

SOFT SKILLS TIMETABLE	Cost per Course Excl. VAT	No of Days	Unit Standard	NQF Level	Credits	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>Business Communication</b>													
<i>Business Writing Skills</i>	R 5,800.00	2	12153	4	5		5.6		12.13		21.22		2.3
<i>Presentation Skills</i>	R 5,400.00	2	116930	3	5	15,16		3,4		4.5		4.5	
<i>Business Communication Skills</i>	R 11,900.00	4	8647	5	10		3 - 6		30 - 2		7 - 10		2 - 5
<i>Business and Telephone Etiquette</i>	R 5,900.00	2	14348	2	5	6,7		8,9		1.2		6.7	
<i>Report Writing</i>	R 5,900.00	2	110023	5	10	20,21		10,11		12.13		11.12	
<i>Minute Taking and Meetings</i>	R 5,900.00	2	242816	4	5		3,4		5.6		16.17		9,10
<i>Assertiveness Skills</i>	R 3,100.00	1				24		19		11		8	
<b>Corporate Life Skills</b>													
<i>Problem Solving &amp; Decision Making</i>	R 5,900.00	2	242817	4	8		10,11		14.15		1.2		11.12
<i>Conflict Resolution</i>	R 5,400.00	2	114226	5	8	8,9	12,13	15,16		9,10		13.14	
<i>Negotiation Skills</i>	R 5,400.00	2					3,4		7.8		3.4		
<i>NEW Conversations in the Workplace</i>	R 5,400.00	2					18,19		19,20		7.8		
<i>NEW Change Management</i>	R 5,400.00	2					20,21		26.27		10.11		
<i>Diversity in the Workplace</i>	R 5,900.00	2	264409	6	5	13,14		17,18		25.26		18.19	
<i>Situational Leadership Workshop</i>	R 5,400.00	2				2,3		22,23		16.17		20.21	
<i>Leadership &amp; Supervisory Skills</i>	R 11,928.00	4	242824	4	12	20 - 23		15 - 19		18.19			2 - 4
<i>Strategic Team Management</i>	R 5,900.00	2	242819	4	10		26,27		21,22		30.31		
<i>Coaching and Mentoring</i>	R 4,700.00	2					24,25		12.13		23.24		
<i>Time and Stress Management</i>	R 5,900.00	2	242811	4	5		3.4		21.22		28.29		11.12
<i>EQ in the Workplace</i>	R 5,400.00	2	252031	5	4	27,28		29,30		11.12		25.26	
<b>Business Programmes</b>													
<i>Project Management for Success</i>	R 9,000.00	3	120372	4	5	8 - 10		24 - 26		18 - 20		4 - 6	
<i>Professionalism in the Workplace</i>	R 5,900.00	2	14359	2	5		10,11		28.29		16.17		9,10
<i>Sales Skills</i>	R 5,400.00	2					20,21			16.17		11.12	
<i>Customer Service Essentials</i>	R 5,400.00	2	14338	2	2		5,6		7.8		9,10		4.5
<i>Finance for Non-Financial Managers</i>	R 5,400.00	2						22.23		4.5		13.14	
<b>Training &amp; Development</b>													
<i>Facilitator Workshop (Train the Trainer)</i>	R 11,900.00	4	117871	5	10			1 - 4			1 - 5		
<i>Assessor Workshop</i>	R 14,875.00	5	115753	5	15	20 - 24			12 - 16			18 - 20	
<i>Moderator Workshop</i>	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.													