

## SOFT SKILLS COURSE SCHEDULE



### ACHIEVE PERSONAL MASTERY

Course Name	Duration	Instructor-Led Training		2025							
		Price excl. VAT		May	Jun	July	Aug	Sep	Oct	Nov	Dec
Emotional Intelligence: From awareness to action	2 Days	R	3 250,00	5	2	7	4	1	6	3	1
Self-leadership: Cultivate discipline and achieve your goals	2 Days	R	3 250,00	7	4	9	6	3	8	5	3
Resilience and Stress Management: From pressure to performance	1 Day	R	2 075,00	9	6	11	8	5	10	7	5

### IMPROVE PERFORMANCE

Course Name	Duration	Instructor-Led Training		2025							
		Price excl. VAT		May	Jun	July	Aug	Sep	Oct	Nov	Dec
Time management and Productivity: Strategies for sustained performance	1 Day	R	2 075,00		9	14	11	8	13	10	8
Teamwork and Collaboration: Master the art of teamwork for impactful results	1 Day	R	2 075,00	12		15	12	9	14	11	9
Creativity and Innovation: Enable creative potential for breakthrough ideas	1 Day	R	2 075,00	13	10	16	13	10	15	12	10
Problem Solving and Decision Making: Think critically, act decisively	2 Days	R	3 250,00	14	11	17	14	11	16	13	11

### IMPROVE COMMUNICATION

Course Name	Duration	Instructor-Led Training		2025							
		Price excl. VAT		May	Jun	July	Aug	Sep	Oct	Nov	Dec
Conversations that count: Strategies for meaningful and effective communication	1 Day	R	2 075,00		17		18	22	20	17	1
Effective business writing skills: Crafting written communications that drive results	1 Day	R	2 075,00		18		19	23	21	18	2
Effective presentation skills: Design and deliver memorable presentations	2 Days	R	3 250,00		19		20	25	22	19	3
Assertiveness and conflict management: From tension to understanding	1 Day	R	2 075,00	16		21	22	25	24	21	5
Conflict Management	1 Day	R	2 075,00	16		22	25	26	20	17	8

### DELIGHT CUSTOMERS

Course Name	Duration	Instructor-Led Training		2025							
		Price excl. VAT		May	Jun	July	Aug	Sep	Oct	Nov	Dec
Sales essentials: Fundamental sales techniques for consistent performance	1 Day	R	2 075,00	19		21	26	15	21	18	9
Selling over the phone: Effective phone sales techniques for the modern market	1 Day	R	2 075,00	20		22	27	16	22	19	10
Influence and persuasion: A guide to influencing thoughts and actions	1 Day	R	2 075,00	22		23	28	17	23	20	11
Customer service essentials: Create value in every customer interaction	1 Day	R	2 075,00	23		24	29	18	24	21	12

### ACHIEVE PERSONAL LEADERSHIP MASTERY

Course Name	Duration	Instructor-Led Training		2025							
		Price excl. VAT		May	Jun	July	Aug	Sep	Oct	Nov	Dec
Executive Presence and Influence: Drive impact, be influential, build trust	1 Day	R	2 500,00		25	7	4	19	27	21	1
Self-leadership: Harness personal mastery for leadership excellence	2 Days	R	3 750,00		26	8	5	22	28	24	2
Strategic Thinking and Visionary Leadership: Inspire progress through clarity and insight	1 Day	R	2 500,00	29	17	21	11	19	30	26	8
Emotional Intelligence for Leaders: Influence with empathy	2 Days	R	3 750,00		23	10	7	25	30	27	4

### IMPROVE PERFORMANCE

Course Name	Duration	Instructor-Led Training		2025							
		Price excl. VAT		May	Jun	July	Aug	Sep	Oct	Nov	Dec
The Roadmap to Results - KPIs and OKRs: How to measure and manage performance	1 Day	R	2 500,00		2	14	12	15	20	17	8
Performance Management: Manage, motivate and maximize team potential	1 Day	R	2 500,00		3	15	13	16	21	18	9
Coaching and Mentoring: Guide individuals to unlock their true potential	2 Days	R	3 750,00	19	4	16	14	17	22	19	10
Leading without borders: Empower remote teams for success	1 Day	R	2 500,00	22	6	18	18	19	24	21	12

### IMPROVE COMMUNICATION

Course Name	Duration	Instructor-Led Training		2025							
		Price excl. VAT		May	Jun	July	Aug	Sep	Oct	Nov	Dec
Communication Skills for Leaders: Communicate with clarity, accuracy and impact	2 Days	R	3 750,00		9	21	19	29	13	10	1
Critical Conversations and Conflict Resolution: Master the art of difficult dialogues	1 Day	R	2 500,00	23	11	23	25	29	15	12	3
Advanced Negotiation Skills: Tactical approaches to challenging negotiations	2 Days	R	3 750,00		12	24	21	22	16	13	4
Advanced Presentation Skills: Master presentations for leadership and influence	2 Days	R	3 750,00		17	28	26	25	27	17	8

### SPECIALISED SKILLS

Course Name	Duration	Instructor-Led Training		2025							
		Price excl. VAT		May	Jun	July	Aug	Sep	Oct	Nov	Dec
Change Management: Management practices for adapting and thriving	1 Day	R	2 500,00	5		28	25	22	29	19	10
Resilience and leading in a crisis: Strategies for leaders to thrive and inspire	1 Day	R	2 500,00	6		29	26	23	30	20	11
Leading for inclusivity: Strategies for building an inclusive and diverse workforce	1 Day	R	2 500,00	7		30	27	25	31	21	12

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