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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 |