

LEVEL 2 BBBEE CONTRIBUTER • ACCREDITED TRAINING PROVIDER • LEADERS IN THE 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
<i>Assertiveness Skills</i>	R 3 200,00	1					30		4		3		7
<i>Assessor Workshop</i>	R 15 000,00	5	115753	5	15		19 - 23			4-8		13-17	
<i>Business and Telephone Etiquette</i>	R 6 000,00	2	14348	2	5		5,6		9,10		2,3		3,4
<i>Business Communication Skills</i>	R 11 000,00	4				7 - 10		9 - 12		4-8		6-10	
<i>Business Writing Skills</i>	R 5 500,00	2					12,13		2,3		8,9		5,6
<i>Change Management</i>	R 5 500,00	2				2,3		4,5		11,12		1,2	
<i>Coaching and Mentoring</i>	R 5 500,00	2				14,15			14,15		10,11		10,11
<i>Conflict Resolution</i>	R 5 500,00	2					7,8		16,17		15,16		12,13
<i>Conversations in the Workplace</i>	R 5 500,00	2				29,30		2,3		13,14		13,14	
<i>Customer Service Essentials</i>	R 5 500,00	2	14338	2	2	16,17		23,24		18,19		15,16	
<i>Diversity in the Workplace</i>	R 5 500,00	2				31,1		11,12		20,21		20,21	
<i>EQ in the Workplace</i>	R 5 500,00	2					5,6		30,31		17,18		17,18
<i>Facilitator Workshop (Train the Trainer)</i>	R 13 000,00	4	117871	5	10	22-25			1-4			6-10	
<i>Finance for Non-Financial Managers</i>	R 5 500,00	2					7,8			18,19		22,23	
<i>Leadership & Supervisory Skills</i>	R 11 000,00	4					19 - 22		1-4		15-18		12-14
<i>Minute Taking and Meetings</i>	R 5 500,00	2				22,23		4,5		25,26		27,28	
<i>Moderator Workshop</i>	R 13 000,00	4	115759	6	10			9-12		27,28		29,30	
<i>Negotiation Skills</i>	R 5 500,00	2				2,3		25,26			1,2		19,20
<i>Presentation Skills</i>	R 5 500,00	2					12,13		7,8		22,23		24,25
<i>Problem Solving & Decision Making</i>	R 5 500,00	2				14,15			7,8		24,25		5,6
<i>Professionalism in the Workplace</i>	R 5 500,00	2				16,17		23,24		31,1		1,2	
<i>Project Management for Success</i>	R 9 000,00	3					14-16		28-30		15-17		24-26
<i>Report Writing</i>	R 5 500,00	2					14,15		14,15		29,30		
<i>Sales Skills</i>	R 5 500,00	2						18,19		11,12		22,23	
<i>Situational Leadership Workshop</i>	R 5 500,00	2					21,22		28,29		10,11		3,4
<i>Strategic Team Management</i>	R 5 500,00	2							9,10		18,19		10,11
<i>Time and Stress Management</i>	R 5 500,00	2				7,8			24,25		22,23		17,18

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.