



BUSINESS PARTNERS CENTRE  
 23 JAN HOFMEYR ROAD, WESTVILLE, 3630  
 Tel: (031) 267 1229 Fax: 086 517 8625  
 sales@kznbtc.co.za www.kznbusinesstraining.co.za

Course	Venue	US	Status	Days	Start Date	Cost pp Ex VAT	Discounted Cost PP for 3 on the Same Day	Discounted Cost PP for 4 or more on the Same Day
Excel Level 1	Durban		Non Credit Bearing	1	17-Jan-2019	R1 450.00	R1 305.00	R1 305.00
Emotional Intelligence	Durban		Non Credit Bearing	1	18-Jan-2019	R2 200.00	R1 980.00	R1 870.00
Introduction to Supply Chain Management	Durban		Non Credit Bearing	1	21-Jan-2019	R2 200.00	R1 980.00	R1 870.00
Managing Career Progression Through Skills Development - Accredited	Durban	252029	Accredited	3	21-Jan-2019	R6 600.00	R5 940.00	R5 775.00
Customer Service Excellence - Accredited	Durban	114974	Accredited	1	22-Jan-2019	R2 800.00	R2 520.00	R2 450.00
Excel Level 2	Durban		Non Credit Bearing	1	23-Jan-2019	R1 450.00	R1 305.00	R1 305.00
Excel Level 3	Durban		Non Credit Bearing	1	24-Jan-2019	R1 450.00	R1 305.00	R1 305.00
Negotiation Skills - Accredited	Durban	13948	Accredited	2	24-Jan-2019	R5 000.00	R4 500.00	R4 375.00
Email Writing and Etiquette	Durban		Non Credit Bearing	1	25-Jan-2019	R2 200.00	R1 980.00	R1 870.00
Managers' Development Programme	Durban	252031	Non Credit Bearing	3	28-Jan-2019	R6 000.00	R5 400.00	R5 100.00
Minute Taking - Accredited	Durban	13934	Accredited	1	28-Jan-2019	R2 800.00	R2 520.00	R2 450.00
Sales - The FABs of Products and Services - Accredited	Durban	252196	Accredited	1	01-Feb-2019	R2 800.00	R2 520.00	R2 450.00
Goal Setting – Fired up and Focused	Durban		Non Credit Bearing	1	04-Feb-2019	R2 200.00	R1 980.00	R1 870.00
Leadership the Right Way - Accredited	Durban	242824	Accredited	3	04-Feb-2019	R6 600.00	R5 940.00	R5 775.00
Excel Level 1	Durban		Non Credit Bearing	1	05-Feb-2019	R1 450.00	R1 305.00	R1 305.00
Excel Level 2	Durban		Non Credit Bearing	1	06-Feb-2019	R1 450.00	R1 305.00	R1 305.00
Finance for Non-Financial Managers - Accredited	Durban	117156	Accredited	2	07-Feb-2019	R5 000.00	R4 500.00	R4 375.00
Supervisory Management - Accredited	Durban	13912	Accredited	2	07-Feb-2019	R5 000.00	R4 500.00	R4 375.00
Basic Labour Law - Accredited	Durban	13952	Accredited	3	11-Feb-2019	R6 600.00	R5 940.00	R5 775.00
Time Management - Accredited	Durban	15234	Accredited	2	11-Feb-2019	R5 000.00	R4 500.00	R4 375.00
Project Management Essentials	Durban	120372	Non Credit Bearing	2	13-Feb-2019	R4 400.00	R3 960.00	R3 740.00
Project Management Essentials - Accredited	Durban	120372	Accredited	3	13-Feb-2019	R6 600.00	R5 940.00	R5 775.00
Emotional Intelligence - Self-Mastery and Interpersonal Skills - Accredited	Durban	252031	Accredited	2	14-Feb-2019	R5 000.00	R4 500.00	R4 375.00
Managing Effectively - Accredited	Durban	14667	Accredited	3	18-Feb-2019	R6 600.00	R5 940.00	R5 775.00
Quality Management - Accredited	Durban	120383	Accredited	2	18-Feb-2019	R5 000.00	R4 500.00	R4 375.00
Excel Level 3	Durban		Non Credit Bearing	1	20-Feb-2019	R1 450.00	R1 305.00	R1 305.00
Business Presentation Skills - Accredited	Durban	242840	Accredited	2	21-Feb-2019	R5 000.00	R4 500.00	R4 375.00
Word Level 1	Durban		Non Credit Bearing	1	21-Feb-2019	R1 450.00	R1 305.00	R1 305.00
Word Level 2	Durban		Non Credit Bearing	1	22-Feb-2019	R1 450.00	R1 305.00	R1 305.00
Receptionist - Front Office and Telephone Techniques - Accredited	Durban	13928 & 7790	Accredited	2	25-Feb-2019	R5 000.00	R4 500.00	R4 375.00
Stock and Fixed Asset Management - Accredited	Durban	13945	Accredited	1	25-Feb-2019	R2 800.00	R2 520.00	R2 450.00
Telephone Techniques - Accredited	Durban	7790	Accredited	1	26-Feb-2019	R2 800.00	R2 520.00	R2 450.00
Zulu - Conversational isiZulu	Durban		Non Credit Bearing	8 x 2 Hrs	26-Feb-2019	R2 400.00	R2 160.00	R2 160.00
Customer Service - Managing Complaints - Accredited	Durban	252210	Accredited	1	27-Feb-2019	R2 800.00	R2 520.00	R2 450.00
Introduction to Computing and Windows	Durban		Non Credit Bearing	1	27-Feb-2019	R1 450.00	R1 305.00	R1 305.00
Business Writing Skills - Accredited	Durban	12153	Accredited	2	28-Feb-2019	R5 000.00	R4 500.00	R4 375.00
HR - Introductory Basics - Accredited	Durban	119713	Accredited	2	28-Feb-2019	R5 000.00	R4 500.00	R4 375.00
Customer Service - Ensuring Customer Satisfaction - Accredited	Durban	252214	Accredited	2	04-Mar-2019	R5 000.00	R4 500.00	R4 375.00
Operations Planning Development and Implementation - Accredited	Durban	252032	Accredited	3	04-Mar-2019	R6 600.00	R5 940.00	R5 775.00
Assertiveness and Conflict Resolution	Durban		Non Credit Bearing	1	06-Mar-2019	R2 200.00	R1 980.00	R1 870.00
Communicating with Confidence	Durban		Non Credit Bearing	1	07-Mar-2019	R2 200.00	R1 980.00	R1 870.00



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Course	Venue	US	Status	Days	Start Date	Cost pp Ex VAT	Discounted Cost PP for 3 on the Same Day	Discounted Cost PP for 4 or more on the Same Day
Team Leader - Accredited	Durban	242821	Accredited	2	07-Mar-2019	R5 000.00	R4 500.00	R4 375.00
Supervisory Skills	Durban		Non Credit Bearing	1	08-Mar-2019	R2 200.00	R1 980.00	R1 870.00
Leadership - Motivating and Developing Teams - Accredited	Durban	242819	Accredited	3	11-Mar-2019	R6 600.00	R5 940.00	R5 775.00
Sales - Seal the Deal - Accredited	Durban	10047	Accredited	2	11-Mar-2019	R5 000.00	R4 500.00	R4 375.00
Stores and Stock Control	Durban		Non Credit Bearing	1	13-Mar-2019	R2 200.00	R1 980.00	R1 870.00
Budgeting and Managing Budgets - Accredited	Durban	242810	Accredited	2	14-Mar-2019	R5 000.00	R4 500.00	R4 375.00
Excel Level 1	Durban		Non Credit Bearing	1	14-Mar-2019	R1 450.00	R1 305.00	R1 305.00
Excel Level 2	Durban		Non Credit Bearing	1	15-Mar-2019	R1 450.00	R1 305.00	R1 305.00
Dealing with Challenging Customers	Durban		Non Credit Bearing	1	18-Mar-2019	R2 200.00	R1 980.00	R1 870.00
Diversity Management - Accredited	Durban	252043	Accredited	2	18-Mar-2019	R5 000.00	R4 500.00	R4 375.00
Excel Level 3	Durban		Non Credit Bearing	1	19-Mar-2019	R1 450.00	R1 305.00	R1 305.00
Introduction to MS Office	Durban		Non Credit Bearing	1	20-Mar-2019	R1 450.00	R1 305.00	R1 305.00
PowerPoint Level 1	Durban		Non Credit Bearing	1	25-Mar-2019	R1 450.00	R1 305.00	R1 305.00
PowerPoint Level 2	Durban		Non Credit Bearing	1	26-Mar-2019	R1 450.00	R1 305.00	R1 305.00
PA and Executive Secretary Skills - Accredited	Durban	110021 & 13929	Accredited	3	27-Mar-2019	R6 600.00	R5 940.00	R5 775.00
Business Communication Skills	Durban	110506	Non Credit Bearing	1	02-Apr-2019	R2 200.00	R1 980.00	R1 870.00
Effective Office Administration - Accredited	Durban	110021 & 110009	Accredited	3	03-Apr-2019	R6 600.00	R5 940.00	R5 775.00
Introduction to Computing and Windows	Durban		Non Credit Bearing	1	04-Apr-2019	R1 450.00	R1 305.00	R1 305.00
Excel Level 1	Durban		Non Credit Bearing	1	05-Apr-2019	R1 450.00	R1 305.00	R1 305.00
Supervisory Management - Accredited	Durban	13912	Accredited	2	08-Apr-2019	R5 000.00	R4 500.00	R4 375.00
Customer Service Excellence - Accredited	Durban	114974	Accredited	1	10-Apr-2019	R2 800.00	R2 520.00	R2 450.00
Reception - The Amazing Receptionist	Durban		Non Credit Bearing	1	10-Apr-2019	R2 200.00	R1 980.00	R1 870.00
The Amazing Receptionist	Durban		Non Credit Bearing	1	10-Apr-2019	R2 200.00	R1 980.00	R1 870.00
Excel Level 2	Durban		Non Credit Bearing	1	11-Apr-2019	R1 450.00	R1 305.00	R1 305.00
Internal Customer Service	Durban		Non Credit Bearing	1	12-Apr-2019	R2 200.00	R1 980.00	R1 870.00
Sales - Identify New Potential and Existing Business - Accredited	Durban	252193	Accredited	1	12-Apr-2019	R2 800.00	R2 520.00	R2 450.00
Time Management - Planning and Prioritising for Teams - Accredited	Durban	242811	Accredited	2	15-Apr-2019	R5 000.00	R4 500.00	R4 375.00
Excel Level 3	Durban		Non Credit Bearing	1	16-Apr-2019	R1 450.00	R1 305.00	R1 305.00
Introduction to MS Office	Durban		Non Credit Bearing	1	06-May-2019	R1 450.00	R1 305.00	R1 305.00
Excel Level 1	Durban		Non Credit Bearing	1	07-May-2019	R1 450.00	R1 305.00	R1 305.00
Leadership the Right Way - Accredited	Durban	242824	Accredited	3	08-May-2019	R6 600.00	R5 940.00	R5 775.00
Team Leader - Accredited	Durban	242821	Accredited	2	09-May-2019	R5 000.00	R4 500.00	R4 375.00
Finance for Non-Financial Managers - Accredited	Durban	117156	Accredited	2	13-May-2019	R5 000.00	R4 500.00	R4 375.00
Stores and Stock Control	Durban		Non Credit Bearing	1	13-May-2019	R2 200.00	R1 980.00	R1 870.00
Email Writing and Etiquette	Durban		Non Credit Bearing	1	14-May-2019	R2 200.00	R1 980.00	R1 870.00
Basic Labour Law - Accredited	Durban	13952	Accredited	3	15-May-2019	R6 600.00	R5 940.00	R5 775.00
Excel Level 2	Durban		Non Credit Bearing	1	15-May-2019	R1 450.00	R1 305.00	R1 305.00



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Emotional Intelligence	Durban		Non Credit Bearing	1	17-May-2019	R2 200.00	R1 980.00	R1 870.00
Managing Effectively - Accredited	Durban	14667	Accredited	3	20-May-2019	R6 600.00	R5 940.00	R5 775.00
Excel Level 3	Durban		Non Credit Bearing	1	22-May-2019	R1 450.00	R1 305.00	R1 305.00
Business Presentation Skills - Accredited	Durban	242840	Accredited	2	23-May-2019	R5 000.00	R4 500.00	R4 375.00
Time and Stress Management	Durban	15234	Non Credit Bearing	1	24-May-2019	R2 200.00	R1 980.00	R1 870.00
Problem Solving and Decision Making - Accredited	Durban	242817	Accredited	2	03-Jun-2019	R5 000.00	R4 500.00	R4 375.00
Introduction to Computing and Windows	Durban		Non Credit Bearing	1	05-Jun-2019	R1 450.00	R1 305.00	R1 305.00
Emotional Intelligence - Self-Mastery and Interpersonal Skills - Accredited	Durban	252031	Accredited	2	06-Jun-2019	R5 000.00	R4 500.00	R4 375.00
Time Management - Accredited	Durban	15234	Accredited	2	06-Jun-2019	R5 000.00	R4 500.00	R4 375.00
Assertiveness and Conflict Resolution	Durban		Non Credit Bearing	1	10-Jun-2019	R2 200.00	R1 980.00	R1 870.00
Leadership - Motivating and Developing Teams - Accredited	Durban	242819	Accredited	3	10-Jun-2019	R6 600.00	R5 940.00	R5 775.00
Excel Level 1	Durban		Non Credit Bearing	1	11-Jun-2019	R1 450.00	R1 305.00	R1 305.00
Supervisory Skills	Durban		Non Credit Bearing	1	12-Jun-2019	R2 200.00	R1 980.00	R1 870.00
PowerPoint Level 1	Durban		Non Credit Bearing	1	13-Jun-2019	R1 450.00	R1 305.00	R1 305.00
Sales - Seal the Deal - Accredited	Durban	10047	Accredited	2	13-Jun-2019	R5 000.00	R4 500.00	R4 375.00
PowerPoint Level 2	Durban		Non Credit Bearing	1	14-Jun-2019	R1 450.00	R1 305.00	R1 305.00
Customer Service - Managing Complaints - Accredited	Durban	252210	Accredited	1	19-Jun-2019	R2 800.00	R2 520.00	R2 450.00
Excel Level 2	Durban		Non Credit Bearing	1	19-Jun-2019	R1 450.00	R1 305.00	R1 305.00
Receptionist - Front Office and Telephone Techniques - Accredited	Durban	13928 & 7790	Accredited	2	20-Jun-2019	R5 000.00	R4 500.00	R4 375.00
Telephone Techniques - Accredited	Durban	7790	Accredited	1	21-Jun-2019	R2 800.00	R2 520.00	R2 450.00
Employment Equity and Skills Development Legislation	Durban		Non Credit Bearing	1	24-Jun-2019	R2 200.00	R1 980.00	R1 870.00
Project Management Essentials	Durban	120372	Non Credit Bearing	2	24-Jun-2019	R4 400.00	R3 960.00	R3 740.00
Project Management Essentials - Accredited	Durban	120372	Accredited	3	24-Jun-2019	R6 600.00	R5 940.00	R5 775.00
Word Level 1	Durban		Non Credit Bearing	1	25-Jun-2019	R1 450.00	R1 305.00	R1 305.00
Word Level 2	Durban		Non Credit Bearing	1	26-Jun-2019	R1 450.00	R1 305.00	R1 305.00
Excel Level 3	Durban		Non Credit Bearing	1	27-Jun-2019	R1 450.00	R1 305.00	R1 305.00
Dealing with Challenging Customers	Durban		Non Credit Bearing	1	03-Jul-2019	R2 200.00	R1 980.00	R1 870.00
Excel Level 1	Durban		Non Credit Bearing	1	03-Jul-2019	R1 450.00	R1 305.00	R1 305.00
Managing Career Progression Through Skills Development - Accredited	Durban	252029	Accredited	3	08-Jul-2019	R6 600.00	R5 940.00	R5 775.00
Minute Taking - Accredited	Durban	13934	Accredited	1	09-Jul-2019	R2 800.00	R2 520.00	R2 450.00
Customer Service Excellence - Accredited	Durban	114974	Accredited	1	10-Jul-2019	R2 800.00	R2 520.00	R2 450.00
Budgeting and Managing Budgets - Accredited	Durban	242810	Accredited	2	11-Jul-2019	R5 000.00	R4 500.00	R4 375.00
Excel Level 2	Durban		Non Credit Bearing	1	11-Jul-2019	R1 450.00	R1 305.00	R1 305.00
Reception - The Amazing Receptionist	Durban		Non Credit Bearing	1	12-Jul-2019	R2 200.00	R1 980.00	R1 870.00
The Amazing Receptionist	Durban		Non Credit Bearing	1	12-Jul-2019	R2 200.00	R1 980.00	R1 870.00
Business Writing Skills - Accredited	Durban	12153	Accredited	2	15-Jul-2019	R5 000.00	R4 500.00	R4 375.00
Operations Planning Development and Implementation - Accredited	Durban	252032	Accredited	3	15-Jul-2019	R6 600.00	R5 940.00	R5 775.00
Zulu - Conversational isiZulu	Durban		Non Credit Bearing	8 x 2 Hrs	16-Jul-2019	R2 400.00	R2 160.00	R2 160.00
Excel Level 3	Durban		Non Credit Bearing	1	18-Jul-2019	R1 450.00	R1 305.00	R1 305.00



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Negotiation Skills - Accredited	Durban	13948	Accredited	2	18-Jul-2019	R5 000.00	R4 500.00	R4 375.00
Stock and Fixed Asset Management - Accredited	Durban	13945	Accredited	1	19-Jul-2019	R2 800.00	R2 520.00	R2 450.00
Supervisory Management - Accredited	Durban	13912	Accredited	2	22-Jul-2019	R5 000.00	R4 500.00	R4 375.00
Train The Trainer	Durban	117871	Non Credit Bearing	3	22-Jul-2019	R6 000.00	R5 400.00	R5 100.00
Time Management - Planning and Prioritising for Teams - Accredited	Durban	242811	Accredited	2	25-Jul-2019	R5 000.00	R4 500.00	R4 375.00
Team Leader - Accredited	Durban	242821	Accredited	2	05-Aug-2019	R5 000.00	R4 500.00	R4 375.00
Business Communication Skills	Durban	110506	Non Credit Bearing	1	06-Aug-2019	R2 200.00	R1 980.00	R1 870.00
Customer Service - Ensuring Customer Satisfaction - Accredited	Durban	252214	Accredited	2	07-Aug-2019	R5 000.00	R4 500.00	R4 375.00
Excel Level 1	Durban		Non Credit Bearing	1	08-Aug-2019	R1 450.00	R1 305.00	R1 305.00
Business Presentation Skills - Accredited	Durban	242840	Accredited	2	12-Aug-2019	R5 000.00	R4 500.00	R4 375.00
Finance for Non-Financial Managers - Accredited	Durban	117156	Accredited	2	12-Aug-2019	R5 000.00	R4 500.00	R4 375.00
Goal Setting – Fired up and Focused	Durban		Non Credit Bearing	1	14-Aug-2019	R2 200.00	R1 980.00	R1 870.00
Managing Effectively - Accredited	Durban	14667	Accredited	3	14-Aug-2019	R6 600.00	R5 940.00	R5 775.00
Time and Stress Management	Durban	15234	Non Credit Bearing	1	16-Aug-2019	R2 200.00	R1 980.00	R1 870.00
Effective Office Administration - Accredited	Durban	110021 & 110009	Accredited	3	19-Aug-2019	R6 600.00	R5 940.00	R5 775.00
Excel Level 2	Durban		Non Credit Bearing	1	19-Aug-2019	R1 450.00	R1 305.00	R1 305.00
Excel Level 3	Durban		Non Credit Bearing	1	20-Aug-2019	R1 450.00	R1 305.00	R1 305.00
Communicating with Confidence	Durban		Non Credit Bearing	1	22-Aug-2019	R2 200.00	R1 980.00	R1 870.00
Introduction to MS Office	Durban		Non Credit Bearing	1	23-Aug-2019	R1 450.00	R1 305.00	R1 305.00
Stores and Stock Control	Durban		Non Credit Bearing	1	23-Aug-2019	R2 200.00	R1 980.00	R1 870.00
Leadership the Right Way - Accredited	Durban	242824	Accredited	3	28-Aug-2019	R6 600.00	R5 940.00	R5 775.00
Supervisory Skills	Durban		Non Credit Bearing	1	05-Sep-2019	R2 200.00	R1 980.00	R1 870.00
Excel Level 1	Durban		Non Credit Bearing	1	06-Sep-2019	R1 450.00	R1 305.00	R1 305.00
Sales - Seal the Deal - Accredited	Durban	10047	Accredited	2	09-Sep-2019	R5 000.00	R4 500.00	R4 375.00
Excel Level 2	Durban		Non Credit Bearing	1	10-Sep-2019	R1 450.00	R1 305.00	R1 305.00
Leadership - Motivating and Developing Teams - Accredited	Durban	242819	Accredited	3	11-Sep-2019	R6 600.00	R5 940.00	R5 775.00
Time Management - Accredited	Durban	15234	Accredited	2	11-Sep-2019	R5 000.00	R4 500.00	R4 375.00
Email Writing and Etiquette	Durban		Non Credit Bearing	1	13-Sep-2019	R2 200.00	R1 980.00	R1 870.00
Emotional Intelligence	Durban		Non Credit Bearing	1	16-Sep-2019	R2 200.00	R1 980.00	R1 870.00
Project Management Essentials	Durban	120372	Non Credit Bearing	2	16-Sep-2019	R4 400.00	R3 960.00	R3 740.00
Project Management Essentials - Accredited	Durban	120372	Accredited	3	16-Sep-2019	R6 600.00	R5 940.00	R5 775.00
Employment Equity and Skills Development Legislation	Durban		Non Credit Bearing	1	17-Sep-2019	R2 200.00	R1 980.00	R1 870.00
Excel Level 3	Durban		Non Credit Bearing	1	18-Sep-2019	R1 450.00	R1 305.00	R1 305.00
Diversity Management - Accredited	Durban	252043	Accredited	2	19-Sep-2019	R5 000.00	R4 500.00	R4 375.00
PA and Executive Secretary Skills - Accredited	Durban	110021 & 13929	Accredited	3	30-Sep-2019	R6 600.00	R5 940.00	R5 775.00
Introduction to Computing and Windows	Durban		Non Credit Bearing	1	01-Oct-2019	R1 450.00	R1 305.00	R1 305.00
Internal Customer Service	Durban		Non Credit Bearing	1	03-Oct-2019	R2 200.00	R1 980.00	R1 870.00
Excel Level 1	Durban		Non Credit Bearing	1	07-Oct-2019	R1 450.00	R1 305.00	R1 305.00
Receptionist - Front Office and Telephone Techniques - Accredited	Durban	13928 & 7790	Accredited	2	07-Oct-2019	R5 000.00	R4 500.00	R4 375.00



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Telephone Techniques - Accredited	Durban	7790	Accredited	1	08-Oct-2019	R2 800.00	R2 520.00	R2 450.00
Assertiveness and Conflict Resolution	Durban		Non Credit Bearing	1	09-Oct-2019	R2 200.00	R1 980.00	R1 870.00
Excel Level 2	Durban		Non Credit Bearing	1	10-Oct-2019	R1 450.00	R1 305.00	R1 305.00
Emotional Intelligence - Self-Mastery and Interpersonal Skills - Accredited	Durban	252031	Accredited	2	14-Oct-2019	R5 000.00	R4 500.00	R4 375.00
Excel Level 3	Durban		Non Credit Bearing	1	15-Oct-2019	R1 450.00	R1 305.00	R1 305.00
Supervisory Management - Accredited	Durban	13912	Accredited	2	16-Oct-2019	R5 000.00	R4 500.00	R4 375.00
Time and Stress Management	Durban	15234	Non Credit Bearing	1	16-Oct-2019	R2 200.00	R1 980.00	R1 870.00
Reception - The Amazing Receptionist	Durban		Non Credit Bearing	1	17-Oct-2019	R2 200.00	R1 980.00	R1 870.00
The Amazing Receptionist	Durban		Non Credit Bearing	1	17-Oct-2019	R2 200.00	R1 980.00	R1 870.00
Customer Service Excellence - Accredited	Durban	114974	Accredited	1	18-Oct-2019	R2 800.00	R2 520.00	R2 450.00
Stores and Stock Control	Durban		Non Credit Bearing	1	18-Oct-2019	R2 200.00	R1 980.00	R1 870.00
Business Writing Skills - Accredited	Durban	12153	Accredited	2	21-Oct-2019	R5 000.00	R4 500.00	R4 375.00
Finance for Non-Financial Managers - Accredited	Durban	117156	Accredited	2	21-Oct-2019	R5 000.00	R4 500.00	R4 375.00
Problem Solving and Decision Making - Accredited	Durban	242817	Accredited	2	24-Oct-2019	R5 000.00	R4 500.00	R4 375.00
Introduction to MS Office	Durban		Non Credit Bearing	1	25-Oct-2019	R1 450.00	R1 305.00	R1 305.00
Customer Service - Ensuring Customer Satisfaction - Accredited	Durban	252214	Accredited	2	04-Nov-2019	R5 000.00	R4 500.00	R4 375.00
Excel Level 1	Durban		Non Credit Bearing	1	06-Nov-2019	R1 450.00	R1 305.00	R1 305.00
Business Presentation Skills - Accredited	Durban	242840	Accredited	2	07-Nov-2019	R5 000.00	R4 500.00	R4 375.00
Dealing with Challenging Customers	Durban		Non Credit Bearing	1	11-Nov-2019	R2 200.00	R1 980.00	R1 870.00
Excel Level 2	Durban		Non Credit Bearing	1	12-Nov-2019	R1 450.00	R1 305.00	R1 305.00
Basic Labour Law - Accredited	Durban	13952	Accredited	3	13-Nov-2019	R6 600.00	R5 940.00	R5 775.00
Managing Effectively - Accredited	Durban	14667	Accredited	3	13-Nov-2019	R6 600.00	R5 940.00	R5 775.00
Excel Level 3	Durban		Non Credit Bearing	1	18-Nov-2019	R1 450.00	R1 305.00	R1 305.00
Business Communication Skills	Durban	110506	Non Credit Bearing	1	19-Nov-2019	R2 200.00	R1 980.00	R1 870.00
Supervisory Skills	Durban		Non Credit Bearing	1	20-Nov-2019	R2 200.00	R1 980.00	R1 870.00
Customer Service Excellence - Accredited	Durban	114974	Accredited	1	02-Dec-2019	R2 800.00	R2 520.00	R2 450.00
Excel Level 1	Durban		Non Credit Bearing	1	03-Dec-2019	R1 450.00	R1 305.00	R1 305.00
Excel Level 2	Durban		Non Credit Bearing	1	04-Dec-2019	R1 450.00	R1 305.00	R1 305.00
Excel Level 3	Durban		Non Credit Bearing	1	05-Dec-2019	R1 450.00	R1 305.00	R1 305.00
Excel Level 1	Durban		Non Credit Bearing	1	16-Jan-2020	R1 450.00	R1 305.00	R1 305.00
Emotional Intelligence	Durban		Non Credit Bearing	1	17-Jan-2020	R2 200.00	R1 980.00	R1 870.00
Managing Career Progression Through Skills Development - Accredited	Durban	252029	Accredited	3	20-Jan-2020	R6 600.00	R5 940.00	R5 775.00
Customer Service Excellence - Accredited	Durban	114974	Accredited	1	21-Jan-2020	R2 800.00	R2 520.00	R2 450.00
Excel Level 2	Durban		Non Credit Bearing	1	22-Jan-2020	R1 450.00	R1 305.00	R1 305.00
Negotiation Skills - Accredited	Durban	13948	Accredited	2	23-Jan-2020	R5 000.00	R4 500.00	R4 375.00
Email Writing and Etiquette	Durban		Non Credit Bearing	1	24-Jan-2020	R2 200.00	R1 980.00	R1 870.00
Minute Taking - Accredited	Durban	13934	Accredited	1	27-Jan-2020	R2 800.00	R2 520.00	R2 450.00
Leadership the Right Way - Accredited	Durban	242824	Accredited	3	03-Feb-2020	R6 600.00	R5 940.00	R5 775.00
Excel Level 1	Durban		Non Credit Bearing	1	04-Feb-2020	R1 450.00	R1 305.00	R1 305.00





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Course	Venue	US	Status	Days	Start Date	Cost pp Ex VAT	Discounted Cost PP for 3 on the Same Day	Discounted Cost PP for 4 or more on the Same Day
Goal Setting – Fired up and Focused	Durban		Non Credit Bearing	1	05-Feb-2020	R2 200.00	R1 980.00	R1 870.00
Finance for Non-Financial Managers - Accredited	Durban	117156	Accredited	2	06-Feb-2020	R5 000.00	R4 500.00	R4 375.00
Supervisory Management - Accredited	Durban	13912	Accredited	2	06-Feb-2020	R5 000.00	R4 500.00	R4 375.00
Time Management - Accredited	Durban	15234	Accredited	2	10-Feb-2020	R5 000.00	R4 500.00	R4 375.00
Sales - The FABs of Products and Services - Accredited	Durban	252196	Accredited	1	11-Feb-2020	R2 800.00	R2 520.00	R2 450.00
Excel Level 2	Durban		Non Credit Bearing	1	12-Feb-2020	R1 450.00	R1 305.00	R1 305.00
Project Management Essentials	Durban	120372	Non Credit Bearing	2	12-Feb-2020	R4 400.00	R3 960.00	R3 740.00
Project Management Essentials - Accredited	Durban	120372	Accredited	3	12-Feb-2020	R6 600.00	R5 940.00	R5 775.00
Emotional Intelligence - Self-Mastery and Interpersonal Skills - Accredited	Durban	252031	Accredited	2	13-Feb-2020	R5 000.00	R4 500.00	R4 375.00
Customer Service - Managing Complaints - Accredited	Durban	252210	Accredited	1	17-Feb-2020	R2 800.00	R2 520.00	R2 450.00
Managing Effectively - Accredited	Durban	14667	Accredited	3	17-Feb-2020	R6 600.00	R5 940.00	R5 775.00
Excel Level 3	Durban		Non Credit Bearing	1	19-Feb-2020	R1 450.00	R1 305.00	R1 305.00
Business Presentation Skills - Accredited	Durban	242840	Accredited	2	20-Feb-2020	R5 000.00	R4 500.00	R4 375.00
Word Level 1	Durban		Non Credit Bearing	1	20-Feb-2020	R1 450.00	R1 305.00	R1 305.00
Word Level 2	Durban		Non Credit Bearing	1	21-Feb-2020	R1 450.00	R1 305.00	R1 305.00
Receptionist - Front Office and Telephone Techniques - Accredited	Durban	13928 & 7790	Accredited	2	24-Feb-2020	R5 000.00	R4 500.00	R4 375.00
Stock and Fixed Asset Management - Accredited	Durban	13945	Accredited	1	24-Feb-2020	R2 800.00	R2 520.00	R2 450.00
Telephone Techniques - Accredited	Durban	7790	Accredited	1	25-Feb-2020	R2 800.00	R2 520.00	R2 450.00
Zulu - Conversational isiZulu	Durban		Non Credit Bearing	8 x 2 Hrs	25-Feb-2020	R2 400.00	R2 160.00	R2 160.00
Introduction to Computing and Windows	Durban		Non Credit Bearing	1	26-Feb-2020	R1 450.00	R1 305.00	R1 305.00
Business Writing Skills - Accredited	Durban	12153	Accredited	2	27-Feb-2020	R5 000.00	R4 500.00	R4 375.00
Customer Service - Ensuring Customer Satisfaction - Accredited	Durban	252214	Accredited	2	02-Mar-2020	R5 000.00	R4 500.00	R4 375.00
Operations Planning Development and Implementation - Accredited	Durban	252032	Accredited	3	02-Mar-2020	R6 600.00	R5 940.00	R5 775.00
Assertiveness and Conflict Resolution	Durban		Non Credit Bearing	1	04-Mar-2020	R2 200.00	R1 980.00	R1 870.00
Communicating with Confidence	Durban		Non Credit Bearing	1	05-Mar-2020	R2 200.00	R1 980.00	R1 870.00
Team Leader - Accredited	Durban	242821	Accredited	2	05-Mar-2020	R5 000.00	R4 500.00	R4 375.00
Supervisory Skills	Durban		Non Credit Bearing	1	06-Mar-2020	R2 200.00	R1 980.00	R1 870.00
Leadership - Motivating and Developing Teams - Accredited	Durban	242819	Accredited	3	09-Mar-2020	R6 600.00	R5 940.00	R5 775.00
Sales - Seal the Deal - Accredited	Durban	10047	Accredited	2	09-Mar-2020	R5 000.00	R4 500.00	R4 375.00
Stores and Stock Control	Durban		Non Credit Bearing	1	11-Mar-2020	R2 200.00	R1 980.00	R1 870.00
Budgeting and Managing Budgets - Accredited	Durban	242810	Accredited	2	12-Mar-2020	R5 000.00	R4 500.00	R4 375.00
Excel Level 1	Durban		Non Credit Bearing	1	12-Mar-2020	R1 450.00	R1 305.00	R1 305.00
Excel Level 2	Durban		Non Credit Bearing	1	13-Mar-2020	R1 450.00	R1 305.00	R1 305.00
Dealing with Challenging Customers	Durban		Non Credit Bearing	1	16-Mar-2020	R2 200.00	R1 980.00	R1 870.00
Diversity Management - Accredited	Durban	252043	Accredited	2	16-Mar-2020	R5 000.00	R4 500.00	R4 375.00