


TRAINING CALENDAR 2025
REGIONAL F2F & VILT TRAINING

COURSE	LOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>Assertiveness Skills</u>	VIRTUAL		<u>07 Aug</u> (1 Day)		<u>09 Oct</u> (1 Day)		<u>11 Dec</u> (1 Day)
<u>Building Positive Workplace Relationships</u>	VIRTUAL	<u>11 Jul</u> (1 Day)		<u>19 Sep</u> (1 Day)			<u>08 Dec</u> (1 Day)
<u>Business Writing</u>	VIRTUAL		<u>6, 7, 13, 14 Aug</u> (4 Half Days)		<u>15, 16, 22, 23 Oct</u> (4 Half Days)		<u>02, 03, 09, 10 Dec</u> (4 Half Days)
	JHB			<u>29-30 Sep</u> (2 Days)		<u>17-18 Nov</u> (2 Days)	
	CT			<u>17-18 Sep</u> (2 Days)		<u>13-14 Nov</u> (2 Days)	
	DBN	<u>29-30 Jul</u> (2 Days)			<u>22-23 Oct</u> (2 Days)		
<u>Coaching & Mentoring</u>	VIRTUAL	<u>08, 09, 15, 16 Jul</u> (4 Half Days)		<u>09, 10, 16, 17 Sep</u> (4 Half Days)		<u>11, 12, 18, 19 Nov</u> (4 Half Days)	

COURSE	LOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>Conflict Management</u>	VIRTUAL		<u>06 Aug</u> (1 Day)	<u>30 Sep</u> (1 Day)		<u>26 Nov</u> (1 Day)	
	JHB	<u>23 Jul</u> (1 Day)			<u>15 Oct</u> (1 Day)		
	CT	<u>23 Jul</u> (1 Day)			<u>23 Oct</u> (1 Day)		
	DBN			<u>18 Sep</u> (1 Day)		<u>04 Nov</u> (1 Day)	
<u>Critical Thinking Skills</u>	VIRTUAL	<u>09, 10, 16, 17 Jul</u> (4 Half Days)			<u>22, 23, 29, 30 Oct</u> (4 Half Days)		
<u>Customer Service</u>	VIRTUAL		<u>19-20 Aug</u> (2 Days)		<u>21-22 Oct</u> (2 Days)		<u>17-18 Dec</u> (2 Days)
	JHB		<u>12-13 Aug</u> (2 Days)				<u>03-04 Dec</u> (2 Days)
	CT		<u>12-13 Aug</u> (2 Days)			<u>11-12 Nov</u> (2 Days)	
	DBN	<u>23-24 Jul</u> (2 Days)				<u>11-12 Nov</u> (2 Days)	
<u>Delegation – The Art of Delegating Effectively</u>	VIRTUAL			<u>05 Sep</u> (1 Day)			<u>02 Dec</u> (1 Day)
<u>Developing Resilience</u>	VIRTUAL		<u>04 Aug</u> (1 Day)		<u>10 Oct</u> (1 Day)		<u>04 Dec</u> (1 Day)

COURSE	LOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>Email Etiquette</u>	VIRTUAL	<u>10 Jul</u> (1 Day)		<u>18 Sep</u> (1 Day)		<u>20 Nov</u> (1 Day)	
<u>Emotional Intelligence</u>	VIRTUAL		<u>12, 13, 19, 20 Aug</u> (4 Half Days)		<u>14, 15, 21, 22 Oct</u> (4 Half Days)		<u>11, 12, 18, 19 Dec</u> (4 Half Days)
	JHB			<u>09-10 Sep</u> (2 Days)		<u>18-19 Nov</u> (2 Days)	
	CT	<u>15-16 Jul</u> (2 Days)				<u>11-12 Nov</u> (2 Days)	
	DBN		<u>05-06 Aug</u> (2 Days)			<u>12-13 Nov</u> (2 Days)	
<u>Ethics in the Workplace</u>	VIRTUAL			<u>17 Sep</u> (1 Day)			<u>10 Dec</u> (1 Day)
<u>Finance for Non-Financial Managers</u>	VIRTUAL		<u>12, 13, 19, 20 Aug</u> (4 Half Days)		<u>14, 15, 21, 22 Oct</u> (4 Half Days)		<u>11, 12, 18, 19 Dec</u> (4 Half Days)
	JHB			<u>18-19 Sep</u> (2 Days)			<u>09-10 Dec</u> (2 Days)
	CT	<u>08-09 Jul</u> (2 Days)			<u>07-08 Oct</u> (2 Days)		
	DBN	<u>08-09 Jul</u> (2 Days)			<u>08-09 Oct</u> (2 Days)		
<u>Influence & Persuasion</u>	VIRTUAL			<u>04 Sep</u> (1 Day)			<u>08 Dec</u> (1 Day)
<u>Managing Pressure & Maintaining Balance</u>	VIRTUAL		<u>11 Aug</u> (1 Day)			<u>17 Nov</u> (1 Day)	

COURSE	LOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>Mastering Business Communication</u>	VIRTUAL		<u>19-20 Aug</u> (2 Days)		<u>07-08 Oct</u> (2 Days)		<u>09-10 Dec</u> (2 Days)
<u>Minute Taking</u>	VIRTUAL	<u>14 Jul</u> (1 Day)			<u>13 Oct</u> (1 Day)		<u>08 Dec</u> (1 Day)
<u>Motivating Your Workforce</u>	VIRTUAL	<u>07 Jul</u> (1 Day)				<u>10 Nov</u> (1 Day)	
<u>Negotiating Skills</u>	VIRTUAL	<u>08, 09, 15, 16 Jul</u> (4 Half Days)			<u>21, 22, 28, 29 Oct</u> (4 Half Days)		
	JHB	<u>23-24 Jul</u> (2 Days)			<u>08-09 Oct</u> (2 Days)		
	CT		<u>19-20 Aug</u> (2 Days)			<u>19-20 Nov</u> (2 Days)	
	DBN			<u>10-11 Sep</u> (2 Days)			<u>02-03 Dec</u> (2 Days)
<u>People Management & Leadership</u>	VIRTUAL	<u>08, 15, 22 Jul</u> (3 Days)		<u>04, 11, 18 Sep</u> (3 Days)		<u>06, 13, 20 Nov</u> (3 Days)	
	JHB		<u>05, 12, 19 Aug</u> (3 Days)		<u>07, 14, 21 Oct</u> (3 Days)		
	CT		<u>06, 13, 20 Aug</u> (3 Days)		<u>08, 15, 22 Oct</u> (3 Days)		
	DBN		<u>07, 14, 21 Aug</u> (3 Days)		<u>09, 16, 23 Oct</u> (3 Days)		

COURSE	LOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>Powerful Presentations</u>	VIRTUAL		<u>13, 14, 20, 21 Aug</u> (4 Half Days)			<u>19, 20, 26, 27 Nov</u> (4 Half Days)	
	JHB	<u>08-09 Jul</u> (2 Days)		<u>16-17 Sep</u> (2 Days)			<u>03-04 Dec</u> (2 Days)
	CT			<u>10-11 Sep</u> (2 Days)			<u>09-10 Dec</u> (2 Days)
	DBN		<u>21-22 Aug</u> (2 Days)				<u>11-12 Dec</u> (2 Days)
<u>Problem Solving & Decision Making</u>	VIRTUAL	<u>23-24 Jul</u> (2 Days)		<u>16-17 Sep</u> (2 Days)			<u>10-11 Dec</u> (2 Days)
<u>Professional Skills for Secretaries & Administrators</u>	VIRTUAL		<u>05-06 Aug</u> (2 Days)			<u>11-12 Nov</u> (2 Days)	
<u>Project Management Fundamentals</u>	VIRTUAL			<u>17-18 Sep</u> (2 Days)		<u>13-14 Nov</u> (2 Days)	
<u>Report Writing</u>	VIRTUAL	<u>15-16 Jul</u> (2 Days)		<u>16-17 Sep</u> (2 Days)		<u>11-12 Nov</u> (2 Days)	
<u>Sales Accelerator for Business Development</u>	VIRTUAL	<u>17-18 Jul</u> (2 Days)			<u>22-23 Oct</u> (2 Days)		

COURSE	LOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	OCTOBER	DECEMBER
<u>Stress Management</u>	VIRTUAL			<u>11 Sep</u> (1 Day)		<u>11 Nov</u> (1 Day)	
	JHB		<u>05 Aug</u> (1 Day)		<u>09 Oct</u> (1 Day)		
	CT	<u>23 Jul</u> (1 Day)			<u>15 Oct</u> (1 Day)		
	DBN			<u>04 Sep</u> (1 Day)			
<u>Supervisory Skills</u>	VIRTUAL		<u>06, 07, 13, 14 Aug</u> (4 Half Days)		<u>08, 09, 15, 16 Oct</u> (4 Half Days)		<u>10, 11, 17, 18 Dec</u> (4 Half Days)
	JHB	<u>16-17 Jul</u> (2 Days)				<u>19-20 Nov</u> (2 Days)	
	CT			<u>10-11 Sep</u> (2 Days)			<u>02-03 Dec</u> (2 Days)
	DBN			<u>16-17 Sep</u> (2 Days)			<u>04-05 Dec</u> (2 Days)
<u>Time Management</u>	VIRTUAL	<u>22 Jul</u> (1 Day)		<u>16 Sep</u> (1 Day)		<u>11 Nov</u> (1 Day)	
	JHB		<u>12 Aug</u> (1 Day)			<u>06 Nov</u> (1 Day)	
	CT	<u>10 Jul</u> (1 Day)			<u>14 Oct</u> (1 Day)		
	DBN	<u>10 Jul</u> (1 Day)				<u>05 Nov</u> (1 Day)	

First-Line Manager Development Programme

Intake 1	11, 18, 25 June	3 Weeks	16 Jul	2 Weeks	30 Jul	2 Weeks	13, 20 Aug	2 Weeks	03 Sep	3 Weeks	25 Sep, 01 Oct
	Module 1 & 2		Module 3		Module 4		Module 5 & 6		Module 7		Summative Presentation
Intake 2	05, 12, 19 Aug	3 Weeks	9 Sep	2 Weeks	23 Sep	2 Weeks	7, 14 Oct	2 Weeks	28 Oct	3 Weeks	18, 25 Nov
	Module 1 & 2		Module 3		Module 4		Module 5 & 6		Module 7		Summative Presentation

- Training takes place 08:30-16:00.
- Courses with four dates are structured as four half-day virtual workshops from 08:30-12:00.

The rate includes:

- Training facilitated by subject expert.
- Relevant business exercises and group discussions.
- Electronic manuals and certificates.
- **Personal Elevation Plan.**
- **“Contact the Coach” – post course support.**
- **Corporate venue, lunch and refreshments for regional training.**

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