



VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR

VIRTUAL INSTRUCTOR-LED TRAINING: OCTOBER 2020

COURSE	RATE	Session 1	Session 2	Session 3	Session 4
COVID-19 Workplace Legislation Compliance <small>A Specialised Training Programme</small>	R 780	1 October 09h00-12h00			
Navigating Workplace Dynamics During COVID-19 <small>A Specialised Training Programme</small>	R1 560	1 October 09h00-12h00	2 October 09h00-12h00		
Managing Virtual Business Meetings <small>A Specialised Training Programme</small>	R 780	12 October 09h00-12h00			
People Management & Leadership <small>Accredited: US14667 Q83946 · NQF Level: 4</small>	R4 680	7-8 October 09h00-12h00	14-15 October 09h00-12h00	21 October 09h00-12h00	22 October 09h00-12h00
Essential Assertiveness <small>A Specialised Training Programme</small>	R1 560	8 October 09h00-12h00	9 October 09h00-12h00		
Finance for Non-Financial Managers <small>Accredited: US117156 Q66249 · NQF Level: 4</small>	R3 120	12 October 09h00-12h00	13 October 09h00-12h00	19 October 09h00-12h00	20 October 09h00-12h00
Problem Solving & Decision Making <small>Accredited: US242718 Q57712 · NQF Level: 4</small>	R3 120	13 October 09h00-12h00	14 October 09h00-12h00	20 October 09h00-12h00	21 October 09h00-12h00
Managing Time for Results <small>Accredited: US14342 Q23833 · NQF Level: 2</small>	R1 560	14 October 09h00-12h00	15 October 09h00-12h00		
Supervisory Skills for Team Leaders <small>Accredited: US242821 Q55712 · NQF Level: 4</small>	R3 120	15 October 09h00-12h00	16 October 09h00-12h00	22 October 09h00-12h00	23 October 09h00-12h00
Mastering Business Communication <small>A Specialised Training Programme</small>	R3 120	19 October 09h00-12h00	20 October 09h00-12h00	26 October 09h00-12h00	27 October 09h00-12h00
Personal Effectiveness for Business Administration <small>Accredited: US110021 Q651595 · NQF Level: 4</small>	R3 120	19 October 09h00-12h00	20 October 09h00-12h00	26 October 09h00-12h00	27 October 09h00-12h00
Telephone Excellence <small>Accredited: US7790 Q67465 · NQF Level: 3</small>	R3 120	21 October 09h00-12h00	22 October 09h00-12h00	28 October 09h00-12h00	29 October 09h00-12h00
Project Management Fundamentals <small>Accredited: US120372 Q50080 · NQF Level: 4</small>	R3 120	22 October 09h00-12h00	23 October 09h00-12h00	29 October 09h00-12h00	30 October 09h00-12h00

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



Kwelanga Training (Pty) Ltd has a certified Level 1 B-BBEE Verification Status with 135% Procurement Recognition and is FULLY ACCREDITED as a Provider of Education & Training with the Services Setra





VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR

VIRTUAL INSTRUCTOR-LED TRAINING: NOVEMBER 2020

COURSE	RATE	Session 1	Session 2	Session 3	Session 4
COVID-19 Workplace Legislation Compliance <small>A Specialised Training Programme</small>	R 780	5 November			
		09h00-12h00			
Managing Virtual Business Meetings <small>A Specialised Training Programme</small>	R 780	6 November			
		09h00-12h00			
Navigating Workplace Dynamics During COVID-19 <small>A Specialised Training Programme</small>	R1 560	17 November	18 November		
		09h00-12h00	09h00-12h00		
Conflict Management <small>A Specialised Training Programme</small>	R1 560	2 November	3 November		
		09h00-12h00	09h00-12h00		
Personal Effectiveness for Business Administration <small>Accredited: US110021 Q651595 · NQF Level: 4</small>	R3 120	3 November	4 November	10 November	11 November
		09h00-12h00	09h00-12h00	09h00-12h00	09h00-12h00
Perfect Presentation Skills <small>Accredited: US242840 Q61595 · NQF Level: 4</small>	R3 120	5 November	6 November	12 November	13 November
		09h00-12h00	09h00-12h00	09h00-12h00	09h00-12h00
Brilliant Business Writing <small>Accredited: US12153 Q57712 · NQF Level: 4</small>	R3 120	9 November	10 November	16 November	17 November
		09h00-12h00	09h00-12h00	09h00-12h00	09h00-12h00
Quality Customer Service <small>Accredited: US242829 Q57712 · NQF Level: 4</small>	R3 120	9 November	10 November	16 November	17 November
		09h00-12h00	09h00-12h00	09h00-12h00	09h00-12h00
Emotional Intelligence <small>US252031 · NQF Level: 5</small>	R3 120	10 November	11 November	17 November	18 November
		09h00-12h00	09h00-12h00	09h00-12h00	09h00-12h00
Building Positive Business Relationships <small>Accredited: US244572 Q61595 · NQF Level: 3</small>	R1 560	11 November	12 November		
		09h00-12h00	09h00-12h00		
Minute Taking for Minutes <small>Accredited: US13934 Q67465 · NQF 3</small>	R1 560	11 November	12 November		
		09h00-12h00	09h00-12h00		
Coaching & Mentoring <small>A Specialised Training Programme</small>	R3 120	12 November	13 November	19 November	20 November
		09h00-12h00	09h00-12h00	09h00-12h00	09h00-12h00
Critical Thinking Skills <small>A Specialised Training Programme</small>	R3 120	16 November	17 November	23 November	24 November
		09h00-12h00	09h00-12h00	09h00-12h00	09h00-12h00
Negotiating for Results <small>Accredited: US13948 Q83946 · NQF Level: 4</small>	R3 120	18 November	19 November	25 November	26 November
		09h00-12h00	09h00-12h00	09h00-12h00	09h00-12h00
Professional Report Writing <small>Accredited: US110023 Q61595 · NQF Level: 4</small>	R3 120	18 November	19 November	25 November	26 November
		09h00-12h00	09h00-12h00	09h00-12h00	09h00-12h00
Email Etiquette <small>A Specialised Training Programme</small>	R1 560	19 November	20 November		
		09h00-12h00	09h00-12h00		
Sales Accelerator for Business Development <small>A Specialised Training Programme</small>	R3 120	19 November	20 November	26 November	27 November
		09h00-12h00	09h00-12h00	09h00-12h00	09h00-12h00

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



Kwelanga Training (Pty) Ltd has a certified Level 1 B-BBEE Verification Status with 135% Procurement Recognition and is FULLY ACCREDITED as a Provider of Education & Training with the Services Setu





VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR

VIRTUAL INSTRUCTOR-LED TRAINING: DECEMBER 2020					
COURSE	RATE	Session 1	Session 2	Session 3	Session 4
Change Management A Specialised Training Programme	R1 560	1 December 09h00-12h00	2 December 09h00-12h00		
Managing Time for Results Accredited: US14342 Q23833 · NQF Level: 2	R1 560	1 December 09h00-12h00	2 December 09h00-12h00		
Telephone Excellence Accredited: US7790 Q67465 · NQF Level: 3	R3 120	1 December 09h00-12h00	2 December 09h00-12h00	8 December 09h00-12h00	9 December 09h00-12h00
Problem Solving & Decision Making Accredited: US242718 Q57712 · NQF Level: 4	R3 120	2 December 09h00-12h00	3 December 09h00-12h00	9 December 09h00-12h00	10 December 09h00-12h00
Essential Assertiveness A Specialised Training Programme	R1 560	3 December 09h00-12h00	4 December 09h00-12h00		
Supervisory Skills for Team Leaders Accredited: US242821 Q55712 · NQF Level: 4	R3 120	3 December 09h00-12h00	4 December 09h00-12h00	10 December 09h00-12h00	11 December 09h00-12h00
Stress Management A Specialised Training Programme	R1 560	7 December 09h00-12h00	8 December 09h00-12h00		
Project Management Fundamentals Accredited: US120372 Q50080 · NQF Level: 4	R3 120	7 December 09h00-12h00	8 December 09h00-12h00	14 December 09h00-12h00	15 December 09h00-12h00
Mastering Business Communication A Specialised Training Programme	R3 120	10 December 09h00-12h00	11 December 09h00-12h00	17 December 09h00-12h00	18 December 09h00-12h00
*Rates are exclusive of VAT. *DISCOUNTED rates apply for In-House training.					

The rate includes:

- ✚ Virtual instructor-led training facilitated by subject expert
- ✚ Relevant business exercises and group discussion activities
- ✚ **Personal accountability & commitment plan**
- ✚ Electronic 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 +27 41 368 1500