

2019 Public Schedule - Business Skills Courses

	NQF Level	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Business & Report Writing (2 Days)	4	8 & 9		26 & 27		26 & 27		23 & 24		9 & 10
Change Management (2 Days)	5				1 & 2			17 & 18		
Coaching & Mentoring Incl. Situational Leadership (2 Days)	4/5	29 & 30		13 & 14		19 & 20		10 & 11		11 & 12
Conflict Management	3		13		18		16		6	
Co-ordinate Meetings (1 Day)	3		6			29			7	
Creating Raving Fans (2 Day Customer Service)	4		23 & 24			15 & 16		3 & 4		
Financial Wellness (Strategies for Success)	N/A									
Fraud Awareness	N/A		22		19		20		8	
Interpersonal & Communication Skills (Incl. Assertiveness)	3	11 & 12		25 & 26		12 & 13		21 & 22		2 & 3
Introduction to Administration Procedures	4	26			8			7		18
Leadership Principles	5	18		12	5		6		12	
Life Skills (Business Etiquette)	2		27			28			11	
Management Skills for Supervisors	4			5 & 6		1 & 2		8 & 9		5 & 6
Monitor & Control a Reception Area	3	24			10			7		
Motivate & Build a Team (2 Days)	4		14 & 15		25 & 26		12 & 13		18 & 19	
Negotiation Skills (2 Days)	4			20 & 21		7 & 8		1 & 2		16 & 17
Operational & Risk Management	5				3 - 5				5 - 7	
Performance Management (2 Days)	4			3 & 4				14 & 15		
Personal Power & Influence - Developing EQ	5		16 & 17		11 & 12		26 & 27		13 & 14	
Presentation Skills (Presenting Magically)	4			11 & 12		5 & 6		28 & 29		19 & 20
Principles of Ethics & Knowledge Management	5			28			19			
Problem Solving & Decision Making (2 Days)	4		2 & 3		22 & 23		4 & 5		25 & 26	
Psychology of Sales (2 Days)	4		9 & 10		18 & 19		26 & 27		7 & 8	
The Business Environment & Principles of Business (2 Days)	3	16 & 17				22 & 23			27 & 28	
Time & Priority Management	4		20		15		17		29	



Email us now
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Terms & Conditions:

1. For in-house requirements which can include customisation, group rates will apply. Contact us directly.
2. 100% payable on acceptance of Quote and Signed Booking Form.
3. Accreditation: MICT, W&R Seta, MerSeta, Services, Bank and ETDP Seta's.
4. 100% cancellation fee applies if a confirmed booking is canceled 2 weeks before training.
5. NOTE: Courses will only run if there are a sufficient number of delegates.