



2022 TRAINING CALENDAR



Online and In-house trainings

In-house trainings are available on request. Minimum of 5 delegates.

Manhattan Hotel, Pretoria

Online

Capital Hotel, Sandton

COURSE	UNIT STANDARD	JAN	FEB	MAR	APR	MAY	JUN
Advanced Microsoft EXCEL Formulas and Dashboards		18-21	15-18	15-18		17-20	07-10
Basic Microsoft Excel		29-31		16-18			
Advanced Project Management		14-17		22-25		10-13	
Project Management for Non-Project Managers			12-14		21-23		
Office Professionals Workshop				02-04			
Event Management						25-27	
Coaching for Optimum Performance					05-06		
Customer Service				14-16			
Finance for Non-Finance Managers			19-21			02-04	
Basic Computer Skills				28-30			
Principles, Regulations and Legislation Underlying Supply Chain Management							
Contract and Supplier Management							
Understanding Emotional Intelligence					01-02		
Professional Secretarial and Admin Skills					14-15		
Microsoft Project Software			18-21			17-20	
Principles of Computerised Systems to Manage Data, Reports and Records Management				14-16			07-09
Corporate Governance KING IV	252042 L5 5 credits				07-09		
Professional Communication and Report Writing						09-11	
Planning and Implementation of Disaster Management Systems		27-29		07-09	05-07		
Prepare and Interpret Tax Reports and Returns			04-07				

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