



2023 - A YEAR OF PROGRESS & GROWTH

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LEVEL 2 BBBEE CONTRIBUTOR • ACCREDITED TRAINING PROVIDER • 33 YEARS IN THE TRAINING INDUSTRY

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 5,800.00	2	12153	4	5	3,4		28,29		1,2	
<i>Presentation Skills</i>	R 5,400.00	2	116930	3	5	5,6		6,7		6,7	7,8
<i>Business Communication Skills</i>	R 11,900.00	4	8647	5	10		1-4		2 - 5		4 - 7
<i>Business and Telephone Etiquette</i>	R 5,900.00	2	14348	2	5	10,11		28,29		8,9	
<i>Report Writing</i>	R 5,900.00	2	110023	5	10	12,13		20,21			
<i>Minute Taking and Meetings</i>	R 5,900.00	2	242816	4	5				9,10		
<i>Assertiveness Skills</i>	R 3,100.00	1				21		22		3	1
Corporate Life Skills											
<i>Problem Solving & Decision Making</i>	R 5,900.00	2	242817	4	8		10,11		18,19		
<i>Conflict Resolution</i>	R 5,400.00	2	114226	5	8	26,27		11,12	16,17	22,23	
<i>Negotiation Skills</i>	R 5,400.00	2					31,1		23,24		
NEW <i>Conversations in the Workplace</i>	R 5,400.00	2					7,8				
NEW <i>Change Management</i>	R 5,400.00	2						4,5		13,14	
<i>Diversity in the Workplace</i>	R 5,900.00	2	264409	6	5		14,15			20,21	
<i>Situational Leadership Workshop</i>	R 5,400.00	2				12,13			30,31		
<i>Leadership & Supervisory Skills</i>	R 11,928.00	4	242824	4	12		14 - 17		16 - 19		11 - 14
<i>Strategic Team Management</i>	R 5,900.00	2	242819	4	10	10,11		13,14	11,12		
<i>Coaching and Mentoring</i>	R 4,700.00	2								15,16	
<i>Time and Stress Management</i>	R 5,900.00	2	242811	4	5		21,22			15,16	
<i>EQ in the Workplace</i>	R 5,400.00	2	252031	5	4	5,6	23,24	13,14		20,21	8
Business Programmes											
<i>Project Management for Success</i>	R 9,000.00	3	120372	4	5			4 - 6	23 - 25		4 - 6
<i>Professionalism in the Workplace</i>	R 5,900.00	2	14359	2	5	3,4	2,3	18,19		29,30	
<i>Sales Skills</i>	R 5,400.00	2					28,29		9,10		7,8
<i>Customer Service Essentials</i>	R 5,400.00	2	14338	2	2	7		18,19		8,9	
<i>Finance for Non-Financial Managers</i>	R 5,400.00	2						7,8 (ONLINE) 14,15 (CLASS)		13,14	
Training & Development											
<i>Facilitator Workshop (Train the Trainer)</i>	R 11,900.00		117871	5	10			18 - 21			
<i>Assessor Workshop</i>	R 11,900.00		115753	5	15	17 - 20			2 - 5		
<i>Moderator Workshop</i>	R 11,900.00		115759	6	10		1-4			27 - 30	
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.											