



VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR OCTOBER- DECEMBER 2022

COURSE	RATE	OCTOBER	NOVEMBER	DECEMBER
Brilliant Business Writing	R3 590	25-26 Oct		06-07 Dec
Building Positive Workplace Relationships	R1 795			01 Dec
Change Management	R1 795	27 Oct		
Coaching & Mentoring	R3 590	11-12 Oct	21-22 Nov	
Conflict Management	R1 795		03 Nov	
Critical Thinking Skills	R3 590			30 Nov – 01 Dec
Email Etiquette	R1 795	10 Oct		05 Dec
Emotional Intelligence	R3 590	18-19 Oct	29-30 Nov	
Essential Assertiveness	R1 795		08 Nov	
Finance for Non-Financial Managers	R3 590	17-18 Oct		05-06 Dec
Managing Time for Results	R1 795		09 Nov	13 Dec
Mastering Business Communication	R3 590	04-05 Oct	16-17 Nov	
Minute Taking for Meetings	R1 795	18 Oct		13 Dec
Negotiating for Results	R3 590	19-20 Oct	22-23 Nov	
People Management & Leadership	R5 390	13, 20 & 27 Oct		29 Nov, 6 & 13 Dec
Perfect Presentation Skills	R3 590	20-21 Oct		01-02 Dec

***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	OCTOBER	NOVEMBER	DECEMBER
Personal Effectiveness for Business Administration	R3 590		15-16 Nov	
Personal Mastery	R3 590	12-13 Oct		
Problem Solving & Decision Making	R3 590	13-14 Oct		07-08 Dec
Professional Report Writing	R3 590	05-06 Oct		30 Nov-01 Dec
Professional Skills for Secretaries & Administrators	R3 590		01-02 Nov	
Project Management Fundamentals	R3 590	26-27 Oct		08-09 Dec
Quality Customer Service	R3 590		03-04 Nov	12-13 Dec
Sales Accelerator for Business Development	R3 590	06-07 Oct	28-29 Nov	
Stress Management	R1 795	28 Oct		
Supervisory Skills for Team Leaders	R3 590	26-27 Oct		07-08 Dec
Telephone Excellence	R3 590		09-10 Nov	
The Corporate Receptionist	R3 590			08-09 Dec
Train the Trainer	R3 590		23-24 Nov	

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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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