No of Days	Unit Standard	NQF Level	Credits	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>Business Communication</b>											
<i>Business Writing Skills</i>	R	5,520.00	2	12153	4	5		26,27			1,2
<i>Presentation Skills</i>	R	5,100.00	2	116930	3	5		5,6		31,1	
<i>Business Communication Skills</i>	R	11,200.00	4	8647	5	10		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	30, 31			1,2	
<i>Minute Taking and Meetings</i>	R	5,520.00	2	242816	4	5			5,6		5,6
<i>Assertiveness Skills</i>	R	2,850.00	1					9		4	
<b>Corporate Life Skills</b>											
<i>Problem Solving &amp; Decision Making</i>	R	5,520.00	2	242817	4	8	15,16		17, 18		7,8
<i>Conflict Resolution</i>	R	5,100.00	2	114226	5	8		7,8	15,16	3,4	
<b>NEW</b> <i>Negotiation Skills</i>								12,13	12,13	10, 11	
<b>NEW</b> <i>Crucial Conversations</i>	R	5,100.00							12,13		
<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								
<i>Leadership &amp; 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		1,2		28,29	
<b>Business Programmes</b>											
<i>Project Management for Success</i>	R	8,600.00	3	120372	4	5		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	16,17	
<i>Customer Service Essentials</i>	R	2,800.00	1	14338	2	2	5	30		25	
<i>Finance for Non-Financial Managers</i>	R	5,100.00	2					5,6		14,15	
<b>Training &amp; Development</b>											
<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			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.											