

VIRTUAL INSTRUCTOR-LED TRAINING

COURSE	APRIL	MAY	JUNE
<u>Anger Management</u>		<u>06 May</u>	
<u>Brilliant Business Writing</u>	<u>23-24 Apr</u>		<u>04-05 Jun</u>
<u>Building Positive Workplace Relationships</u>		<u>08 May</u>	
<u>Coaching & Mentoring</u>	<u>23-24 Apr</u>		<u>20-21 Jun</u>
<u>Conflict Management</u>		<u>10 May</u>	<u>13 Jun</u>
<u>Critical Thinking Skills</u>		<u>08-09 May</u>	
<u>Delegation - The Art of Delegating Effectively</u>	<u>22 Apr</u>		
<u>Email Etiquette</u>	<u>22 Apr</u>		<u>25 Jun</u>

Kwelanga Training (Pty) Ltd has a certified Level 1 B-BBEE Verification Status with 135% Procurement Recognition.



TRAINING CALENDAR

VIRTUAL INSTRUCTOR-LED TRAINING



COURSE	APRIL	MAY	JUNE
<u>Emotional Intelligence</u>	16-17 Apr	27-28 May	
<u>Essential Assertiveness</u>		07 May	26 Jun
<u>Ethics in the Workplace</u>	10 Apr		
<u>Finance for Non-Financial Managers</u>	09-10 Apr		04-05 Jun
<u>Influence & Persuasion</u>	25 Apr		
<u>Managing Time for Results</u>		08 May	19 Jun
<u>Managing Pressure & Maintaining Balance</u>	17 Apr		26 Jun
<u>Mastering Business Communication</u>		15-16 May	
<u>Minute Taking for Meetings</u>		10 May	25 Jun



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COURSE	APRIL	MAY	JUNE
<u>Motivating Your Workforce</u>		<u>07 May</u>	
<u>Negotiating for Results</u>	<u>16-17 Apr</u>	<u>27-28 May</u>	
<u>People Management & Leadership</u>		<u>09, 16 & 23 May</u>	<u>06, 13 & 20 Jun</u>
<u>Perfect Presentation Skills</u>	<u>18-19 Apr</u>	<u>30-31 May</u>	
<u>Problem Solving & Decision Making</u>	<u>24-25 Apr</u>		<u>19-20 Jun</u>
<u>Professional Report Writing</u>	<u>17-18 Apr</u>		<u>12-13 Jun</u>
<u>Professional Skills for Secretaries & Administrators</u>		<u>14-15 May</u>	
<u>Project Management Fundamentals</u>	<u>11-12 Apr</u>	<u>30-31 May</u>	
<u>Quality Customer Service</u>	<u>11-12 Apr</u>	<u>30-31 May</u>	

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COURSE	APRIL	MAY	JUNE
<u>Sales Accelerator for Business Development</u>	<u>18-19 Apr</u>		<u>12-13 Jun</u>
<u>Stress Management</u>		<u>09 May</u>	
<u>Supervisory Skills for Team Leaders</u>	<u>25-26 Apr</u>		<u>05-06 Jun</u>
<u>Telephone Excellence</u>		<u>16-17 May</u>	<u>19-20 Jun</u>
<u>The Corporate Receptionist</u>	<u>08-09 Apr</u>		<u>24-25 Jun</u>
<u>Train the Trainer</u>		<u>23-24 May</u>	

- Rates are exclusive of VAT. * DISCOUNTED rates apply for In-house training.
- Assessments are not provided with Public Courses.

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 discussions.
- Personal Elevation Plan.
- Electronic manuals and certificates.
- Contact the Coach - post course support.
- FREE access to on-line Knowledge Hub - post course resources.

BOOK ONLINE

Visit our Website: www.kwelangatraining.co.za
Email: info@kwelangatraining.co.za

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