



Soft Skills Schedule - January-June

Click on the Course Name to view the Course Outline. For Curriculum outline click on curriculum name

Available Dates

Course Name	Days	JAN	FEB	MAR	APR	MAY	JUNE	Submit Your Training Request via Email
Personal Development:								
Appreciating Personality Differences	1	-	3	-	-	25	-	Submit My Training Request
Anger Management - Includes Online Courseware Elements	1	13	-	-	25	-	-	Submit My Training Request
Assertiveness & You - Includes Online Courseware Elements	2	24-25	-	8-9	-	24-25	-	Submit My Training Request
Communication Skills	2	-	7-8	-	12-13	-	7-8	Submit My Training Request
Conflict Resolution	2	-	2-3	29-30	-	10-11	13-14	Submit My Training Request
Creative, Lateral & Analytical Thinking - Includes Online Courseware Elements	1	27	-	15	-	11	-	Submit My Training Request
Change Management in the Individual Context	2	26-27	-	-	12-13	-	-	Submit My Training Request
Emotional Intelligence - Includes Online Courseware Elements	2	19-20	23-24	29-30	-	3-4	21-22	Submit My Training Request
Goal Setting Techniques	1	-	8	-	-	24	-	Submit My Training Request
Introduction to Neuro Linguistic Programming	1	-	23	-	-	18	29	Submit My Training Request
Personal Effectiveness Programme	2	-	-	8-9	-	17-18	-	Submit My Training Request
Stress Management	2	-	7-8	-	-	-	7-8	Submit My Training Request
Telephone Etiquette	1	5	-	15	-	4	-	Submit My Training Request
Time Management and Outlook 2007	1	-	3	2	-	24	29	Submit My Training Request
Time Management Skills - Includes Online Courseware Elements	2	26-27	14-15	-	12-13	-	-	Submit My Training Request
Wealth through Diversity	2	-	-	15-16	-	-	7-8	Submit My Training Request



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Business Development:								
Advanced Secretary/PA - Includes Online Courseware Elements	2	-	23-24	-	4-5	-	21-22	Submit My Training Request
Business and Systems Analysis	2	-	-	-	-	10-11	-	Submit My Training Request
Business Etiquette	1	-	7	-	10	-	20	Submit My Training Request
Business Leadership-Becoming Management Material	2	10-11	-	22-23	-	12-13	-	Submit My Training Request
Business Writing Skills-I	2	-	2-3	1-2	-	3-4	4-5	Submit My Training Request
Business Writing Skills Advanced	2	-	23-24	29-30	-	16-17	13-14	Submit My Training Request
Call Centre - Telephone Etiquette & Customer Care	2	19-20	24-25	29-30	-	3-4	21-22	Submit My Training Request
Call Centre Agents-Condensed	1	-	3	-	-	25	-	Submit My Training Request
Customer Service	2	25-26	-	1-2	25-26	17-18	4-5	Submit My Training Request
Events Management	2	-	23-24	-	4-5	-	21-22	Submit My Training Request
Finance for Non Financial Managers (Component of Excel for Budgets)	2	-	-	7-8	-	30-31	-	Submit My Training Request
Frontline Skills	1	-	21	-	2	-	11	Submit My Training Request
Information Analysis	2	10-11	-	26-27	-	14-15	-	Submit My Training Request
Negotiation and Agreement Skills	2	12-13	-	8-9	-	16-17	-	Submit My Training Request
Advanced Negotiation Skills	1	-	-	15	-	11	-	Submit My Training Request
Oral & Written Communication for the Business Professional	2	5-6	-	5-6	-	-	11-12	Submit My Training Request
Presentation Skills	2	-	2-3	29-30	-	14-15	13-14	Submit My Training Request
Problem Solving and Decision Making	2	-	23-24	-	4-5	-	21-22	Submit My Training Request
Service to Sales	2	10-11	-	22-23	-	12-13	-	Submit My Training Request
Skills for The Administrative Assistant	2	-	-	15-16	-	-	-	Submit My Training Request
The Minute Taker's Workshop - Includes Online Courseware Elements	1	-	-	12	-	4	-	Submit My Training Request



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Course Name	Days	JAN	FEB	MAR	APR	MAY	JUNE	Submit Your Training Request via Email
Team Development Interventions:								
Team Development Leadership	2	-	2-3	-	-	21-22	-	Submit My Training Request
Emotional Intelligence Leadership Skills - Includes Online Courseware Elements	2	10-11	-	26-27	-	-	-	Submit My Training Request
Working Effectively In Teams	1	-	13	-	11	-	-	Submit My Training Request
Management Interventions:								
Coaching and Mentoring	2	-	-	15-16	-	-	-	Submit My Training Request
Closing the Generation Gap	1	-	-	-	2	-	8	Submit My Training Request
HR for Non HR Managers	1	-	22	-	-	-	22	Submit My Training Request
Performance Management	2	12-13	-	8-9	-	16-17	-	Submit My Training Request
Skills and Insights for the Dynamic Manager	2	10-11	-	22-23	-	12-13	-	Submit My Training Request
Strategic Leadership	2	-	8-9	-	19-20	-	-	Submit My Training Request
Supervisory Development	2	10-11	-	-	19-20	-	4-5	Submit My Training Request
Project Management:								
Principles of Project Management-Introduction	2	-	-	29-30	-	-	-	Submit My Training Request
Principles of Project Management-Intermediate	1	17	-	-	26	-	-	Submit My Training Request
Principles of Project Management-Advanced	1	-	20	-	-	28	-	Submit My Training Request
Risk Management for Project Managers	3	Scheduled on Request						Submit My Training Request
Team Development Leadership Curriculum (Team Leaders and Supervisors - Suitable to Staff on MDP)								
Module 1 - Leadership Skills through Planning, Organising, Leading and Control	2	-	8-9	-	-	-	-	Submit My Training Request
Module 2 - Coaching and Mentoring Skills	2	-	23-24	-	-	-	-	
Module 3 - Motivating Staff members and Yourself	1	-	-	2	-	-	-	
Module 4 - Stress Management Skills	1	-	-	22	-	-	-	
Module 5 - Emotional Intelligence in the Workplace	1	-	-	-	11	-	-	
Module 6 - Conflict Resolution Skills	1	-	-	-	26	-	-	
Module 7 - Behavioural Interview Skills	1	-	-	-	-	4	-	
Module 8 - Performance Management and Appraisals	1	-	-	-	-	21	-	
Module 9 - Customer Relationship Management Skills	1	-	-	-	-	-	13	
Business Application Workshop	1	-	-	-	-	-	22	
Alternative dates for modules or any other courses can be arranged upon request for group bookings								
*Pricing and dates in this schedule are subject to change without prior notice								