



One and Two-Day Workshops

1. Leadership and Management Development		
1.1	Self-leadership Personal Mastery	- (US 242824, NQF Level 4)
1.2	History Makers How to be a Self-Leader in the Workplace	- (US 242824, NQF Level 4)
1.3	Interpersonal Communication	- (US 119462, NQF Level 4)
1.4	Transformational Leadership	- (US 242824, NQF Level 4)
1.5	Dealing with Poor Performance	- (US 113909, NQF Level 3)
1.6	Women in Leadership	- (US 242824, NQF Level 4)
1.7	Leadership and Emotional Intelligence	- (US 252031, NQF Level 5)
1.8	The Basics of Leadership	- (US 242824, NQF Level 4)
1.9	Effective Coaching Skills	- (US 7818, NQF Level 5)
1.10	Effective Negotiation Skills	- (US 117853, NQF Level 4)
1.11	Presentation Skills	- (US 14525, NQF Level 5)
1.12	Problem Solving and Thinking Skills	- (US 115385, NQF Level 5)
1.13	Time Management	- (US 242811, NQF Level 4)
1.14	Stress Management	- (US 15214, NQF Level 5)
1.15	Change Management	- (US 115407, NQF Level 5)
1.16	Project Management	- (US 120372, NQF Level 4)
1.17	Leadership and Employee Motivation	- (US 15224, NQF Level 5)
1.18	Facilitation Skills	- (US 14525, NQF Level 5)
1.19	Conflict Management	- (US 8647, NQF Level 5)
1.20	Diversity in the Work Place	- (US 116270, NQF Level 3)
1.21	Building High Performance Teams	- (US 242819, NQF Level 4)
2. Organisational and Development Programmes		
2.1	Finishing Well Empowerment for Retirees	- (US 242822, NQF Level 4)
2.2	Values and Money	- (US 15092, NQF Level 1) and (US 242810, NQF Level 4)
2.3	Customer Service	- (US 114974, NQF Level 2) and (US 242829, NQF Level 4)
2.4	Writing Business Plans	- (US 114592, NQF Level 4)
2.5	Assertiveness	- (US 252027, NQF Level 5)
2.6	Be a First-Class Receptionist	- (US 14338, NQF Level 2)
2.7	Selling Skills	- (US 118037, NQF Level 4)
2.8	Business Writing Skills	- (US 12153, NQF Level 4)
2.9	The Minute Takers Workshop	- (US 119465, NQF Level 3)

2.10	Train the Trainer	- (US 117871, NQF Level 5)
2.11	Office Etiquette	- (US 14665, NQF Level 3)
2.12	Recruitment and Selection	- (US 10978, NQF Level 4)
2.13	Basic Life Skills	- (US 206478, NQF Level 2)
2.14	Resilience – Change management	- US 115407 Level 5
2.15	Disability Awareness(NEW)	- US 260481. Level 2 only
2.16	Employment equity (NEW) Demonstrate understanding of employment relations in an organisation is an ELECTIVE US in our Qualification 61595 on Business Advising	- US 116927 Level 5; and US 10170
2.18	Introduction to Trade Unions (NEW)	- US 243848 Level 5
3. Motivational Workshops (Employee Engagement)		
3.1	The 7 Choices of a Successful Work Life	- (US 242817, NQF Level 4)
3.2	The 7 Choices of Successful Women	- (US 242817, NQF Level 4)
3.3	The 7 Choices of Successful Educators	- (US 242817, NQF Level 4)
4. Specialised Training		
4.1	Assessor Training (5 Days)	- (US 115753, NQF Level 5)
4.2	Moderator Training (5 Days)	- (US 115759, NQF Level 5)
4.3	Health and Wellness in the Workplace (1-4 Days)	- (US 13915, NQF Level 3)
4.4	HIV/AIDS in the Workplace Solutions (1-4 Days)	- (US 13915, NQF Level 3)
4.5	Conflict Management for Casino Frontline Staff (1 Day)	
4.6	Occupational Health and Safety (2-3 Days)	- (US 9964:, NQF Level 2)
5. Government Specific Workshops		
5.1	Values Based Leadership for Local Government (2 Days)	- (US 242824, NQF Level 4)
5.2	Transformational Leadership for Local Government (2-3 Days)	- (US 24824, NQF Level 4)
5.3	Finance for Non-Financial Managers in Local Government (2 Days)	- (US 117256, NQF Level 3)
5.4	Customer Service for Local Government (2 Days)	- (US 114974, NQF Level 2 and US 242829, NQF Level 4)
5.5	Report Writing for Social Workers	
5.6	Vicarious Trauma	
5.7	Mentoring in Education	
5.8	Strategic Planning in Education	
5.9	Positively Angry	
5.10	Emotional Awareness Training for Educators	