



VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR JULY - SEPTEMBER 2022

COURSE	RATE	JULY	AUGUST	SEPTEMBER
Brilliant Business Writing	R3 590		02-03 Aug	13-14 Sep
Building Positive Workplace Relationships	R1 795	04 Jul		29 Sep
Change Management	R1 795		19 Aug	
Coaching & Mentoring	R3 590		16-17 Aug	
Conflict Management	R1 795		12 Aug	22 Sep
Critical Thinking Skills	R3 590	06-07 Jul		28-29 Sep
Diversity & Inclusion Creating Harmony in the Workplace	R1 795	21 Jul		
Email Etiquette	R1 795		15 Aug	
Emotional Intelligence	R3 590	26-27 Jul		06-07 Sep
Essential Assertiveness	R1 795	05 Jul	16 Aug	27 Sep
Finance for Non-Financial Managers	R3 590		11-12 Aug	12-13 Sep
Managing Time for Results	R1 795	05 Jul	16 Aug	21 Sep
Mastering Business Communication	R3 590	13-14 Jul	24-25 Aug	
Minute Taking for Meetings	R1 795	05 Jul	23 Aug	
Negotiating for Results	R3 590	26-27 Jul		06-07 Sep
People Management & Leadership	R5 390		18, 25 Aug & 01 Sep	
Perfect Presentation Skills	R3 590	28-29 Jul		08-09 Sep

*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





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COURSE	RATE	JULY	AUGUST	SEPTEMBER
Personal Effectiveness for Business Administration	R3 590			07-08 Sep
Personal Mastery	R3 590	20-21 Jul		
Problem Solving & Decision Making	R3 590		18-19 Aug	
Professional Report Writing	R3 590		03-04 Aug	
Professional Skills for Secretaries & Administrators	R3 590	12-13 Jul		05-06 Sep
Project Management Fundamentals	R3 590		03-04 Aug	14-15 Sep
Quality Customer Service	R3 590		11-12 Aug	20-21 Sep
Sales Accelerator for Business Development	R3 590		02-03 Aug	
Stress Management	R1 795	07 Jul	31 Aug	
Supervisory Skills for Team Leaders	R3 590		04-05 Aug	15-16 Sep
Telephone Excellence	R3 590	07-08 Jul	17-18 Aug	27-28 Sep
The Corporate Receptionist	R3 590	19-20 Jul		26-27 Sep
Train the Trainer	R3 590		30-31 Aug	

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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.**

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