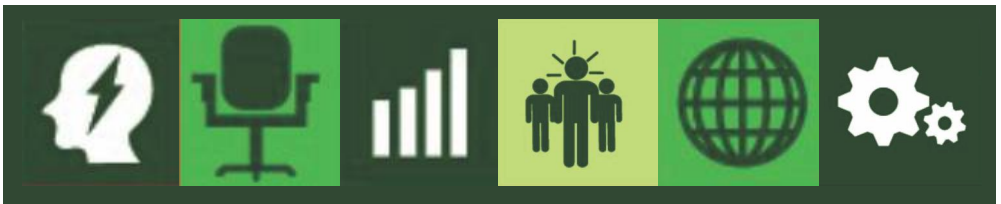




# BUSINESS SKILLS PROGRAMME 2017



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2017

# BUSINESS SKILLS



DATE	TIME	TOPIC	TRAINER
7 February	8:30 - 13:00	Working Together – Striving For Excellence – Simple Tips for Communication and Behaviour in the Workplace	Maureen Pevsner - Trainsmart
15 February	8:30 - 13:00	Minute Taking	Christi Naudé - Centiment Development
23 February	8:30 - 12:30	Social Media Marketing	Jolyon Annandale - Jolyons
2 March	8:30 - 12:30	Effective Delegation, Giving Instructions & How To Be Assertive	Brenda Eckstein - Brenda Eckstein International
8 March	8:00 - 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College
14 March	8:30 - 16:30	MS Excel 2013 – Core	Nimmie Naidu - IT Certification Academy
23 March	8:30 - 12:30	How to Become a Super Star Marketing Co-ordinator	Fran Piggott - Marketing Guru
25 April	8:30 - 12:30	Poor Performance Management	Nic Nortje - NKR Outsourced HR
4 May	8:30 - 12:30	Managing Discipline	Ian Webster - Simply Communicate Consulting
9 May	8:30 - 12:30	Managing the B-BBEE Process Painlessly	Genevieve Chubb - Rocksolid Consulting
16 May	8:30 - 12:30	Compensation for Occupational Injuries & Diseases (COID) Act	Jennie Heesen - Pro Has Consultants
8 June	8:30 - 12:30	CCMA – Conciliation & Arbitration	Nic Nortje - NKR Outsourced HR
13 June	8:30 - 12:30	Death By Powerpoint – Developing Powerful Presentations	Janet Finch - Fresh Eyes Communication & Training
21 June	8:00 - 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College
25 July	8:00 - 12:30	Creating a Step-by-Step Marketing Strategy that is Easy To Follow & Gets Profitable Results	Fran Piggott - Marketing Guru
2 August	8:30 - 12:30	Making Media Work For Your Company	Derek Alberts - Purple Boa Creations
15 August	8:30 - 13:00	Exceptional Customer Service and More!	Maureen Pevsner - Trainsmart
17 August	8:30 - 12:30	CLIP - Sustainable Business Thinking	Shân Cade - Harmie and Shanie Com
29 August	8:30 - 12:30	Diversity Management	Terry Taylor & Reuben Mohapi - Targeted HR Solutions
5 September	8:30 - 12:30	Inspirational Leadership	Ian Webster - Simply Communicate Consulting
13 September	8:30 - 12:30	Effecting Discipline, Chairing Hearings and Dismissal in the Workplace	Nic Nortje - NKR Outsourced HR
12 October	8:30 - 12:30	Employee Appraisal System	Terry Taylor & Reuben Mohapi - Targeted HR Solutions
24 October	8:30 - 12:30	Effective Meeting Management	Dan Ramjit - Logical Business Solutions
2 November	8:30 - 12:30	Effective Delegation, Giving Instructions & How To Be Assertive	Brenda Eckstein - Brenda Eckstein International
15 November	8:00 - 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College
21 November	8:30 - 13:00	Essential Sales Skills	Maureen Pevsner - Trainsmart

- Business Skills
- Computer Skills
- Management & HR
- Sales & Marketing

COST	<b>MEMBERS</b> <i>(incl. VAT)</i>	<b>Half day:</b> R630 p/p, R600 p/p for 3/more, R550 p/p for 5/more <b>Full day:</b> R1260 p/p, R1230 p/p for 3/more, R1170 p/p for 5/more
	<b>NON-MEMBERS</b> <i>(incl. VAT)</i>	<b>Half day:</b> R730 p/p, R700 p/p for 3/more, R650 p/p for 5/more <b>Full day:</b> R1360 p/p, R1330 p/p 3/more, R1270 p/p for 5/more

Attendees will receive a certificate of attendance