

## SOFT SKILLS COURSE SCHEDULE



### ACHIEVE PERSONAL MASTERY

|                                                                |          | Instructor-Led Training |          |     |     |     |     |     |
|----------------------------------------------------------------|----------|-------------------------|----------|-----|-----|-----|-----|-----|
| Course Name                                                    | Duration | Price excl. VAT         |          | Oct | Nov | Dec | Jan | Feb |
| Emotional Intelligence: From awareness to action               | 2 Days   | R                       | 3 250,00 | 6   | 3   | 1   | 5   | 2   |
| Self-leadership: Cultivate discipline and achieve your goals   | 2 Days   | R                       | 3 250,00 | 8   | 5   | 3   | 7   | 4   |
| Resilience and Stress Management: From pressure to performance | 1 Day    | R                       | 2 075,00 | 10  | 7   | 5   | 8   | 6   |

### IMPROVE PERFORMANCE

|                                                                              |          | Instructor-Led Training |          |     |     |     |     |     |
|------------------------------------------------------------------------------|----------|-------------------------|----------|-----|-----|-----|-----|-----|
| Course Name                                                                  | Duration | Price excl. VAT         |          | Oct | Nov | Dec | Jan | Feb |
| Time management and Productivity: Strategies for sustained performance       | 1 Day    | R                       | 2 075,00 | 13  | 10  | 8   | 12  | 9   |
| Teamwork and Collaboration: Master the art of teamwork for impactful results | 1 Day    | R                       | 2 075,00 | 14  | 11  | 9   | 13  | 10  |
| Creativity and Innovation: Enable creative potential for breakthrough ideas  | 1 Day    | R                       | 2 075,00 | 15  | 12  | 10  | 14  | 11  |
| Problem Solving and Decision Making: Think critically, act decisively        | 2 Days   | R                       | 3 250,00 | 16  | 13  | 11  | 15  | 12  |

### IMPROVE COMMUNICATION

|                                                                                       |          | Instructor-Led Training |                 |     |     |     |     |     |
|---------------------------------------------------------------------------------------|----------|-------------------------|-----------------|-----|-----|-----|-----|-----|
| Course Name                                                                           | Duration |                         | Price excl. VAT | Oct | Nov | Dec | Jan | Feb |
| Conversations that count: Strategies for meaningful and effective communication       | 1 Day    | R                       | 2 075,00        | 20  | 17  | 1   | 19  | 16  |
| Effective business writing skills: Crafting written communications that drive results | 1 Day    | R                       | 2 075,00        | 21  | 18  | 2   | 20  | 17  |
| Effective presentation skills: Design and deliver memorable presentations             | 2 Days   | R                       | 3 250,00        | 22  | 19  | 3   | 21  | 18  |
| Assertiveness and conflict management: From tension to understanding                  | 1 Day    | R                       | 2 075,00        | 24  | 21  | 5   | 23  | 20  |
| Conflict Management                                                                   | 1 Day    | R                       | 2 075,00        | 20  | 17  | 8   | 26  | 23  |
| Effective Communication in the Workplace                                              | 2 Days   | R                       | 3 250,00        |     |     |     | 27  | 24  |

### DELIGHT CUSTOMERS

| DELIGHT CUSTOMERS                                                              |          |                         |          |     |     |     |     |     |
|--------------------------------------------------------------------------------|----------|-------------------------|----------|-----|-----|-----|-----|-----|
|                                                                                |          | Instructor-Led Training |          |     |     |     |     |     |
| Course Name                                                                    | Duration | Price excl. VAT         |          | Oct | Nov | Dec | Jan | Feb |
| Sales essentials: Fundamental sales techniques for consistent performance      | 1 Day    | R                       | 2 075,00 | 21  | 18  | 9   | 29  | 26  |
| Selling over the phone: Effective phone sales techniques for the modern market | 1 Day    | R                       | 2 075,00 | 22  | 19  | 10  | 30  | 27  |
| Influence and persuasion: A guide to influencing thoughts and actions          | 1 Day    | R                       | 2 075,00 | 23  | 20  | 11  | 5   | 2   |
| Customer service essentials: Create value in every customer interaction        | 1 Day    | R                       | 2 075,00 | 24  | 21  | 12  | 6   | 3   |

### ACHIEVE PERSONAL LEADERSHIP MASTERY

|                                                                                           |          | Instructor-Led Training |          |     |     |     |     |     |
|-------------------------------------------------------------------------------------------|----------|-------------------------|----------|-----|-----|-----|-----|-----|
| Course Name                                                                               | Duration | Price excl. VAT         |          | Oct | Nov | Dec | Jan | Feb |
| Executive Presence and Influence: Drive impact, be influential, build trust               | 1 Day    | R                       | 2 500,00 | 27  | 21  | 1   | 7   | 4   |
| Self-leadership: Harness personal mastery for leadership excellence                       | 2 Days   | R                       | 3 750,00 | 28  | 24  | 2   | 8   | 5   |
| Strategic Thinking and Visionary Leadership: Inspire progress through clarity and insight | 1 Day    | R                       | 2 500,00 | 30  | 26  | 8   | 12  | 9   |
| Emotional Intelligence for Leaders: Influence with empathy                                | 2 Days   | R                       | 3 750,00 | 30  | 27  | 4   | 13  | 10  |

### IMPROVE PERFORMANCE

| IMPROVE PERFORMANCE                                                           |          |                         |          |     |     |     |     |     |
|-------------------------------------------------------------------------------|----------|-------------------------|----------|-----|-----|-----|-----|-----|
|                                                                               |          | Instructor-Led Training |          |     |     |     |     |     |
| Course Name                                                                   | Duration | Price excl. VAT         |          | Oct | Nov | Dec | Jan | Feb |
| The Roadmap to Results - KPIs and OKRs: How to measure and manage performance | 1 Day    | R                       | 2 500,00 | 20  | 17  | 8   | 15  | 12  |
| Performance Management: Manage, motivate and maximize team potential          | 1 Day    | R                       | 2 500,00 | 21  | 18  | 9   | 16  | 13  |
| Coaching and Mentoring: Guide individuals to unlock their true potential      | 2 Days   | R                       | 3 750,00 | 22  | 19  | 10  | 19  | 16  |
| Leading without borders: Empower remote teams for success                     | 1 Day    | R                       | 2 500,00 | 24  | 21  | 12  | 21  | 18  |

### IMPROVE COMMUNICATION

|                                                                                       |          | Instructor-Led Training |          |     |     |     |     |     |
|---------------------------------------------------------------------------------------|----------|-------------------------|----------|-----|-----|-----|-----|-----|
| Course Name                                                                           | Duration | Price excl. VAT         |          | Oct | Nov | Dec | Jan | Feb |
| Communication Skills for Leaders: Communicate with clarity, accuracy and impact       | 2 Days   | R                       | 3 750,00 | 13  | 10  | 1   | 22  | 19  |
| Critical Conversations and Conflict Resolution: Master the art of difficult dialogues | 1 Day    | R                       | 2 500,00 | 15  | 12  | 3   | 26  | 23  |
| Advanced Negotiation Skills: Tactical approaches to challenging negotiations          | 2 Days   | R                       | 3 750,00 | 16  | 13  | 4   | 27  | 24  |
| Advanced Presentation Skills: Master presentations for leadership and influence       | 2 Days   | R                       | 3 750,00 | 27  | 17  | 8   | 29  | 26  |

### SPECIALISED SKILLS

|                                                                                     |          |   | Instructor-Led Training |     |     |     |     |     |  |
|-------------------------------------------------------------------------------------|----------|---|-------------------------|-----|-----|-----|-----|-----|--|
| Course Name                                                                         | Duration |   | Price excl. VAT         | Oct | Nov | Dec | Jan | Feb |  |
| Change Management: Management practices for adapting and thriving                   | 1 Day    | R | 2 500,00                | 29  | 19  | 10  | 5   | 2   |  |
| Resilience and leading in a crisis: Strategies for leaders to thrive and inspire    | 1 Day    | R | 2 500,00                | 30  | 20  | 11  | 6   | 3   |  |
| Leading for inclusivity: Strategies for building an inclusive and diverse workforce | 1 Day    | R | 2 500,00                | 31  | 21  | 12  | 7   | 4   |  |

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