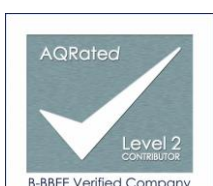




VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR JANUARY - MARCH 2022

COURSE	RATE	JANUARY	FEBRUARY	MARCH
Brilliant Business Writing	R3 590		07-08 Feb	28-29 Mar
Building Positive Workplace Relationships	R1 795		02 Feb	
Change Management	R1 795			30 Mar
Coaching & Mentoring	R3 590			01-02 Mar
Conflict Management	R1 795		24 Feb	
Critical Thinking Skills	R3 590	31 Jan-01 Feb		
Diversity & Inclusion Creating Harmony in the Workplace	R1 795		04 Feb	
Email Etiquette	R1 795		28 Feb	
Emotional Intelligence	R3 590	25-26 Jan	22-23 Feb	22-23 Mar
Essential Assertiveness	R1 795		04 Feb	
Finance for Non-Financial Managers	R3 590		15-16 Feb	29-30 Mar
Fraud & Ethics	R1 795			16 Mar
Managing Time for Results	R1 795		01 Feb	01 Mar
Mastering Business Communication	R3 590	27-28 Jan		10-11 Mar
Minute Taking for Meetings	R1 795			11 Mar
Negotiating for Results	R3 590		07-08 Feb	14-15 Mar
People Management & Leadership	R5 390		02, 09, 16 Feb	

***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 JANUARY - MARCH 2022

COURSE	RATE	JANUARY	FEBRUARY	MARCH
Perfect Presentation Skills	R3 590		10-11 Feb	24-25 Mar
Personal Effectiveness for Business Administration	R3 590		08-09 Feb	
Personal Mastery	R3 590		09-10 Feb	
Problem Solving & Decision Making	R3 590			02-03 Mar
Professional Report Writing	R3 590		14-15 Feb	
Professional Skills for Secretaries & Administrators	R3 590	25-26 Jan		22-23 Mar
Project Management Fundamentals	R3 590		17-18 Feb	31 Mar-01 Apr
Quality Customer Service	R3 590	27-28 Jan	24-25 Feb	
Sales Accelerator for Business Development	R3 590		22-23 Feb	
Stress Management	R1 795			17 Mar
Supervisory Skills for Team Leaders	R3 590		17-18 Feb	31 Mar-01 Apr
Telephone Excellence	R3 590			08-09 Mar
The Corporate Receptionist	R3 590		28 Feb-01 Mar	
Train the Trainer	R3 590			17-18 Mar

***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

CONTACT US ON:

**Johannesburg: +27 11 704 0720 • Cape Town: +27 21 683 4084
Durban: +27 31 266 2808 • Port Elizabeth: +27 41 368 1500**