



TRAINING CALENDAR JULY - DECEMBER 2018

STRUCTURED COMMUNICATION PROGRAMMES

| COURSE | RATE | JHB | CPT | PTA | DBN | PE |
|--|--------|------------------------|------------------------|------------------------|------------------------|-----------|
| Brilliant Business Writing Accredited: US12153 Q57712 · NQF Level: 4 | R4 650 | 27-28 Sep 13-14 Dec | 1-2 Aug 8-9 Oct | 20-21 Aug | 29-30 Aug 21-22 Nov | 6-7 Aug |
| NEW Email Etiquette A Specialised Training Programme | R2 395 | 11 Jul 5 Nov | 16 Nov | 18 Oct | 15 Oct | 22 Oct |
| Essential Assertiveness US244572 · NQF Level: 3 | R2 395 | 27 Jul 26 Oct | 11 Jul 12 Oct | 4 Jul 28 Nov | 20 Aug 23 Nov | |
| Mastering Business Communication US242819 · NQF Level: 4 | R4 650 | 30-31 Jul 22-23 Oct | 23-24 Jul 15-16 Oct | 15-16 Aug 12-13 Dec | 10-11 Sep | |
| Minute Taking for Meetings Accredited: US13934 Q67465 · NQF Level: 3 | R2 395 | 20 Aug | 21 Aug | 5 Nov | 5 Jul 26 Sep | |
| Negotiating for Results Accredited: US13948 Q83946 · NQF Level: 4 | R4 650 | 13-14 Aug 29-30 Oct | 30-31 Jul | 22-23 Aug | 9-10 Jul 17-18 Sep | |
| Perfect Presentation Skills Accredited: US242840 Q61595 · NQF Level: 4 | R4 950 | 12-13 Jul 11-12 Oct | 22-23 Aug 21-22 Nov | 19-20 Sep | 25-26 Jul 16-17 Oct | |
| Professional Report Writing Accredited: US110023 Q61595 · NQF Level: 4 | R4 650 | 29-30 Aug 19-20 Nov | 12-13 Jul 1-2 Oct | 22-23 Oct | 18-19 Jul 18-19 Oct | 14-15 Nov |
| Quality Customer Service Accredited: US242829 Q57712 · NQF Level: 4 | R4 650 | 3-4 Sep 26-27 Nov | 15-16 Aug 6-7 Nov | 6-7 Aug | 22-23 Aug 14-15 Nov | 8-9 Oct |
| Telephone Excellence Accredited: US7790 Q67465 · NQF Level: 3 | R4 650 | 15-16 Aug 14-15 Nov | 10-11 Sep | | 25-26 Oct | |

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

CORPORATE LIFE SKILLS

| COURSE | RATE | JHB | CPT | PTA | DBN | PE |
|---|--------|------------------------|----------------------|-----------|----------------------|---------|
| Conflict Management Accredited: US244572 · NQF Level: 3 | R2 395 | 12 Sep 30 Nov | 4 Sep 23 Nov | 1 Oct | 11 Jul 12 Oct | 24 Aug |
| Managing Time for Results Accredited: US14342 Q23833 · NQF Level: 2 | R2 395 | 1 Aug 25 Oct | 20 Aug 9 Nov | 3 Sep | 8 Aug 31 Oct | 27 Sep |
| NEW Personal Effectiveness for Business Success Accredited: US110021 · NQF Level: 4 | R4 650 | 2-3 Aug 3-4 Dec | 28-29 Nov | 3-4 Oct | 26-27 Nov | 5-6 Sep |
| Problem Solving and Decision Making Accredited: US242817 Q57712 · NQF Level: 4 | R4 650 | 18-19 Jul 29-30 Oct | 6-7 Aug 29-30 Oct | 12-13 Nov | 13-14 Aug 5-6 Nov | |

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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 |
|--|--------|------------------------|------------------------|-----------|----------------------|--------------------|
| NEW Building Positive Business Relationships Accredited: US244572 · NQF Level: 3 | R2 395 | 17 Oct | 22 Oct | 30 Nov | 10 Oct | 13 Sep |
| NEW The Corporate Receptionist Accredited: US13928 · NQF Level: 3 | R4 650 | 4-5 Jul 1-2 Nov | 12-13 Sep | 13-14 Aug | 5-6 Sep | 1-2 Oct |
| NEW Critical Thinking Skills A Specialised Training Programme | R4 950 | 25-26 Jul 12-13 Nov | 3-4 Oct | 26-27 Nov | 5-6 Dec | 8-9 Nov |
| Emotional Intelligence US252031 · NQF Level: 5 | R4 950 | 9-10 Jul 25-26 Sep | 29-30 Aug 14-15 Nov | 27-28 Aug | 3-4 Sep 28-29 Nov | 17-18 Sep |
| Finance for Non-Financial Managers Accredited: US117156 Q66249 · NQF Level: 4 | R4 950 | 6-7 Aug 15-16 Oct | 13-14 Aug 1-2 Nov | 14-15 Nov | 12-13 Sep 3-4 Dec | |
| People Management and Leadership Accredited: US14667 Q83946 · NQF Level: 4 | R7 350 | 22-24 Aug 6-8 Nov | 4-6 Jul 25-27 Sep | | 2-4 Jul 19-21 Sep | 17-19 Oct |
| Professional Skills for Secretaries & Administrators Accredited: US110021 Q61595 · NQF Level: 4 | R4 650 | 19-20 Sep 10-11 Dec | 27-28 Aug 12-13 Nov | 10-11 Sep | 2-3 Aug | |
| Project Management Fundamentals Accredited: US120372 Q50080 · NQF Level: 4 | R4 950 | 23-24 Jul 8-9 Oct | 16-17 Jul 10-11 Oct | 8-9 Nov | | |
| NEW Sales Accelerator for Business Development A Specialised Training Programme | R4 950 | 2-3 Jul 18-19 Oct | 17-18 Sep | 19-20 Nov | 1-2 Oct | 10-11 Sep |
| Supervisory Skills for Team Leaders Accredited: US242821 Q57712 · NQF Level: 4 | R4 950 | 5-6 Jul 17-18 Sep | 25-26 Jul 24-25 Oct | 25-26 Sep | 15-16 Aug 7-8 Nov | 2-3 Jul 3-4 Oct |

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EMPLOYEE MANAGEMENT PROGRAMMES

| COURSE | RATE | JHB | CPT | PTA | DBN | PE |
|--|--------|----------------|---------|--------|-----------|--------|
| Coaching and Mentoring US11473 · NQF Level: 4 | R4 650 | 16-17 Jul | 6-7 Sep | | 27-28 Aug | |
| NEW Successful Inductions - Integrating New Employees Accredited: US242812 · NQF Level: 3 | R2 395 | 8 Aug 7 Dec | 14 Dec | 11 Dec | 24 Oct | 12 Dec |

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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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