



Training Calendar – August to December 2017

Category & Course	Cost per Learner	Cost for 8 Learners Onsite	No. of Days	August				September				October				November				December			
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Management & Leadership																							
Building a High Performance Team for managers and supervisors	R2 980	R16 980	2																			12-13	
Change Management	R2 980	R16 980	2									10, 11											
Developing Corporate Behaviour	R2 980	R16 980	2											26, 27									
Finances for Non-Financial Managers	R1 820	R9 320	1															24					
Leaving a Legacy through Leadership	R2 980	R16 980	2												30, 31								

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				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Management by Objectives	R2 980	R16 980	2										12, 13										
Self Management																							
Attention and Workflow Management	R1 820	R9 320	1										11										
Time Management	R2 980	R16 980	2						14-15														
Emotional Intelligence	R1 820	R9 320	1										10										
Face and Resolve Conflict	R1 820	R9 320	1									6											
Business Management																							
Risk Management	R2 980	R16 980	2				29, 30																
Public Administration and Management	R7 300	R42 000	4							19-22													
Project Management for Managers	R2 980	R16 980	2								27, 28												
Minute Taking	R1 820	R9 320	1									3											

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				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Business Writing	R2 980	R16 980	2										12, 13										
Report Writing	R1 820	R9 320	1											18									
Advanced Communication	R2 980	R16 980	2												24, 25								
Writing an Effective Business Plan	R1 820	R9 320	1																29				
Customer Relations																							
Sales Skills	R2 980	R16 980	2														7, 8						
Customer Service	R1 820	R9 320	1															15					
Computer Skills																							
Ms Word-Formatting Documents and Reports	R875	R5 600	0.5											18									
Ms Outlook-Intermediate	R1 820	R9 320	1												25								
Ms Outlook-Advanced	R1 820	R9 320	1										25										

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Ms Excel-Pivot Tables and Dashboards	R875	R5 600	0.5												27								
Productivity Workshop	R2 980	R16 980	2												30, 31								
Excel-Intermediate	R2 980	R16 980	2				31	1															
Excel-Advanced	R1 820	R9 320	1													3							
Ms Word-Intermediate	R1 820	R9 320	1															22					
Ms Word-Advanced	R1 820	R9 320	1															24					
Ms Excel-Mastering Tables and Charts	R875	R5 600	0.5													8							

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