

SOFT SKILLS TIMETABLE	Cost per Course Excl. VAT	No of Days	Unit Standard	NQF Level	Credits	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
Business Communication												
<i>Business Writing Skills</i>	R 5,800.00	2	12153	4	5	30.31			2.3			1.2
<i>Presentation Skills</i>	R 5,400.00	2	116930	3	5	17.18		4.5		15.16		3.4
<i>Business Communication Skills</i>	R 11,900.00	4	8647	5	10		19 - 22		09 - 12		5 - 7	
<i>Business and Telephone Etiquette</i>	R 5,900.00	2	14348	2	5	10.11		11.12		6.7		8.9
<i>Report Writing</i>	R 5,900.00	2	110023	5	10	15.16		6.7		20.21		10.11
<i>Minute Taking and Meetings</i>	R 5,900.00	2	242816	4	5		5.6		17.18		3.4	
<i>Assertiveness Skills</i>	R 3,100.00	1				26		22		24		19
Corporate Life Skills												
<i>Problem Solving & Decision Making</i>	R 5,900.00	2	242817	4	8		5.6		19.2		10.11	
<i>Conflict Resolution</i>	R 5,400.00	2	114226	5	8	10.11		13.14		8.9		15.16
<i>Negotiation Skills</i>	R 5,400.00	2					7.8		10.11		12.13	
NEW <i>Conversations in the Workplace</i>	R 5,400.00	2					12.13		12.13		18.19	
NEW <i>Change Management</i>	R 5,400.00	2					14.15		24.25		20.21	
<i>Diversity in the Workplace</i>	R 5,900.00	2	264409	6	5		19.20			13.14		17.18
<i>Situational Leadership Workshop</i>	R 5,400.00	2						25.26			24.25	
<i>Leadership & Supervisory Skills</i>	R 11,928.00	4	242824	4	12	29 - 1				2.3		22.23
<i>Strategic Team Management</i>	R 5,900.00	2	242819	4	10			27.28			26.27	
<i>Coaching and Mentoring</i>	R 4,700.00	2					21.22		26.27		3.4	
<i>Time and Stress Management</i>	R 5,900.00	2	242811	4	5	24.25			2.3			24.25
<i>EQ in the Workplace</i>	R 5,400.00	2	252031	5	4	22.23		18.19		27.29		29.30
Business Programmes												
<i>Project Management for Success</i>	R 9,000.00	3	120372	4	5	17 - 19		18 - 20		8 - 10		24 - 26
<i>Professionalism in the Workplace</i>	R 5,900.00	2	14359	2	5		28.29		15.16		10.11	
<i>Sales Skills</i>	R 5,400.00	2						6.7			21.22	
<i>Customer Service Essentials</i>	R 5,400.00	2	14338	2	2		26,27		17.18		3.4	
<i>Finance for Non-Financial Managers</i>	R 5,400.00	2						22.23		29,30		10.11
Training & Development												
<i>Facilitator Workshop (Train the Trainer)</i>	R 11,900.00	4	117871	5	10	29 - 30			2 - 5			1 - 4
<i>Assessor Workshop</i>	R 14,875.00	5	115753	5	15		5 - 9			20 - 25		
<i>Moderator Workshop</i>	R 11,900.00	4	115759	6	10			11 - 14			24 - 27	

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.