

Inspiring Brilliance. Empowering Minds & Transforming Lives



SOFT SKILLS TIMETABLE	Cost per Course Excl. VAT	No of Days	Unit Standard	NQF Level	Credits	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
<i>Assertiveness Skills</i>	R 3 200,00	1				24		14		30		4
<i>Assessor Workshop</i>	R 15 000,00	5	115753	5	15		17 - 21			19 - 23		
<i>Business and Telephone Etiquette</i>	R 6 000,00	2	14348	2	5	13,14		19,20		5,6		9,10
<i>Business Communication Skills</i>	R 11 000,00	4					17 - 21		7 - 10		9 - 12	
<i>Business Writing Skills</i>	R 5 500,00	2				22,23		3,4		12,13		2,3
<i>Change Management</i>	R 5 500,00	2					10,11			19,20		
<i>Coaching and Mentoring</i>	R 5 500,00	2				13,14			14,15			7,8
<i>Conflict Resolution</i>	R 5 500,00	2				20,21		5,6		7,8		
<i>Conversations in the Workplace</i>	R 5 500,00	2					5,6		29,30		2,3	
<i>Customer Service Essentials</i>	R 5 500,00	2	14338	2	2		3,4		16,17		23,24	
<i>Diversity in the Workplace</i>	R 5 500,00	2					12,13		31,1		11,12	
<i>EQ in the Workplace</i>	R 5 500,00	2				6,7		24,25		1,2		30,31
<i>Facilitator Workshop (Train the Trainer)</i>	R 13 000,00	4	117871	5	10	27-30			22-25			1-4
<i>Finance for Non-Financial Managers</i>	R 5 500,00	2					5,6			7,8		
<i>Leadership & Supervisory Skills</i>	R 11 000,00	4				27-30		10-13		19 - 22		1-4
<i>Minute Taking and Meetings</i>	R 5 500,00	2					24,25		22,23		4,5	
<i>Moderator Workshop</i>	R 13 000,00	4	115759	6	10			17-20			9-12	
<i>Negotiation Skills</i>	R 5 500,00	2					26,27		2,3		25,26	
<i>Presentation Skills</i>	R 5 500,00	2				15,16						
<i>Problem Solving & Decision Making</i>	R 5 500,00	2					10,11		14,15			7,8
<i>Professionalism in the Workplace</i>	R 5 500,00	2					3,4		16,17		23,24	
<i>Project Management for Success</i>	R 7 500,00	3				13-15		24-26		14-16		28-30
<i>Report Writing</i>	R 5 500,00	2				8,9		12,13		14,15		14,15
<i>Sales Skills</i>	R 5 500,00	2						17,18			18,19	
<i>Situational Leadership Workshop</i>	R 5 500,00	2						26,27		21,22		28,29
<i>Strategic Team Management</i>	R 5 500,00	2						12,13				9,10
<i>Time and Stress Management</i>	R 5 500,00	2				13,14			7,8			24,25

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.