



TRAINING CALENDAR JANUARY - JUNE 2019

STRUCTURED COMMUNICATION PROGRAMMES

COURSE	RATE	JHB	CPT	PTA	DBN	PE
Brilliant Business Writing Accredited: US12153 Q57712 · NQF Level: 4	R4 930	6-7 Mar 18-19 Jun	30-31 Jan 17-18 Apr	24-25 Jan	21-22 Feb 13-14 May	14-15 Feb
Email Etiquette A Specialised Training Programme	R2 540	1 Apr	24 May	4 Jun	3 Jun	3 Jun
Essential Assertiveness A Specialised Training Programme	R2 540	3 Apr 12 Jun	11 Mar 10 Jun		15 Feb 28 Jun	29 Jan
Mastering Business Communication A Specialised Training Programme	R4 930	4-5 Feb 6-7 May	28-29 Mar 20-21 Jun	9-10 Apr	14-15 Mar	
Minute Taking for Meetings Accredited: US13934 Q67465 · NQF Level: 3	R2 540	12 Apr	8 Feb	28 Feb	11 Mar 10 Jun	
Negotiating for Results Accredited: US13948 Q83946 · NQF Level: 4	R4 930	18-19 Feb 13-14 May	11-12 Feb	4-5 Apr	16-17 Jan 11-12 Apr	
Perfect Presentation Skills Accredited: US242840 Q61595 · NQF Level: 4	R 5 250	27-28 Mar 20-21 Jun	18-19 Feb 13-14 May	14-15 Feb	6-7 Feb 5-6 Jun	
Professional Report Writing Accredited: US110023 Q61595 · NQF Level: 4	R4 930	30-31 Jan 22-23 May	14-15 Feb 9-10 May	4-5 Mar	25-26 Mar 11-12 Jun	15-16 May
Quality Customer Service Accredited: US242829 Q57712 · NQF Level: 4	R4 930	7-8 Mar 3-4 Jun	24-25 Jan 6-7 May	14-15 May	27-28 Feb 22-23 May	4-5 Apr
Telephone Excellence Accredited: US7790 Q67465 · NQF Level: 3	R4 930	4-5 Apr 27-28 Jun	25-26 Apr	15-16 May	15-16 Apr	

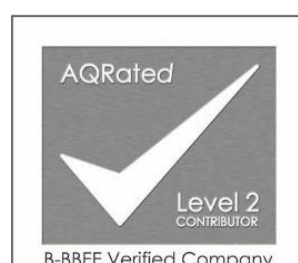
*Rates are exclusive of VAT. DISCOUNTED rates apply for In-House training.

CORPORATE LIFE SKILLS

COURSE	RATE	JHB	CPT	PTA	DBN	PE
Conflict Management A Specialised Training Programme	R2540	26 Feb 21 May	25 Feb 8 May	1 Apr	4 Feb 15 May	27 Feb
Managing Time for Results Accredited: US14342 Q23833 · NQF Level: 2	R2540	11 Feb 15 May	28 Jan 23 Apr	5 Jun	31 Jan 17 Apr	26 Apr
Personal Effectiveness for Business Administration Accredited: US110021 Q61595 · NQF Level: 4	R4 930	25-26 Apr	13-14 Jun	20-21 May	29-30 May	7-8 Mar
Problem Solving and Decision Making Accredited: US242817 Q57712 · NQF Level: 4	R4 930	15-16 Apr 24-25 Jun	21-22 Jan 15-16 Apr	9-10 May	25-26 Apr	

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Kwelanga Training (Pty) Ltd has a certified Level 2 B-BBEE Verification Status with 125% Procurement Recognition and is FULLY ACCREDITED as a Provider of Education & Training with the Services Seta





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BUSINESS VALUE PROGRAMMES

COURSE	RATE	JHB	CPT	PTA	DBN	PE
Building Positive Business Relationships Accredited: US244572 Q61595 · NQF Level: 3	R 2 540	7 Mar 10 Jun	24 Jun	21 Jun	4 Apr	8 Apr
The Corporate Receptionist Accredited: US13928 Q61595 · NQF Level: 3	R 4 930	27-28 Mar	7-8 Mar	11-12 Feb	1-2 Apr	16-17 Apr
Critical Thinking Skills A Specialised Training Programme	R 5 250	11-12 Mar	11-12 Apr	6-7 Jun	25-26 Jun	20-21 May
Emotional Intelligence A Specialised Training Programme	R 5 250	13-14 Mar 5-6 Jun	27-28 Feb 29-30 May	21-22 Feb	25-26 Feb 20-21 May	24-25 Jan 30-31 May
Finance for Non-Financial Managers Accredited: US117156 Q66249 · NQF Level: 4	R 5 250	21-22 Feb 23-24 May	18-19 Mar 20-21 May	27-28 Mar	4-5 Mar 27-28 May	21-22 Feb
People Management and Leadership Accredited: US14667 Q83946 · NQF Level: 4	R 7 790	20-22 Feb 8-10 May	13-15 Mar 5-7 Jun	10-12 Apr	23-25 Jan 8-10 Apr	18-20 Feb 17-19 Jun
Professional Skills for Secretaries & Administrators Accredited: US110021 Q61595 · NQF Level: 4	R 4 930	12-13 Mar	9-10 Apr	30-31 May	18-19 Feb	
Project Management Fundamentals Accredited: US120372 Q50080 · NQF Level: 4	R 5 250	14-15 Feb 16-17 May		10-11 Jun		
Sales Accelerator for Business Development A Specialised Training Programme	R 5 250	30-31 Jan 11-12 Apr	2-3 Apr 27-28 Jun	3-4 Jun	28-29 Mar	18-19 Mar
Supervisory Skills for Team Leaders Accredited: US242821 Q57712 · NQF Level: 4	R 5 250	28-29 Jan 11-12 Apr	20-21 Feb 15-16 May	11-12 Mar	11-12 Feb 6-7 May	12-13 Mar 11-12 Jun

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EMPLOYEE MANAGEMENT PROGRAMMES

COURSE	RATE	JHB	CPT	PTA	DBN	PE
Coaching and Mentoring A Specialised Training Programme	R 4 930	4-5 Mar 24-25 Jun	4-5 Mar		6-7 Mar 20-21 Jun	
Successful Inductions - Integrating New Employees Accredited: US242812 Q57712 · NQF Level: 3	R 2 540	3 Apr	5 Apr	11 Jun	17 May	

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Course fee includes:

- Course facilitation by subject expert
- Corporate venue, lunch and refreshments
- NQF aligned comprehensive learner guide
- **Framed certificates for each delegate**
- **Personal Accountability and Commitment Plan**
- Pens/attendance register/evaluation forms
- **"Contact the Coach" - post course support**
- **Access to on-line Knowledge Hub - post course resources**

BOOK ON-LINE: Visit our web site www.kwelangatraining.co.za
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