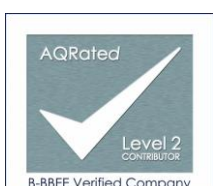




VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR APRIL - JUNE 2022

COURSE	RATE	APRIL	MAY	JUNE
Brilliant Business Writing	R3 590		09-10 May	20-21 Jun
Building Positive Workplace Relationships	R1 795	08 Apr		
Change Management	R1 795			08 Jun
Coaching & Mentoring	R3 590	20-21 Apr		21-22 Jun
Conflict Management	R1 795	07 Apr	19 May	30 Jun
Critical Thinking Skills	R3 590	11-12 Apr		
Diversity & Inclusion Creating Harmony in the Workplace	R1 795	01 Apr	27 May	
Email Etiquette	R1 795	12 Apr		20 Jun
Emotional Intelligence	R3 590		04-05 May	06-07 Jun
Essential Assertiveness	R1 795		27 May	
Finance for Non-Financial Managers	R3 590	06-07 Apr	10-11 May	21-22 Jun
Fraud & Ethics	R1 795			09 Jun
Managing Time for Results	R1 795	05 Apr	24 May	
Mastering Business Communication	R3 590	21-22 Apr		02-03 Jun
Minute Taking for Meetings	R1 795		06 May	
Negotiating for Results	R3 590		04-05 May	13-14 Jun
People Management & Leadership	R5 390	06, 13, 20 Apr		22, 29 Jun & 06 Jul

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



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





VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR APRIL - JUNE 2022

COURSE	RATE	APRIL	MAY	JUNE
Perfect Presentation Skills	R3 590		05-06 May	13-14 Jun
Personal Effectiveness for Business Administration	R3 590	21-22 Apr		28-29 Jun
Personal Mastery	R3 590		11-12 May	
Problem Solving & Decision Making	R3 590		05-06 May	22-23 Jun
Professional Report Writing	R3 590	04-05 Apr		06-07 Jun
Professional Skills for Secretaries & Administrators	R3 590		17-18 May	
Project Management Fundamentals	R3 590		12-13 May	23-24 Jun
Quality Customer Service	R3 590	07-08 Apr	19-20 May	29-30 Jun
Sales Accelerator for Business Development	R3 590	05-06 Apr	17-18 May	28-29 Jun
Stress Management	R1 795		17 May	
Supervisory Skills for Team Leaders	R3 590		12-13 May	23-24 Jun
Telephone Excellence	R3 590	11-12 Apr	25-26 May	
The Corporate Receptionist	R3 590		09-10 May	
Train the Trainer	R3 590			09-10 Jun

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

Training takes place 08:30-16:00 (08:30 for registration)

The rate includes:

- + Virtual instructor-led training facilitated by subject expert.
- + Relevant business exercises and group discussion activities
- + **Personal accountability & commitment plan**
- + Electronic manuals & certificates
- + **“Contact the Coach” – post course support.**
- + **FREE access to on-line Knowledge Hub – post course resources**

**BOOK ON-LINE: Visit our Website: www.kwelangatraining.co.za
EMAIL: info@kwelangatraining.co.za**

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