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**** ALL ACCREDITED COURSES ARE AVAILABLE IN NON-CREDIT BEARING FORMAT**

**** ALL COURSES ARE AVAILABLE EXCLUSIVLY AT YOUR PREMISES ON AGREED DATES AND TIMES - PLEASE ASK US FOR A QUOTE**

Course	Accreditation Status	US	Credits	NQF	Days	Cost pp Ex VAT
Absenteeism in the Workplace	Non-Credit Bearing				1	R2 200.00
Assertiveness and Conflict Resolution	Non-Credit Bearing				1	R2 200.00
Basic Labour Law	Non-Credit Bearing	13952		4	3	R6 000.00
Basic Labour Law - Accredited	Accredited	13952	8	4	3	R6 600.00
Budgeting and Managing Budgets	Non-Credit Bearing	242810	6	4	2	R4 400.00
Budgeting and Managing Budgets - Accredited	Accredited	242810	6	4	2	R5 000.00
Business Communication Skills	Non-Credit Bearing	110506		4	1	R2 200.00
Business Etiquette	Non-Credit Bearing	114959			1	R2 200.00
Business Etiquette - Accredited	Accredited	114959	4	2	1	R2 800.00
Business Presentation Skills	Non-Credit Bearing	242840		4	2	R4 400.00
Business Presentation Skills - Accredited	Accredited	242840	2	4	2	R5 000.00
Business Writing Skills	Non-Credit Bearing	12153		4	2	R4 400.00
Business Writing Skills - Accredited	Accredited	12153	5	4	2	R5 000.00
Chairing a Disciplinary Hearing	Non-Credit Bearing	10985		6	1	R2 200.00
Chairing and Managing Meetings	Non-Credit Bearing	242816	5	4	1	R2 200.00
Chairing and Managing Meetings - Accredited	Accredited	242816	5	4	1	R2 800.00
Change Management	Non-Credit Bearing	15214	3	5	1	R2 200.00
Change Management - Determine a Change Process - Accredited	Accredited	252021	8	5	2	R5 000.00
Change Management - Implementation - Accredited	Accredited	15214	3	5	2	R5 000.00
Coaching	Non-Credit Bearing	113909		3	2	R4 400.00
Coaching and Mentoring	Non-Credit Bearing	113909		3	2	R4 400.00
Coaching and Mentoring - Accredited	Accredited	252035	8	5	3	R6 600.00
Coaching and Talent Selection - Accredited	Accredited	252035	8	5	2	R5 000.00
Communicate and Collaborate	Non-Credit Bearing		6	5	2	R4 400.00
Communicate and Collaborate - Accredited	Accredited		6	5	2	R5 000.00
Communicating with Confidence	Non-Credit Bearing				1	R2 200.00
Competency Based Interviewing - Accredited	Accredited	12140	9	5	2	R5 000.00
Conduct a Disciplinary Hearing	Non-Credit Bearing	255514		5	2	R4 400.00
Conflict Management	Non-Credit Bearing	114226	8	5	2	R4 400.00
Conflict Management - Accredited	Accredited	114226	8	5	2	R5 000.00



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Contact Centre Service Excellence	Non-Credit Bearing				3	R6 000.00
Costing and Pricing Principles - Accredited	Accredited	263455	6	4	2	R5 000.00
Customer Service - Managing Complaints	Non-Credit Bearing	252210		4	1	R2 200.00
Customer Service - Managing Complaints - Accredited	Accredited	252210	4	4	1	R2 800.00
Customer Service Excellence	Non-Credit Bearing	114974		2	1	R2 200.00
Customer Service Excellence - Accredited	Accredited	114974	2	2	1	R2 800.00
Customer Service in IsiZulu	Non-Credit Bearing				1	R1 450.00
Customer Service Management - Accredited	Accredited	242829	5	4	2	R5 000.00
Dealing with Challenging Customers	Non-Credit Bearing				1	R2 200.00
Diversity Management	Non-Credit Bearing	252043	6	5	2	R4 400.00
Diversity Management - Accredited	Accredited	252043	6	5	2	R5 000.00
EE Awareness	Non-Credit Bearing				1	R1 450.00
Effective Office Administration	Non-Credit Bearing	110021		4	2	R4 400.00
Effective Office Administration - Accredited	Accredited	110021	10	4	2	R5 000.00
Email Writing and Etiquette	Non-Credit Bearing				1	R2 200.00
Emotional Intelligence	Non-Credit Bearing				1	R2 200.00
Emotional Intelligence - Interpersonal Skills	Non-Credit Bearing				1	R2 200.00
Emotional Intelligence - Self-Mastery	Non-Credit Bearing				1	R2 200.00
Emotional Intelligence - Self-Mastery and Interpersonal Skills	Non-Credit Bearing	252031	4	5	2	R4 400.00
Emotional Intelligence - Self-Mastery and Interpersonal Skills - Accredited	Accredited	252031	4	5	2	R5 000.00
Employment Equity and Skills Development Legislation	Non-Credit Bearing				1	R2 200.00
Employment Equity for Committees	Non-Credit Bearing				1	R2 200.00
Ethics - Implementing a Code of Conduct - Accredited	Accredited	242815	5	4	1	R2 800.00
Ethics in Business	Non-Credit Bearing	113924	2	2	1	R2 200.00
Ethics in Business - Accredited	Accredited	113924	2	2	1	R2 800.00
Event Coordination - Accredited	Accredited	13929	3	3	1	R2 800.00
Excel Level 1	Non-Credit Bearing				1	R1 450.00
Excel Level 2	Non-Credit Bearing				1	R1 450.00
Excel Level 3	Non-Credit Bearing				1	R1 450.00
Excel Super User Scenarios	Non-Credit Bearing				1	R1 450.00
Finance for Non-Financial Managers	Non-Credit Bearing	117156		4	2	R4 400.00
Finance for Non-Financial Managers - Accredited	Accredited	117156	4	4	2	R5 000.00
Fraud Detection and Control - Accredited	Accredited	110026	4	4	1	R2 800.00
Goal Setting – Fired up and Focused	Non-Credit Bearing				1	R2 200.00
HIV Awareness	Non-Credit Bearing	13915			1	R1 450.00



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HIV Awareness - Accredited	Accredited	13915	4	3	2	R5 000.00
HR - Introductory Basics - Accredited	Accredited	119713	4	3	2	R5 000.00
Initiating a Disciplinary Enquiry	Non-Credit Bearing	11286		5	1	R2 200.00
Internal Customer Service	Non-Credit Bearing				1	R2 200.00
Interpersonal Skills	Non-Credit Bearing				1	R2 200.00
Introduction to Computing and Windows	Non-Credit Bearing				1	R1 450.00
Introduction to MS Office	Non-Credit Bearing				1	R1 450.00
Introduction to Supply Chain Management	Non-Credit Bearing				1	R2 200.00
Knowledge Management Principles - Accredited	Accredited	252044	6	5	2	R5 000.00
Leadership - Motivating and Developing Teams	Non-Credit Bearing	242819		4	3	R6 000.00
Leadership - Motivating and Developing Teams - Accredited	Accredited	242819	10	4	3	R6 600.00
Leadership Development Programme	Non-Credit Bearing				5	R10 200.00
Leadership the Right Way	Non-Credit Bearing	242824		4	3	R6 000.00
Leadership the Right Way - Accredited	Accredited	242824	12	4	3	R6 600.00
Living your Brand	Non-Credit Bearing				2	R4 400.00
Manage and Improve Communication Processes - Accredited	Accredited	264408	3	6	2	R5 000.00
Management - Create an Innovative Environment - Accredited	Accredited	252020	6	5	2	R5 000.00
Management - Evaluation of Operations vs Best Practice - Accredited	Accredited	252024	4	5	1	R2 800.00
Management by Objective	Non-Credit Bearing	242822	10	4	3	R6 000.00
Management by Objective - Accredited	Accredited	242822	10	4	3	R6 600.00
Managers' Development Programme	Non-Credit Bearing	252031		5	3	R6 000.00
Managing Career Progression Through Skills Development	Non-Credit Bearing	252029		5	3	R6 000.00
Managing Career Progression Through Skills Development - Accredited	Accredited	252029	8	5	3	R6 600.00
Managing Effectively - Accredited	Accredited	14667	10	4	3	R6 600.00
Marketing - The FABs of Products and Services	Non-Credit Bearing	252196		4	1	R2 200.00
Marketing - The FABs of Products and Services - Accredited	Accredited	252196	4	4	1	R2 800.00
Mentoring	Non-Credit Bearing	114215		4	1	R2 200.00
Minute Taking	Non-Credit Bearing	13934	4	3	1	R2 200.00
Minute Taking - Accredited	Accredited	13934	4	3	1	R2 800.00
Negotiation Skills	Non-Credit Bearing	13948		4	2	R4 400.00
Negotiation Skills - Accredited	Accredited	13948	5	4	2	R5 000.00
Operations Management - Introductory Basics	Non-Credit Bearing	119668		2	1	R2 200.00
Operations Planning and Management	Non-Credit Bearing	263434		4	1	R2 200.00
Operations Planning Development and Implementation - Accredited	Accredited	252032	8	5	3	R6 600.00
Outlook Level 1	Non-Credit Bearing				1	R1 450.00



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Outlook Level 2	Non-Credit Bearing				1	R1 450.00
OutlookProductivity Tips and Tricks	Non-Credit Bearing				1	R1 450.00
PA and Executive Secretary Skills - Accredited	Accredited	110021 & 13929	10	4	3	R6 600.00
Performance Management	Non-Credit Bearing	11473		4	1	R2 200.00
Performance Management - Accredited	Accredited	11473	8	4	2	R5 000.00
Performance Management (NQF5)	Non-Credit Bearing	252034	8	5	2	R4 400.00
Performance Management (NQF5) - Accredited	Accredited	252034	8	5	2	R5 000.00
Personal Budgeting In Isizulu	Non-Credit Bearing				1	R1 450.00
PowerPoint Level 1	Non-Credit Bearing				1	R1 450.00
PowerPoint Level 2	Non-Credit Bearing				1	R1 450.00
Problem Solving and Decision Making	Non-Credit Bearing	242817		4	2	R4 400.00
Problem Solving and Decision Making - Accredited	Accredited	242817	8	4	2	R5 000.00
Project Management Essentials	Non-Credit Bearing	120372		4	2	R4 400.00
Project Management Essentials - Accredited	Accredited	120372	5	4	2	R5 000.00
Quality Management - Accredited	Accredited	120383	6	3	2	R5 000.00
Reception - The Amazing Receptionist	Non-Credit Bearing				1	R2 200.00
Reception - The Amazing Receptionist - Accredited	Accredited	7790	3	3	1	R2 800.00
Report Writing - Accredited	Accredited	110023	6	4	2	R5 000.00
Retail Selling Skills	Non-Credit Bearing				1	R2 200.00
Risk Management - Accredited	Accredited	252025	8	5	2	R5 000.00
Sales - Ensuring Customer Satisfaction	Non-Credit Bearing	252214	6	4	2	R4 400.00
Sales - Ensuring Customer Satisfaction - Accredited	Accredited	252214	6	4	2	R5 000.00
Sales - Identify New Potential and Existing Business - Accredited	Accredited	252193	4	4	1	R2 800.00
Sales - Outsmart Your Competition	Non-Credit Bearing	252211	6	4	2	R4 400.00
Sales - Outsmart Your Competition - Accredited	Accredited	252211	6	4	2	R5 000.00
Sales - Seal the Deal	Non-Credit Bearing	10047		5	2	R4 400.00
Sales - Seal the Deal - Accredited	Accredited	10047	5	5	2	R5 000.00
Secretarial Skills - Accredited	Accredited	110021	6	4	2	R5 000.00
Self-Mastery	Non-Credit Bearing				2	R4 400.00
Sexual Harassment in the Workplace	Non-Credit Bearing				1	R2 200.00
Stock and Fixed Asset Management - Accredited	Accredited	13945	2	4	1	R2 800.00
Stores and Stock Control	Non-Credit Bearing				1	R2 200.00
Strategic Planning - Improving Business Performance	Non-Credit Bearing	263456	4	4	1	R2 200.00
Supervision with Project Principles	Non-Credit Bearing	120388		5	2	R4 400.00
Supervisory Management	Non-Credit Bearing	13912		3	2	R4 400.00



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Supervisory Management - Accredited	Accredited	13912	5	3	2	R5 000.00
Supervisory Skills	Non-Credit Bearing				1	R2 200.00
Team Leader	Non-Credit Bearing	242821	6	4	2	R4 400.00
Team Leader - Accredited	Accredited	242821	6	4	2	R5 000.00
Team Leader Fundamentals	Non-Credit Bearing				1	R2 200.00
Telephone Techniques	Non-Credit Bearing	7790			1	R2 200.00
Telephone Techniques - Accredited	Accredited	7790	3	3	1	R2 800.00
Telephonic Relationship Selling	Non-Credit Bearing				1	R2 200.00
The Amazing Receptionist	Non-Credit Bearing				1	R2 200.00
Time and Stress Management	Non-Credit Bearing	15234		5	1	R2 200.00
Time Management	Non-Credit Bearing	15234		5	2	R4 400.00
Time Management - Accredited	Accredited	15234	4	5	2	R5 000.00
Time Management - Planning and Prioritising	Non-Credit Bearing	242811	5	4	2	R4 400.00
Time Management - Planning and Prioritising - Accredited	Accredited	242811	5	4	2	R5 000.00
Tone Deaf Doesn't Work	Non-Credit Bearing				1	R2 200.00
Train The Trainer	Non-Credit Bearing	117871		5	3	R6 000.00
Transformational Leadership	Non-Credit Bearing				1	R2 200.00
Unconscious Bias	Non-Credit Bearing				1	R2 200.00
Word Level 1	Non-Credit Bearing				1	R1 450.00