

Inspiring Brilliance. Empowering Minds & Transforming Lives

LEVEL 2 BBBEE CONTRIBUTOR • ACCREDITED TRAINING PROVIDER • 34 YEARS IN THE TRAINING INDUSTRY



SOFT SKILLS TIMETABLE	Cost per Course Excl. VAT	No of Days	Unit Standard	NQF Level	Credits	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Business Communication														
Business Writing Skills	R 5 800,00	2	12153	4	5	2,3		5,6		12,13		21,22		2,3
Presentation Skills	R 5 400,00	2	116930	3	5		15,16		3,4		4,5		4,5	
Business Communication Skills	R 11 900,00	4	8647	5	10	09 - 12		3 - 6		1,2		14,15		4,5
Business and Telephone Etiquette	R 5 900,00	2	14348	2	5		6,7		8,9		1,2		6,7	
Report Writing	R 5 900,00	2	110023	5	10		20,21		10,11		12,13		11,12	
Minute Taking and Meetings	R 5 900,00	2	242816	4	5	17,18		3,4		5,6		16,17		9,10
Assertiveness Skills	R 3 100,00	1					24		19		11		8	
Corporate Life Skills														
Problem Solving & Decision Making	R 5 900,00	2	242817	4	8	15,16		10,11		14,15		1,2		11,12
Conflict Resolution	R 5 400,00	2	114226	5	8		8,9		15,16		9,10		13,14	
Negotiation Skills	R 5 400,00	2					8,9		12,13		7,8		3,4	
Conversations in the Workplace	R 5 400,00	2					10,11		18,19		19,20		7,8	
Change Management	R 5 400,00	2					24,25		20,21		26,27		10,11	
Diversity in the Workplace	R 5 900,00	2	264409	6	5			13,14		17,18		25,26		18,19
Situational Leadership Workshop	R 5 400,00	2					2,3		22,23		16,17		20,21	
Leadership & Supervisory Skills	R 11 928,00	4	242824	4	12		20 - 23		15 - 19		18,19			2 - 4
Strategic Team Management	R 5 900,00	2	242819	4	10			26,27		21,22		30,31		
Coaching and Mentoring	R 4 700,00	2				22,23		24,25		12,13		23,24		
Time and Stress Management	R 5 900,00	2	242811	4	5	2,3		3,4		21,22		28,29		11,12
EQ in the Workplace	R 5 400,00	2	252031	5	4		27,28		29,30		11,12		25,26	
Business Programmes														
Project Management for Success	R 9 000,00	3	120372	4	5		8 - 10		24 - 26		18 - 20		4 - 6	
Professionalism in the Workplace	R 5 900,00	2	14359	2	5	15,16		10,11		28,29		16,17		9,10
Sales Skills	R 5 400,00	2						20,21			16,17		11,12	
Customer Service Essentials	R 5 400,00	2	14338	2	2	17,18		5,6		7,8		9,10		4,5
Finance for Non-Financial Managers	R 5 400,00	2					29,30		22,23		4,5		13,14	
Training & Development														
Facilitator Workshop (Train the Trainer)	R 11 900,00	4	117871	5	10	22 - 25			1 - 4			1 - 5		
Assessor Workshop	R 14 875,00	5	115753	5	15		20 - 24			12 - 16			18 - 20	
Moderator Workshop	R 11 900,00	4	115759	6	10			24 - 27				4 - 7		
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.														