

CHOOSE CAREER SKILLS FOR A CAREER WHERE THE VARIETY OF OPPORTUNITIES AND CHALLENGES ALLOWS YOU TO MAKE A DIFFERENCE EVERY DAY. A PLACE WHERE YOU CAN DEVELOP YOUR POTENTIAL AND GROW PROFESSIONALLY

PUBLIC WORKSHOP FOR FEBRUARY-MARCH 2019

<u>Training</u>	<u>No. of days</u>	<u>Date</u>	<u>Price</u>
<u>FEBRUARY</u>			
Minute Taking	1 day	11 th	R 1 795.00
Report Writing (12153)	2 days	12 th & 13 th	R 3 250.00
Supervisory Leadership	2 days	19 th & 20 th	R 3 579.00
<u>MARCH</u>			
Excel Beginners	2 days	5 th & 6 th	R 2 895.00
Excel Advanced	2 days	13 th & 14 th	R 3 193.00
Supervisory Leadership	2 days	19 th & 20 th	R 3 579.00
<u>APRIL</u>			
Employment Equity Committee	1 day	9 th	R1 875.00
Skills Development	1 day	11 th	R1 875.00
POPI Act	1 day	16 th	R2 019.00
<u>MAY</u>			
Communication Written & Spoken	2 days	7 th & 8 th	R3 250.00
Telephone Etiquette	1 day	14 th	R1 625.00
Customer Service	1 day	15 th	R1 625.00
Problem Solving	2 days	21 st & 22 nd	R3 925.00
<u>JUNE</u>			
Sales Intro	2 days	4 th & 5 th	R3 750.00
Supervisory Leadership	2 days	11 th & 12 th	R3 579.00
Shop Stewards	2 days	18 th & 19 th	R3 750.00
<u>JULY</u>			
Credit Control Development	2 days	9 th & 10 th	R3 575.00
Excel Introduction	2 days	15 th & 16 th	R2 895.00
Time Management	1 days	23 rd	R1 875.00
<u>AUGUST</u>			
Report Writing (12153)	2 days	6 th & 7 th	R3 250.00
Excel Intermediate	1 day	13 th	R1 925.00
Managing Admin	3 days	20 th , 21 st & 22 nd	R4 895.00



SEPTEMBER			
Front Line/Reception	2 days	10 th & 11 th	R3 250.00
Finance for Non-Financial Managers	2 days	16 th & 17 th	R4 825.00
OCTOBER			
Managing Budgets	1 day	9 th	R1 975.00
Excel Advanced	1 day	15 th	R3 193.00

VENUE:

18 Randleigh Road
Dawnview
Primrose

PARKING:

On the premises.

TIMES:

08:00 for 08:30 – 16:00

PRICE INCLUDES:

All meals and refreshments. Training material. Certificates

All quoted prices are per person and excludes VAT

NB: Please notify us if any of your staff members have specific dietary requirements.

PAYMENTS:

Prepayment secures your booking. Please ensure that enrolments are processed urgently.

