

SOFT SKILLS TIMETABLE	Cost per Course Excl. VAT	No of Days	Unit Standard	NQF Level	Credits	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		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		8,9		1,2		6,7	
<i>Report Writing</i>	R 5 900,00	2	110023	5	10		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					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	12,13	15,16		9,10		13,14	
<i>Negotiation Skills</i>	R 5 400,00	2				3,4		7,8		3,4		
<b>NEW</b> <i>Conversations in the Workplace</i>	R 5 400,00	2				18,19		19,20		7,8		
<b>NEW</b> <i>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		17,18		25,26		18,19	
<i>Situational Leadership Workshop</i>	R 5 400,00	2					22,23		16,17		20,21	
<i>Leadership &amp; Supervisory Skills</i>	R 11 928,00	4	242824	4	12		15 - 19		16 - 19			2 - 5
<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		29,30		11,12		25,26	
<b>Business Programmes</b>												
<i>Project Management for Success</i>	R 9 000,00	3	120372	4	5		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			12 - 16			18 - 20	
<i>Moderator Workshop</i>	R 11 900,00	4	115759	6	10	24 - 27				4 - 7		
<b>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.</b>												