

Course Name	Duration / Type	Workshop cost per delegate per day	Self-study cost per delegate incl. training material, exam, certificate and shipping of material in South Africa
<b>Management</b>			
Business Administration Management	Self-study	-	R 3 890,00
Presentation Skills for Managers	1 Day or Self-study	R 1,290,00	R 1,290,00
Small Business Management	Self-study	-	R 1,490,00
Introduction to Personnel Management	Self-study	-	R 1,290,00
Business Etiquette	1 Day	R 1,090,00	-
Conflict Management	1 Day	R 1,090,00	-
Effective Presentations	1 Day	R 1,290,00	-
Managing Employee Conduct	1 Day	R 1,090,00	-
Coaching. Managing Mentoring	Self-study	-	R 1,490,00
Negotiation Skills	1 Day or Self-study	R 1,290,00	R 1,490,00
Performance Management Fundamentals	Self-study	-	R 1,490,00
Teambuilding	1 Day	R 1,290,00	-
<b>Secretarial/Administration</b>			
Professional Skills for Executive Secretaries	Self-study	-	R 1,790,00
Business Writing and Minute Taking Protocol	1 Day	R 1,490.00	-
Human Resources for Office Administrators	Self-study	-	R 2,690,00
Project Management for Office Professionals	Self-study	-	R 2,790,00
Certificate in Financial Secretarial Studies	Self-study	-	R 3,290,00
Personal Assistant & Secretary Development Course	1 Day	R 1,490.00	-
Success Skills for Secretaries and PA's	1 Day	R 1,490.00	-
Receptionist and Frontline Training Programme	1 Day	R 1,290.00	-
<b>Human Resources</b>			
Conflict Management	1 Day	R 1,090,00	-
Managing Employee Conduct	1 Day	R 1,090,00	-
Managing Employee Grievances	1 Day	R 1,090,00	-
HIV-AIDS Management in the Workplace	1 Day	R 990,00	-
Interviewing Skills	1 Day	R 1,090,00	-
Labour Relations made easy	1 Day	R 1,090,00	-
Performance Management Fundamentals	Self-study	-	R 1,490.00
<b>Personal &amp; Professional Development</b>			
Assertiveness Skills	1 Day	R 990	-
Critical Thinking	1 Day	R 990	-
Problem Solving and Decision Making Techniques	1 Day	R 1,090,00	-
Stress Management	1 Day	R 1,090,00	-
Time Management	1 Day	R 1,090,00	-
<b>Sales &amp; Customer Service</b>			
Defusing Hostile Clients	1 Day	R 1,090,00	R 1,290,00
Beyond Customer Service	1 Day	R 1,090,00	-
Sales Management	Self-study	-	R 1,490.00
Effective Presentations - Includes MS PowerPoint	1 Day	R 1,490.00	-
<b>Finance</b>			
Basic Fundamentals of Bookkeeping	Self-study	-	R 1,790.00
<b>Project Management</b>			
Project Management Basic	Self-study	-	R 1,490.00
<b>Other</b>			
Smoking at work	1 Day	R 990,00	-
Alcohol and Drug Counseling	Self-study	-	R 1,290.00
Anger Management	1 Day	R 1,290,00	-
Understanding Tuberculosis	1 Day	R 990,00	-