



2012

Business

Skills

Programme



Tel: 033 345 2747 • pcb@pcb.org.za • www.pcb.org.za

DATE	TIME	TOPIC	TRAINER
14 Feb	8:30 – 12:30	Systems For Office Administration Efficiency – The CLIP System	Shân Cade – HarmieAndShanie.com
22 Feb	8:30 – 14:30	Fire Fighting - Level 1	Hassan Yusuf – Global Learning Services
29 Feb & 1 Mar	8:30 – 16:30	First Aid - Level 1	Piet Makhoba – Pukka Enterprises
7 Mar	8:30 – 12:30	Executing Strategy – The Discipline of Getting the Important Things Done	Jonathan Black/Brian Smith – Smith & Black Corporate Advisors
15 Mar	8:30 – 12:30	Change – Breakdown or Breakthrough?	Bill Miller – Centre for Interactive Leadership
20 Mar	8:30 – 16:30	CCMA Conciliation & Arbitration	Nic Nortje - NKR
17 April	8:30 – 13:00	Telephone Reception	Ann-Rose Oldham – Maritzburg Business College
24 April	8:30 – 12:30	Customer Service Excellence	Maureen Cohen Pevsner – Trainsmart
8 May	8:30 – 12:30	Export Administration & Risk Management	Shân Cade – HarmieAndShanie.com
17 May	8:30 – 16:30	General Health & Safety	Yugesh Heeralall – RMC Risk Management Consultants
7 June	8:30 – 12:30	ProfitMAX	Patrick Greenaway – ActionCOACH
14 June	8:30 – 16:30	MS Word 2010 - Level 1	Nimmie Naidu – IT Certification Academy
20 June	8:30 – 14:30	How To Get Your Point Across	Brenda Eckstein - BEI
18 July	8:30 – 12:30	Petty Cash Management	Alison Engelbrecht – Women in Business
26 July	8:30 – 16:30	Minute Taking	Samantha Govender – Durban University of Technology
2 Aug	8:30 – 12:30	SalesRICH	Patrick Greenaway – ActionCOACH
14 Aug	8:30 – 14:30	Stress Management Strategies	Leon Grové – Leverage & Growth
21 Aug	8:30 – 16:30	MS Excel 2010 - Level 2	Nimmie Naidu – IT Certification Academy
4 Sept	8:30 – 12:30	Consumer Protection Compliance, MOU's and Joint Ventures	Simon Hayes – Tomlinson Mnguni James Attorneys
11 Sept	8:30 – 12:30	Introduction to the use of a Fire Extinguisher	Nitesh Amersi – Rural Metro Emergency Management Services
11 Oct	8:30 – 16:30	Performance Management	Nic Nortje - NKR
18 Oct	8:30 – 12:30	Discipline in the Workplace	Craig Gopaul - Labourex
24 Oct	8:30 – 13:00	Telephone Reception	Ann-Rose Oldham – Maritzburg Business College
30 Oct	8:30 – 16:30	MS Powerpoint 2010 – Level 1	Bilal Kathrada – Durban University of Technology

- Compliance Courses**
- Business Skills**
- Computer Skills**
- Management & HR**

Attendees will
receive a
certificate of
attendance

COST

MEMBERS
(incl. VAT)

Half day: R480 p/p, R440 for 3/more, R400 for 5/more
6 hr: R800 p/p, R750 3/more, R700 for 5/more
Full day: R950 p/p, R900 for 3/more, R850 for 5/more

NON-MEMBERS
(incl. VAT)

Half day: R660 p/p, R620 for 3/more, R580 for 5/more
6hr: R1100p/p, R1050 for 3/more, R1000 for 5/more
Full day: R1300 p/p, R1250 3/more, R1200 for 5/more