

SOFT SKILLS TIMETABLE	Cost per Course Excl. VAT	No of Days	Unit Standard	NQF Level	Credits	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
<b>Business Communication</b>												
<i>Business Writing Skills</i>	R 5,800.00	2	12153	4	5	29,30			2,3			1,2
<i>Presentation Skills</i>	R 5,400.00	2				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		3 - 6	
<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		20		24		19
<b>Corporate Life Skills</b>												
<i>Problem Solving &amp; Decision Making</i>	R 5,900.00	2	242817	4	8		5,6		15,16		10,11	
<i>Conflict Resolution</i>	R 5,400.00	2				10,11		13,14		8,9		15,16
<i>Negotiation Skills</i>	R 5,400.00	2					7,8		8,9		12,13	
<b>NEW</b> <i>Conversations in the Workplace</i>	R 5,400.00	2					12,13		10,11		18,19	
<b>NEW</b> <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					19,20			13,14		17,18
<i>Situational Leadership Workshop</i>	R 5,400.00	2						25,26		2,3		22,23
<i>Leadership &amp; Supervisory Skills</i>	R 11,928.00	4	242824	4	12	29 - 1		25 - 28		20 - 23		15 - 19
<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		22,23		24,25	
<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				22,23		18,19		27,28		29,30
<b>Business Programmes</b>												
<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			20,21	
<i>Customer Service Essentials</i>	R 5,400.00	2	14338	2	2		26,27		17,18		5,6	
<i>Finance for Non-Financial Managers</i>	R 5,400.00	2						22,23		29,30		10,11
<b>Training &amp; Development</b>												
<i>Facilitator Workshop (Train the Trainer)</i>	R 11,900.00	4	117871	5	10	22 - 25			22 - 25			1 - 4
<i>Assessor Workshop</i>	R 14,875.00	5	115753	5	15		12 - 16			20 - 24		
<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.