



TRAINING CALENDAR 2027

Virtual Instructor-Led Training

COURSE	LOCATION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<u>Assertiveness Skills</u>	VIRTUAL		<u>26 Feb</u> (1 Day)			<u>06 May</u> (1 Day)	
<u>Building Positive Workplace Relationships</u>	VIRTUAL			<u>08 Mar</u> (1 Day)			<u>14 Jun</u> (1 Day)
<u>Business Writing</u>	VIRTUAL		<u>18-19 Feb</u> (2 Days)			<u>05-06 May</u> (2 Days)	
<u>Coaching & Mentoring</u>	VIRTUAL			<u>10-11 Mar</u> (2 Days)			<u>03-04 Jun</u> (2 Days)
<u>Conflict Management</u>	VIRTUAL	<u>26 Jan</u> (1 Day)			<u>06 Apr</u> (1 Day)		
<u>Critical Thinking Skills</u>	VIRTUAL	<u>28-29 Jan</u> (2 Days)			<u>14-15 Apr</u> (2 Days)		
<u>Customer Service</u>	VIRTUAL		<u>09-10 Feb</u> (2 Days)			<u>11-12 May</u> (2 Days)	



COURSE	LOCATION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<u>Delegation – The Art of Delegating Effectively</u>	VIRTUAL	<u>29 Jan</u> (1 Day)		<u>31 Mar</u> (1 Day)			<u>23 Jun</u> (1 Day)
<u>Developing Resilience</u>	VIRTUAL			<u>10 Mar</u> (1 Day)			<u>07 Jun</u> (1 Day)
<u>Email Etiquette</u>	VIRTUAL		<u>16 Feb</u> (1 Day)			<u>18 May</u> (1 Day)	
<u>Emotional Intelligence</u>	VIRTUAL	<u>19-20 Jan</u> (2 Days)		<u>03-04 Mar</u> (2 Days)		<u>06-07 May</u> (2 Days)	
<u>Everyday On-the-Job Training</u>	VIRTUAL			<u>04 Mar</u> (2.5 Hours)			<u>01 Jun</u> (2.5 Hours)
<u>Finance for Non-Financial Managers</u>	VIRTUAL		<u>04-05 Feb</u> (2 Days)			<u>12-13 May</u> (2 Days)	
<u>Influence & Persuasion</u>	VIRTUAL		<u>08 Feb</u> (1 Day)			<u>17 May</u> (1 Day)	
<u>Managing Pressure & Maintaining Balance</u>	VIRTUAL			<u>02 Mar</u> (1 Day)			



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TRAINING

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COURSE	LOCATION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<u>Mastering Business Communication</u>	VIRTUAL		<u>17-18 Feb</u> (2 Days)		<u>21-22 Apr</u> (2 Days)		<u>24-25 Jun</u> (2 Days)
<u>Minute Taking</u>	VIRTUAL					<u>14 May</u> (1 Day)	
<u>Motivating Your Workforce</u>	VIRTUAL			<u>19 Mar</u> (1 Day)			
<u>Negotiating Skills</u>	VIRTUAL	<u>25-26 Jan</u> (2 Days)		<u>30-31 Mar</u> (2 Days)			<u>29-30 Jun</u> (2 Days)
<u>People Management & Leadership</u>	VIRTUAL		<u>04, 11, 18 Feb</u> (3 Days)		<u>06, 13, 20 Apr</u> (3 Days)		
<u>Powerful Presentations</u>	VIRTUAL			<u>02-03 Mar</u> (2 Days)			<u>03-04 Jun</u> (2 Days)
<u>Problem Solving & Decision Making</u>	VIRTUAL	<u>21-22 Jan</u> (2 Days)			<u>15-16 Apr</u> (2 Days)		
<u>Professional Skills for Secretaries & Administrators</u>	VIRTUAL	<u>20-21 Jan</u> (2 Days)			<u>08-09 Apr</u> (2 Days)		



COURSE	LOCATION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<u>Project Management Fundamentals</u>	VIRTUAL		<u>11-12 Feb</u> (2 Days)			<u>27-28 May</u> (2 Days)	
<u>Report Writing</u>	VIRTUAL	<u>28-29 Jan</u> (2 Days)			<u>28-29 Apr</u> (2 Days)		
<u>Sales Accelerator for Business Development</u>	VIRTUAL			<u>11-12 Mar</u> (2 Days)			<u>08-09 Jun</u> (2 Days)
<u>Stress Management</u>	VIRTUAL	<u>27 Jan</u> (1 Day)			<u>13 Apr</u> (1 Day)		
<u>Supervisory Skills</u>	VIRTUAL		<u>03-04 Feb</u> (2 Days)			<u>06-07 May</u> Feb (2 Days)	
<u>Time Management</u>	VIRTUAL		<u>12 Feb</u> (1 Day)		<u>16 Apr</u> (1 Day)		<u>25 Jun</u> (1 Day)

First-Line Manager Development Programme

<u>February 2027 Intake</u>	03, 10, 17 Feb	3 Weeks	10 Mar	1 Week	17 Mar	4 Weeks	14, 21 Apr	3 Weeks	13 May	1 Week	20 May, 10 Jun
	Module 1 & 2		Module 3		Module 4		Module 5 & 6		Module 7		Summative Presentation

10 Steps to Sales Success Programme

<u>February 2027 Intake</u>	05 Feb	12 Feb	19 Feb	26 Feb	05 Mar	12 Mar	19 Mar	02 Apr	09 Apr
	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

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BOOK ONLINE

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



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