



## VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR

### VIRTUAL INSTRUCTOR-LED TRAINING: SEPTEMBER 2020

COURSE	RATE	Session 1	Session 2	Session 3	Session 4
<b>Email Etiquette</b> A Specialised Training Programme	R1 560	1 September 09h00-12h00	2 September 09h00-12h00		
<b>Minute Taking for Meetings</b> Accredited: US13934 Q67465 · NQF 3	R1 560	1 September 09h00-12h00	2 September 09h00-12h00		
<b>Brilliant Business Writing</b> Accredited: US12153 Q57712 · NQF Level: 4	R3 120	2 September 09h00-12h00	3 September 09h00-12h00	9 September 09h00-12h00	10 September 09h00-12h00
<b>Perfect Presentation Skills</b> Accredited: US242840 Q61595 · NQF Level: 4	R3 120	7 September 09h00-12h00	8 September 09h00-12h00	14 September 09h00-12h00	15 September 09h00-12h00
<b>Sales Accelerator for Business Development</b> A Specialised Training Programme	R3 120	9 September 09h00-12h00	10 September 09h00-12h00	16 September 09h00-12h00	17 September 09h00-12h00
<b>Conflict Management</b> A Specialised Training Programme	R1 560	10 September 09h00-12h00	11 September 09h00-12h00		
<b>Emotional Intelligence</b> US252031 · NQF Level: 5	R3 120	14 September 09h00-12h00	15 September 09h00-12h00	21 September 09h00-12h00	22 September 09h00-12h00
<b>Negotiating for Results</b> Accredited: US13948 Q83946 · NQF Level: 4	R3 120	15 September 09h00-12h00	16 September 09h00-12h00	22 September 09h00-12h00	23 September 09h00-12h00
<b>Professional Report Writing</b> Accredited: US110023 Q61595 · NQF Level: 4	R3 120	15 September 09h00-12h00	16 September 09h00-12h00	22 September 09h00-12h00	23 September 09h00-12h00
<b>Quality Customer Service</b> Accredited: US242829 Q57712 · NQF Level: 4	R3 1205	21 September 09h00-12h00	22 September 09h00-12h00	28 September 09h00-12h00	29 September 09h00-12h00
<b>Change Management</b> A Specialised Training Programme	R1 560	22 September 09h00-12h00	23 September 09h00-12h00		
<b>Personal Effectiveness for Business Administration</b> Accredited: US110021 Q651595 · NQF Level: 4	R3 120	22 September 09h00-12h00	23 September 09h00-12h00	29 September 09h00-12h00	30 September 09h00-12h00
<b>Stress Management</b> A Specialised Training Programme	R1 560	28 September 09h00-12h00	29 September 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 Seta*





## VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR

### VIRTUAL INSTRUCTOR-LED TRAINING: OCTOBER 2020

COURSE	RATE	Session 1	Session 2	Session 3	Session 4
<b>COVID-19 Workplace Legislation Compliance</b> <small>A Specialised Training Programme</small>	R 780	1 October 09h00-12h00			
<b>Navigating Workplace Dynamics During COVID-19</b> <small>A Specialised Training Programme</small>	R1 560	1 October 09h00-12h00	2 October 09h00-12h00		
<b>Managing Virtual Business Meetings</b> <small>A Specialised Training Programme</small>	R 780	12 October 09h00-12h00			
<b>Personal Mastery</b> <small>A Specialised Training Programme</small>	R3 120	1 October 09h00-12h00	2 October 09h00-12h00	8 October 09h00-12h00	9 October 09h00-12h00
<b>People Management &amp; Leadership</b> <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
<b>Essential Assertiveness</b> <small>A Specialised Training Programme</small>	R1 560	8 October 09h00-12h00	9 October 09h00-12h00		
<b>Finance for Non-Financial Managers</b> <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
<b>Problem Solving &amp; Decision Making</b> <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
<b>Managing Time for Results</b> <small>Accredited: US14342 Q23833 · NQF Level: 2</small>	R1 560	14 October 09h00-12h00	15 October 09h00-12h00		
<b>Supervisory Skills for Team Leaders</b> <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
<b>Mastering Business Communication</b> <small>A Specialised Training Programme</small>	R3 120	19 October 09h00-12h00	20 October 09h00-12h00	26 October 09h00-12h00	27 October 09h00-12h00
<b>Professional Skills for Secretaries &amp; Administrators</b> <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
<b>Telephone Excellence</b> <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
<b>Project Management Fundamentals</b> <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

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## VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR

### VIRTUAL INSTRUCTOR-LED TRAINING: NOVEMBER 2020

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

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## VIRTUAL INSTRUCTOR-LED TRAINING CALENDAR

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

### 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](http://www.kwelangatraining.co.za)  
**EMAIL:** [info@kwelangatraining.co.za](mailto:info@kwelangatraining.co.za)

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