



VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR OCTOBER - DECEMBER 2021

COURSE	RATE	OCTOBER	NOVEMBER	DECEMBER
Brilliant Business Writing	R3 590	11-12 Oct	22-23 Nov	
Building Positive Workplace Relationships	R1 795	27 Oct		
Change Management	R1 795		11 Nov	
Coaching & Mentoring	R3 590		09-10 Nov	
Conflict Management	R1 795	21 Oct		02 Dec
Critical Thinking Skills	R3 590		08-09 Nov	
Diversity & Inclusion Creating Harmony in the Workplace	R1 795	15 Oct		
Email Etiquette	R1 795		08 Nov	
Emotional Intelligence	R3 590	05-06 Oct	16-17 Nov	
Essential Assertiveness	R1 795	29 Oct		10 Dec
Finance for Non-Financial Managers	R3 590	12-13 Oct	23-24 Nov	
Fraud & Ethics	R1 795	01 Oct		
Managing Time for Results	R1 795	26 Oct		07 Dec
Mastering Business Communication	R3 590		04-05 Nov	
Minute Taking for Meetings	R1 795		19 Nov	
Negotiating for Results	R3 590	04-05 Oct	15-16 Nov	
People Management & Leadership	R5 390	06, 13, 20 Oct	24 Nov, 01 Dec, 08 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
Perfect Presentation Skills	R3 590	07-08 Oct	18-19 Nov	
Personal Effectiveness for Business Administration	R3 590		30 Nov-01 Dec	
Personal Mastery	R3 590		10-11 Nov	
Problem Solving & Decision Making	R3 590		10-11 Nov	
Professional Report Writing	R3 590	25-26 Oct		
Professional Skills for Secretaries & Administrators	R3 590	05-06 Oct	23-24 Nov	
Project Management Fundamentals	R3 590	14-15 Oct	25-26 Nov	
Quality Customer Service	R3 590	21-22 Oct		02-03 Dec
Sales Accelerator for Business Development	R3 590	19-20 Oct	30 Nov- 01 Dec	
Stress Management	R1 795		25 Nov	
Supervisory Skills for Team Leaders	R3 590	14-15 Oct	25-26 Nov	
Telephone Excellence	R3 590	27-28 Oct		08-09 Dec
The Corporate Receptionist	R3 590	11-12 Oct		
Train the Trainer	R3 590	07-08 Oct		09-10 Dec

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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.**
- + **FREE access to on-line Knowledge Hub – post course resources**

**BOOK ON-LINE: Visit our Website: www.kwelangatraining.co.za
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