



# BUSINESS SKILLS PROGRAMME 2018

033 345 2747 • [pcb@pcb.org.za](mailto:pcb@pcb.org.za) • [www.pcb.org.za](http://www.pcb.org.za)

2018

# BUSINESS SKILLS



DATE	TIME	TOPIC	TRAINER
7 February	8:30 – 12:30	Introduction to Social Media Marketing	Jolyon Annandale – Jolyons
13 February	8:30 – 13:00	Working Together – Striving For Excellence – Simple Tips for Communication and Behaviour in the Workplace	Maureen Pevsner - Trainsmart
22 February	8:30 – 12:30	Petty Cash Management	Ali Engelbrecht – Women in Business
7 March	8:30 – 12:30	HR Department of One	Ian Webster – Simply Communicate Consulting
13 March	8:30 – 12:30	Internet, Email, Social Media & Law	Nic Nortje – NKR Outsourced HR
19 April	8:30 – 12:30	How To Read Financial Statements	Thirusha Govender – ControlPro
24 April	8:30 – 13:00	Minute Taking	Christi Naudé – Centiment Development
9 May	8:00 – 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College
15 May	8:30 - 16:30	MS Excel 2013 – Core	Nimmie Naidu - IT Certification Academy
7 June	8:30 – 12:30	Effective Delegation, Giving Instructions & How To Be Assertive	Brenda Eckstein – Brenda Eckstein International
19 June	8:30 – 12:30	Compensation for Occupational Injuries & Diseases (COID) Act	Jennie Heesen - Pro HaS Consultants
19 July	8:30 – 12:30	Employment Equity Compliance	Michelle Isaac – Training Leadership Consulting
24 July	8:30 – 12:30	The New Retail Consumer	Uraisha Haswell – Penny-Whistle Projects
7 August	8:30 – 12:30	Managing Incapacity & Absenteeism	Terry Taylor & Reuben Mohapi – Targeted HR Solutions
15 August	8:30 – 13:00	Exceptional Customer Service and More!	Maureen Pevsner - Trainsmart
29 August	8:30 – 16:30	MS Excel 2016 – Advanced	Mark Tyrer – Summit Solutions
13 September	8:30 – 12:30	Effecting Discipline, Charing Hearings & Dismissal in the Workplace	Nic Nortje – NKR Outsourced HR
20 September	8:30 – 12:30	Making The Most Of Your Own Media	Derek Alberts – Purple Boa Creations
24 October	8:30 – 12:30	Managing the B-BBEE Process Painlessly	Genevieve Chubb - Rocksolid Consulting
30 October	8:30 – 12:30	Essential Communication Skills	Janet Finch – Fresh Eyes Communication
14 November	8:30 – 12:30	Sales Skills	Davies Kachusha – Think 360
21 November	8:00 – 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College

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

COST	<b>HALF DAY</b> (incl. VAT)	<b>Members:</b> R635.52 p/p, R605.27 p/p for 3/more, R554.83 p/p for 5/more <b>Non-members:</b> R736.40 p/p, R706.15 p/p for 3/more, R655.71 p/p for 5/more
	<b>FULL DAY</b> (incl. VAT)	<b>Members:</b> R1271.05 p/p, R1240.79 p/p for 3/more, R1180.27 p/p for 5/more <b>Non-members:</b> R1371.93 p/p, R1341.67 p/p 3/more, R1281.15 p/p for 5/more

Attendees will receive a certificate of attendance