



BUSINESS SKILLS PROGRAMME

2019



2019

BUSINESS SKILLS



DATE	TIME	TOPIC	TRAINER
7 February	8:30 – 12:30	How to Market Your Business in Today's World	Anthea Forder - AppCity
13 February	8:30 – 12:30	HR Department of One	Ian Webster – Simply Communicate Consulting
19 February	8:30 – 16:30	CCMA – Conciliation & Arbitration	Nic Nortje – NKR Outsourced HR
26 February	8:30 – 13:00	Working Together – Striving For Excellence – Simple Tips for Communication and Behaviour in the Workplace	Maureen Pevsner - Trainsmart
14 March	8:30 – 12:30	Effective Delegation, Giving Instructions & How To Be Assertive	Brenda Eckstein – Brenda Eckstein International
10 April	8:00 – 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College
25 April	8:30 – 12:30	Sexual Harassment Awareness	Reuben Mohapi – Targeted HR Solutions
7 May	8:30 - 12:30	Building A Strong System Of Internal Control	Thirusha Govender - ControlPro
16 May	8:00 – 13:00	Minute Taking	Christi Naudé – Centiment Development
6 June	8:30 – 16:30	MS Excel 2016 – Core	Malusi Zungu – IT Certification Academy
11 June	8:30 – 12:30	Compensation for Occupational Injuries & Diseases (COID) Act	Jennie Heesen - Pro HaS Consultants
17 July	8:30 – 12:30	Employment Equity Compliance	Michelle Isaac – Training Leadership Consulting
23 July	8:30 – 12:30	Customer Loyalty is Built on Trust - Know how to earn it	Hilton Tredgold – Fit For Business
15 August	8:30 – 12:30	Critical Thinking	Shari Cade - Shân Cade Training & Consulting
21 August	8:30 – 12:30	Making Strategic Planning Work	Ian Webster – Simply Communicate Consulting
27 August	8:30 – 16:30	Managing Incapacity & Absenteeism	Reuben Mohapi – Targeted HR Solutions
10 September	8:30 – 15:30	MS Excel 2016 – Intermediate	Mark Tyrer – Summit Solutions
18 September	8:30 - 16:30	Effecting Discipline, Chairing Hearings & Dismissal in the Workplace	Nic Nortje – NKR Outsourced HR
3 October	8:30 – 12:30	Upping the Media Game: How To Make Your Media Count More	Derek Alberts – Purple Boa Creations
9 October	8:30 – 12:30	B-BBEE	Genevieve Chubb - Rocksolid Consulting
17 October	8:30 – 13:00	Exceptional Customer Service and More!	Maureen Pevsner - Trainsmart
23 October	8:30 – 12:30	Introduction to Risk Assessments	Mike Heesen - Pro HaS Consultants
13 November	8:00 – 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College

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

COST	HALF DAY <i>(incl. VAT)</i>	Members: R675 p/p, R640 p/p for 3/more, R590 p/p for 5/more Non-members: R895 p/p, R875 p/p for 3/more, R850 p/p for 5/more
	FULL DAY <i>(incl. VAT)</i>	Members: R1350 p/p, R1315 p/p for 3/more, R1250 p/p for 5/more Non-members: R1600 p/p, R1550 p/p for 3/more, R1500 for 5/more

Attendees will receive a certificate of attendance