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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PEOPLE MANAGEMENT | | TRAINING DATES | | | | | | | | | | | |
| **February** | | | **March** | | **April** | | May | June | July | **Cost p/p** | **Duration(Days)** |
| Team Effectiveness | | 24- 25 | | |  | | 21- 22 | |  | 1-2 |  | 7,999 | 2 |
| Managing self & others | |  | | |  | | 4 | | 6 |  | 1 | 2,999 | 1 |
| Coaching Skills | | 21 | | | 18 | |  | | 13 | 3 | 8 | 4,999 | 2 |
| Conflict Management | |  | | |  | | 14 | |  | 9 | 5 | 2,999 | 1 |
| Performance Management | |  | | | 3-4 | |  | | 9 -10 |  | 14-15 | 5,999 | 2 |
| Strategies for Negotiations | |  | | | 14- 15 | |  | | 12- 13 |  | 21-22 | 5,999 | 2 |
| Monitor, Assess & Manage Risk | |  | | |  | | 12- 13 | |  | 6-7 |  | 5,999 | 2 |
| Strategy Development | |  | | | 16 -18 | |  | | 19- 20 |  | 25- 26 | 7,999 | 3 |
|  |  | | | **WORKPLACE MANAGEMENT** | | | | | | | | | |
| Communications Skills | | |  | | | 10 | 11 |  | | 10 |  | 2,999 | 1 |
| Business Writing Skills | | |  | | | 7 |  | 4 | |  | 6 | 3,999 | 2 |
| Presentation Skills | | |  | | |  | 7 |  | | 13 |  | 7,500 | 2 |
| Time Management | | |  | | |  | 13 | 10 | |  | 7 | 3,999 | 2 |
|  |  | | | **ENTREPRENEURIAL SKILLS** | | | | | | | | | |
| Develop a business plan for a new Venture | | |  | | | 22- 23 |  | 30- 31 | |  | 14-15 | 7,999 | 2 |
| Business Communications | | |  | | | 25- 26 |  | 23-24 | |  | 20 -21 | 3,999 | 2 |
| Finance for non- financial Managers | | |  | | | 15-16 |  | 26-27 | |  | 28- 29 | 7,999 | 2 |
| Project Management | | |  | | | 30- 31 |  | 16 – 17 | |  | 13-14 | 7,999 | 3 |

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| TRAINER DEVELOPMENT PROGRAMMES | February | March | April | May | | June | | July | | | Cost p/p | Duration  (days) |
| US 117871 - Facilitation skills | 9 - 10 | 8 - 9 | 4 – 5 | | 5-6 | | 2-3 | | 4-5 | | 4,000 | 2 |
| US 115753 - Conduct Outcomes based assessment | 16 -17 | 17 - 18 | 10 - 11 | | 12- 13 | | 7-8 | | 11- 12 | | 4,000 | 2 |
| US 115759 Conduct Moderation of OB assessment | 22 -23 | 24 - 25 | 21-22 | | 19 -20 | | 10-14 | | | 21- 22 | 4,000 | 2 |
| Skills Development Facilitation | 23- 25 | 1 - 3 | 6 - 8 | | 4 - 6 | | 8 -10 | | | 6 - 8 | 4,999 | 3 |

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| FURTHER EDUCATION TRAINING (FET) | LEARNERSHIP ROGRAMMES | | |
| Generic Management NQF 5 | 45,000 | 18 Months |
| New Venture Creation NQF 4 | 35,000 | 12 Months |