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TRAINING CALENDAR 2027

Virtual Instructor-Led Training

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

Fully Accredited with the Services SETA I Accreditation No. 2211
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COURSE	LOCATION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Delegation – The Art of Delegating Effectively	VIRTUAL	29 Jan (1 Day)		31 Mar (1 Day)			23 Jun (1 Day)
Developing Resilience	VIRTUAL			10 Mar (1 Day)			07 Jun (1 Day)
Email Etiquette	VIRTUAL		16 Feb (1 Day)			18 May (1 Day)	
Emotional Intelligence	VIRTUAL	19-20 Jan (2 Days)		03-04 Mar (2 Days)		06-07 May (2 Days)	
Everyday On-the-Job Training	VIRTUAL			04 Mar (3 Hours)			01 Jun (3 Hours)
Finance for Non-Financial Managers	VIRTUAL		04-05 Feb (2 Days)			12-13 May (2 Days)	
Influence & Persuasion	VIRTUAL		08 Feb (1 Day)			17 May (1 Day)	
Managing Pressure & Maintaining Balance	VIRTUAL			02 Mar (1 Day)			

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

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

First-Line Manager Development Programme

February 2027 Intake	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

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10 Steps to Sales Success Programme

February 2027 Intake	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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Not Sure Where to Start?
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