



TRAINING CALENDAR JULY - DECEMBER 2019

STRUCTURED COMMUNICATION PROGRAMMES

COURSE	RATE	JHB	CPT	PTA	DBN	PE
Brilliant Business Writing Accredited: US12153 Q57712 · NQF Level: 4	R4 930	9-10 Sep 27-28 Nov	3-4 Jul 25-26 Sep	15-16 Jul	6-7 Aug 28-29 Oct	15-16 Aug
Email Etiquette A Specialised Training Programme	R 2 540	5 Jul 14 Oct	29 Nov	21 Nov	5 Dec	11 Nov
Essential Assertiveness A Specialised Training Programme	R 2 540	4 Sep 17 Oct	26 Aug 18 Nov	31 Jul 10 Dec	1 Nov	7 Aug
Mastering Business Communication A Specialised Training Programme	R4 930	24-25 Jul 15-16 Oct	12-13 Sept 5-6 Dec	5-6 Sep	12-13 Sep	
Minute Taking for Meetings Accredited: US13934 Q67465 · NQF Level: 3	R 2 540	3 Jul 22 Oct	24 Jul	30 Sep	26 Aug 2 Dec	17 Sep
Negotiating for Results Accredited: US13948 Q83946 · NQF Level: 4	R4 930	29-30 Jul 6-7 Nov	9-10 Sep	26-27 Aug	10-11 Jul 16-17 Sep	
Perfect Presentation Skills Accredited: US242840 Q61595 · NQF Level: 4	R 5 250	12-13 Sep 4-5 Dec	5-6 Aug 28-29 Oct	22-23 Oct	25-26 Sep	7-8 Nov
Professional Report Writing Accredited: US110023 Q61595 · NQF Level: 4	R4 930	12-13 Aug 9-10 Dec	29-30 Jul 24-25 Oct	1-2 Jul 28-29 Oct	3-4 Sep 27-28 Nov	5-6 Nov
Quality Customer Service Accredited: US242829 Q57712 · NQF Level: 4	R4 930	1-2 Aug 30-31 Oct	1-2 Aug 30-31 Oct	29-30 Aug	14-15 Aug 6-7 Nov	25-26 Sep
Telephone Excellence Accredited: US7790 Q67465 · NQF Level: 3	R4 930	16-17 Sep 12-13 Dec	3-4 Oct	14-15 Oct	19-20 Nov	

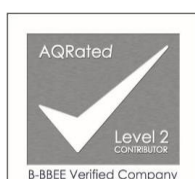
*Rates are exclusive of VAT. DISCOUNTED rates apply for In-House training.

CORPORATE LIFE SKILLS

COURSE	RATE	JHB	CPT	PTA	DBN	PE
Conflict Management A Specialised Training Programme	R2 540	11 Sep 22 Nov	31 Jul 23 Oct	30 Sep	5 Aug 30 Oct	28 Aug
Managing Time for Results Accredited: US14342 Q23833 · NQF Level: 2	R2 540	31 Jul 21 Oct	15 Jul 7 Oct	15 Nov	22 Jul 8 Oct	30 Aug 4 Dec
Personal Effectiveness for Business Administration Accredited: US110021 Q61595 · NQF Level: 4	R4 930	26-27 Aug 25-26 Nov	2-3 Dec	3-4 Dec	25-26 Nov	5-6 Sep
Problem Solving and Decision Making Accredited: US242817 Q57712 · NQF Level: 4	R4 930	1-2 Aug 10-11 Oct	8-9 July 19-20 Sep	7-8 Nov	25-26 Jul 10-11 Oct	

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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	R2 540	30 Sep	12 Nov		18 Oct	7 Oct
The Corporate Receptionist Accredited: US13928 Q61595 · NQF Level: 3	R 4 930	22-23 Jul 11-12 Nov	5-6 Sep	11-12 Jul	9-10 Sep	29-30 Oct
Critical Thinking Skills A Specialised Training Programme	R 5 250	8-9 Jul 28-29 Oct	10-11 Oct	5-6 Dec	9-10 Dec	18-19 Nov
Emotional Intelligence A Specialised Training Programme	R 5 250	5-6 Sept 20-21 Nov	14-15 Aug 6-7 Nov	12-13 Aug	12-13 Aug 4-5 Nov	19-20 Sep 25-26 Nov
Finance for Non-Financial Managers Accredited: US117156 Q66249 · NQF Level: 4	R 5 250	2-3 Sept 13-14 Nov	12-13 Aug 4-5 Nov	16-17 Sep	21-22 Aug 11-12 Nov	23-24 Jul
People Management and Leadership Accredited: US14667 Q83946 · NQF Level: 4	R 7 790	14-16 Aug 23-25 Oct	28-30 Aug 20-22 Nov	17-19 Jul	17-19 Jul 2-4 Oct	17-19 Jul 14-16 Oct
Professional Skills for Secretaries & Administrators Accredited: US110021 Q61595 · NQF Level: 4	R 4 930	17-18 Jul 4-5 Nov	16-17 Oct	10-11 Oct	19-20 Aug	
Project Management Fundamentals Accredited: US120372 Q50080 · NQF Level: 4	R 5 250	22-23 Aug 18-19 Nov	11-12 Jul 27-28 Nov	11-12 Nov		
Sales Accelerator for Business Development A Specialised Training Programme	R 5 250	20-21 Aug 2-3 Dec	16-17 Sep 9-10 Dec	24-25 Oct	19-20 Sep	9-10 Sep
Supervisory Skills for Team Leaders Accredited: US242821 Q57712 · NQF Level: 4	R 5 250	15-16 July 28-29 Nov	7-8 Aug 13-14 Nov	19-20 Aug	29-30 Jul 21-22 Oct	20-21 Aug 2-3 Dec

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EMPLOYEE MANAGEMENT PROGRAMMES

COURSE	RATE	JHB	CPT	PTA	DBN	PE
Coaching and Mentoring A Specialised Training Programme	R 4 930	8-9 Oct	2-3 Sep		24-25 Oct	17-18 Oct

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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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