



CAREER SKILLS NEWS

We are passionate about what we do, let us get your staff passionate about it too!

October / November '18

- Discipline in the workplace
- Public training dates
- Welcome to Kacey Muller
- Richard Branson on punctuality
- Note from the editor
- Quote

Employees are now expected handle functions in various disciplines in the business world, we aim to equip staff with the right tools in organisational functions such as; human resources, finance, management development, sales, administration and various essential skills. A combination of training, role-plays and practical exercises, will ensure that staff gain immediate insight into the business world.

Through a multi-faceted approach, Career Skills is able to gear staff up for the fast changing working environment which is becoming more and more customer driven. Our programmes give staff the opportunity to develop interpersonal and problem-solving skills, to manage risks and uncertainty, and gain analytical and financial expertise in a versatile business environment.

"Career Skills wants to equip staff with the right skills to help accelerate their access to and progress in the workplace.

Contact us regarding our exciting new programmes!

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Note from the editor:

Time flies when you are having fun! It has been an excitingly busy year.

As we enter the last quarter of the year we are determined to make it count!

We have developed new and exciting programmes, updated existing programmes to bring them to the forefront of business today. With the Career Skills Academy opening its doors in January 2019—we have been productive!

Of course this would not have been possible without the committed team we have. To you all a BIG thank you!

Regards

Zola



It is with great sadness that we learnt of the sudden passing of one of our beloved students and friends Veronica.

Veronica you will be missed!

Career Skills wishes the friends, family and colleagues of Veronica our sincere condolences. Our thoughts and prayers are with you all through this difficult time.

PUBLIC TRAINING DATES, OCTOBER TO NOVEMBER 2019

October

- 9 Outlook Part 1
- 10 & 11 Telephone Skills & Customer Care
- 16 Time Management
- 17 Outlook Part 1
- 18 Business Writing

November

- 9 Outlook Part 1
- 10 & 11 Telephone Skills & Customer Care
- 16 Time Management
- 17 Outlook Part 1
- 18 Business Writing

Kacey Muller has joined the Career Skills team as a sales consultant.

Welcome Kacey!
We wish you all the best.



Quote:

The value of education can never be overstated
The danger of ignorance can never be overestimated

unknown

THE IMPORTANCE OF BEING ON TIME



When I was a teenager I kept my father and a few of his friends waiting for an event I was meant to be at. My father took me to one side and quietly said: "Is your time so much more important than everybody else's here, that you can so casually be late?" I don't believe I've ever been late to a meeting since, when it was at all in my control.

If it becomes impossible to arrive on time, I make sure I absolutely let people know and apologise. But before that, I do everything possible to get there on time. Last year I was stuck in traffic in New York, and realised I wasn't going to make it to an interview about climate change at the agreed time.

I jumped out of the car and ran down the sweltering Manhattan street as fast as I could go, running 15 blocks to Rockefeller Plaza. We made it a few minutes before our slot. I was sweaty – but I wasn't late! Another time, visiting the UK, I found myself sprinting across Westminster Bridge to make a meeting at the Home Office.

There's very little that annoys me in life, but people turning up late really does irritate me. It certainly reminds me of my dad's wise comments.

<https://www.linkedin.com/feed/update/urn:li:activity:6445008007225970688>



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Punctuality is not about being on time, it's basically about respecting your own commitments.



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