

TRAINING CALENDAR 2026

Virtual Instructor-Led Training

COURSE	LOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>Assertiveness Skills</u>	VIRTUAL		<u>06 Aug</u> (1 Day)		<u>02 Oct</u> (1 Day)		<u>02 Dec</u> (1 Day)
<u>Building Positive Workplace Relationships</u>	VIRTUAL		<u>14 Aug</u> (1 Day)			<u>13 Nov</u> (1 Day)	
<u>Business Writing</u>	VIRTUAL			<u>01, 02, 08, 09 Sep</u> (4 Half Days)		<u>04, 05, 11, 12 Nov</u> (4 Half Days)	
<u>Coaching & Mentoring</u>	VIRTUAL	<u>07, 08, 14, 15 Jul</u> (4 Half Days)			<u>22, 23, 29, 30 Oct</u> (4 Half Days)		<u>07, 08, 14, 15 Dec</u> (4 Half Days)
<u>Conflict Management</u>	VIRTUAL	<u>16 Jul</u> (1 Day)			<u>02 Oct</u> (1 Day)		
<u>Critical Thinking Skills</u>	VIRTUAL	<u>14, 15, 21, 22 Jul</u> (4 Half Days)			<u>22, 23, 29, 30 Oct</u> (4 Half Days)		
<u>Customer Service</u>	VIRTUAL		<u>04-05 Aug</u> (2 Days)		<u>06-07 Oct</u> (2 Days)		<u>08-09 Dec</u> (2 Days)



COURSE	LOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>Delegation – The Art of Delegating Effectively</u>	VIRTUAL	<u>20 Jul</u> (1 Day)				<u>18 Nov</u> (1 Day)	
<u>Developing Resilience</u>	VIRTUAL			<u>11 Sep</u> (1 Day)			<u>03 Dec</u> (1 Day)
<u>Email Etiquette</u>	VIRTUAL	<u>03 Jul</u> (1 Day)		<u>18 Sep</u> (1 Day)			<u>10 Dec</u> (1 Day)
<u>Emotional Intelligence</u>	VIRTUAL	<u>22, 23, 29, 30 Jul</u> (4 Half Days)		<u>10, 11, 17, 18 Sep</u> (4 Half Days)		<u>19, 20, 26, 27 Nov</u> (4 Half Days)	
<u>Ethics in the Workplace</u>	VIRTUAL				<u>30 Oct</u> (1 Day)		<u>10 Dec</u> (1 Day)
<u>Everyday On-the-Job Training</u>	VIRTUAL	<u>23 Jul</u> (2.5 Hours)		<u>10 Sep</u> (2.5 Hours)	<u>30 Oct</u> (2.5 Hours)	<u>27 Nov</u> (2.5 Hours)	
<u>Finance for Non-Financial Managers</u>	VIRTUAL		<u>12, 13, 19, 20 Aug</u> (4 Half Days)			<u>10, 11, 17, 18 Nov</u> (4 Half Days)	
<u>Influence & Persuasion</u>	VIRTUAL			<u>16 Sep</u> (1 Day)		<u>27 Nov</u> (1 Day)	



Kwelanga

TRAINING

engage | inspire | elevate

COURSE	LOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>Managing Pressure & Maintaining Balance</u>	VIRTUAL			<u>02 Sep</u> (1 Day)			
<u>Mastering Business Communication</u>	VIRTUAL		<u>27-28 Aug</u> (2 Days)		<u>21-22 Oct</u> (2 Days)		<u>09-10 Dec</u> (2 Days)
<u>Minute Taking</u>	VIRTUAL					<u>12 Nov</u> (1 Day)	
<u>Motivating Your Workforce</u>	VIRTUAL		<u>31 Aug</u> (1 Day)		<u>30 Oct</u> (1 Day)		
<u>Negotiating Skills</u>	VIRTUAL	<u>08-09 Jul</u> (2 Days)			<u>06-07 Oct</u> (2 Days)		
<u>People Management & Leadership</u>	VIRTUAL	<u>07, 14, 21 Jul</u> (3 Days)		<u>02, 09, 16 Sep</u> (3 Days)		<u>05, 12, 19 Nov</u> (3 Days)	
<u>Powerful Presentations</u>	VIRTUAL		<u>20, 21, 27, 28 Aug</u> (4 Half Days)			<u>03, 04, 10, 11 Nov</u> (4 Half Days)	
<u>Problem Solving & Decision Making</u>	VIRTUAL		<u>04-05 Aug</u> (2 Days)		<u>13-14 Oct</u> (2 Days)		



COURSE	LOCATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<u>Professional Skills for Secretaries & Administrators</u>	VIRTUAL	<u>21-22 Jul</u> (2 Days)			<u>21-22 Oct</u> (2 Days)		
<u>Project Management Fundamentals</u>	VIRTUAL		<u>25-26 Aug</u> (2 Days)				<u>01-02 Dec</u> (2 Days)
<u>Report Writing</u>	VIRTUAL	<u>23-24 Jul</u> (2 Days)		<u>29-30 Sep</u> (2 Days)		<u>25-26 Nov</u> (2 Days)	
<u>Sales Accelerator for Business Development</u>	VIRTUAL			<u>09-10 Sep</u> (2 Days)			<u>09-10 Dec</u> (2 Days)
<u>Stress Management</u>	VIRTUAL		<u>20 Aug</u> (1 Day)			<u>20 Nov</u> (1 Day)	
<u>Supervisory Skills</u>	VIRTUAL			<u>15, 16, 22, 23 Sep</u> (4 Half Days)			<u>02, 03, 09, 10 Dec</u> (4 Half Days)
<u>Time Management</u>	VIRTUAL		<u>24 Aug</u> (1 Day)		<u>20 Oct</u> (1 Day)		<u>08 Dec</u> (1 Day)



First-Line Manager Development Programme

August 2026 Intake	07, 14, 21 Aug	3 Weeks	11 Sep	1 Week	18 Sep	3 Weeks	08, 15 Oct	4 Weeks	13 Nov	3 Weeks	03, 10 Dec
	Module 1 & 2		Module 3		Module 4		Module 5 & 6		Module 7		Summative Presentation

10 Steps to Sales Success Programme

September 2026 Intake	04 Sep	11 Sep	18 Sep	02 Oct	09 Oct	16 Oct	23 Oct	06 Nov	13 Nov
	Session 1 & 2:	Session 3:	Session 4:	Session 5:	Session 6:	Session 7:	Session 8:	Session 9:	Session 10:
	GC Index Assessment + Insight and My Sales Superpowers (1 Day)	Own Your Role, Elevate Your Impact (1/2 Day)	Targeted Prospecting (1/2 Day)	Qualification and Client Engagement (1/2 Day)	Sales Communication and Client Discovery (1/2 Day)	Questioning and Probing (1/2 Day)	Storytelling (1/2 Day)	Negotiating and Closing (1/2 Day)	Service and Retention (1/2 Day)

- Full day training takes place from 08:30-16:00.
- Half-day virtual workshops run from 08:30-12:00.

Training includes:

- Facilitation by subject expert.
- Relevant business exercises and group discussions.
- Electronic manuals and certificates.
- **Personal Elevation Plan.**
- **Contact the Coach – post course support.**

CONTACT US

Johannesburg: +27 11 704 0720

Cape Town: +27 21 683 4084

Durban: +27 31 266 2808

BOOK ONLINE

Visit our Website:

www.kwelangatraining.co.za

Email: info@kwelangatraining.co.za

Kwelanga Training (Pty) Ltd has a certified Level 2 B-BBEE Verification Status with 125% Procurement Recognition.



Not Sure Where to Start?
Use our **FREE Training Needs Analysis Tool** to identify the right courses for you and your team.
Scan the QR code to get started!

