



# Training Calendar (JHB, CT, DBN)

July - December 2017



Course	Price	Johannesburg						Cape Town						Durban					
		July	Aug	Sept	Oct	Nov	Dec	July	Aug	Sept	Oct	Nov	Dec	July	Aug	Sept	Oct	Nov	Dec
<b>Management Skills Courses</b>																			
Key Management Skills for Effective Managers	R 3, 450 Ex VAT			5			6			14				20			10		
Become the Leader your Staff want to Follow	R 2, 950 Ex VAT		18																
An Introvert's Guide to Being a Manager	R 2, 950 Ex VAT				9														
Effective Team Leadership using Emotional Intelligence (EQ)	R 5, 750 Ex VAT	17-18			16-17				28-29								17-18		
Effective People Management Skills	R 3, 450 Ex VAT		7			24					17			17				8	
Practical Labour Law for South African Managers	R 5, 750 Ex VAT			27-28															
The Management and Leadership Programme	R 5, 750 Ex VAT	24-25		19-20		13-14		26-27				20-21				18-19			
The 5 Day Management Programme	R 12, 950 Ex VAT	24-28				13-17						20-24				18-22			
<b>Business Skills Courses</b>																			
Time Management Skills to Maximise Productivity	R 2, 950 Ex VAT		4			13					11			3					
MS Excel for Business and Office Professionals	R 4, 850 Ex VAT			21-22			5-6				16-17					11-12			
MS PowerPoint for Business and Office Professionals	R 4, 850 Ex VAT	17-18				16-17													
Practical, Powerful Presentation Skills	R 5, 750 Ex VAT	20-21			26-27														
Creating Awesome MS Excel Dashboards and Executive Reports	R 5, 750 Ex VAT			13-14			12-13			20-21								9-10	
Improve your Analytical Skills "Making Information Work for You"	R 2, 950 Ex VAT					10													
Better Business Writing - Skills, Principles and Techniques	R 5, 750 Ex VAT		24-25			28-29				18-19									
Practical Business and Technical Report Writing	R 5, 750 Ex VAT				18-19														
A Guide to Project Management Principles and Practices	R 3, 450 Ex VAT			13							26								
Skills for Project Managers	R 5, 750 Ex VAT				23-24														
Managing Projects with MS Project	R 5, 750 Ex VAT	26-27				9-10													
Professional Purchasing and Procurement Skills	R 5, 750 Ex VAT		16-17			20-21												22-23	

Click on the course name for more information

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		July	Aug	Sept	Oct	Nov	Dec	July	Aug	Sept	Oct	Nov	Dec	July	Aug	Sept	Oct	Nov	Dec
<b>Business Skills Courses</b>																			
Submitting Winning Tenders	R 3, 450 Ex VAT	6		26			11												
Conducting Meaningful and Powerful Meetings	R 2, 950 Ex VAT	24						24											
Everyday Performance Management that Works	R 3, 450 Ex VAT	28				17					24					22			
Train the Trainer	R 8, 450 Ex VAT		28-30																
<b>Soft Skills Courses</b>																			
Business Etiquette and Cultural Diversity	R 3, 450 Ex VAT	26				15					22					21			
Dealing with Difficult People	R 3, 450 Ex VAT	19			13			18				7				6			
Intelligent Business Communication Skills	R 3, 450 Ex VAT				20						9				24				
Practical Self-Confidence and Assertiveness Skills	R 5, 750 Ex VAT			14-15		6-7					24-25							20-21	
Effective Skills for Resolving Customer Complaints	R 2, 950 Ex VAT			18															
Strategies for Dealing with Conflict in the Workplace	R 2, 950 Ex VAT						11												
Rapid Problem Solving and Decision Making Skills	R 5, 750 Ex VAT			7-8															
Master the Art of Negotiation Skills	R 5, 750 Ex VAT		2-3			20-21		7-8									24-25		
<b>Financial Skills Courses</b>																			
Introduction to Finance for Non-Financial Managers	R 3, 450 Ex VAT	27		12		16		25				23				20			
Practical Finance, Accounts and Budgets for Non-Financial Managers	R 5, 750 Ex VAT				11-12					6-7								14-15	
Using Excel for Advanced Financial Analysis	R 6, 950 Ex VAT		22-23			7-8		19-20				16-17							
The Highly Effective Accounts Assistant	R 4, 850 Ex VAT	26-27			10-11						19-20				22-23				
Powerful Proven Debt Collecting Techniques	R 3, 450 Ex VAT		3			8			18							14			
Advanced Debt Collection Tactics and Strategies	R 3, 450 Ex VAT			19			4				12							16	
The Legal Aspects and Processes of Collecting Debt	R 3, 450 Ex VAT				25							10							
Practical Credit Management	R 3, 450 Ex VAT					22													

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		July	Aug	Sept	Oct	Nov	Dec	July	Aug	Sept	Oct	Nov	Dec	July	Aug	Sept	Oct	Nov	Dec
<b>Secretarial Skills Courses</b>																			
Telephone Etiquette and Frontline Reception Skills	R 2, 950 Ex VAT	27		26		22		24				27							3
The Secrets of Success for Secretaries and PAs	R 2, 950 Ex VAT				10				3					15					
A Secretaries' Guide to Meetings and Minute Taking	R 2, 950 Ex VAT		7			27					23						19		
Event Management for Secretaries and Office Professionals	R 4, 850 Ex VAT				25-26														
Using Emotional Intelligence as a Secretary / PA	R 2, 950 Ex VAT		1			3							25						
The Highly Effective Executive Secretary	R 5, 750 Ex VAT	24-25				9-10				5-6						12-13			
The South African Ultimate Personal Assistant	R 5, 750 Ex VAT		23-24		18-19		7-8					7-8						16-17	
The Professional Office Manager - Responsibilities, Skills & Techniques	R 5, 750 Ex VAT			11-12															

## Venues:

- Johannesburg:** Corporate Conference Centre, Dowerglen  
The Mecure Hotel, Bedfordview
- Pretoria:** Lynnwood Conference Centre, Lynnwood  
Crickelwood Manor Boutique Hotel, Waterkloof
- Cape Town:** Belmont Square Conference Centre, Rondebosch  
The Peninsula Hotel, Sea Point
- Durban:** Sica's Guest House, Berea

**2017 3rd Edition  
Catalogue:**

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Click on the course name for more information