



Information Sheet

SOFT SKILLS

Upskill and train staff with innovative, creative training solutions that is cost-effective with measurable results. Customised to your needs. High quality solutions. Our customised corporate training solutions are geared towards both private and public organisations that need to upskill and develop their employees according to sector- or industry-specific training needs.

All our corporate training initiatives are developed and delivered by thought-leading experts and academics and offer real-time training that addresses pressing issues identified in developing and emerging markets. These programmes can be presented at any suitable training venue around the country or even on-site at your own premises. Durations and content available on request!

For quotations on in-house training, please contact your nearest campus.

PROGRAMME
Achieving Excellence in Customer Services
Anger Management
Business Writing Skills
Communication Strategies
Communication, Coordination & Leadership
Customer Care & Telephone Skills
Finance for non-Finance Managers
High Performance Teams
HR for non HR Managers
Leadership and Management Skills for New Manager and Supervisors
Report Writing, Proposals and Presentations
Sales Techniques
Self Esteem & Assertiveness
Self-Mastery and Emotional Intelligence
Supervisory Skills
The Art of Delegating Effectively
Time Management





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CORPORATE WORKSHOPS

PROGRAMME	
Basic Business Accounting	Motivating your workforce
Conflict Resolution-Getting Along in the Workplace	Office Professional and Management
Critical Thinking Skills	Principle-base Leadership
DNA - potential for authentic leadership	Problem Solving and Decision Making
Leadership Transformation	Project Management
Managing Employee Performance	Stress Management
The Sales Process	Time Management
The Golden Thread to Success - Leadership	

Corporate Hours

Classes Start: 08:00

Break / Tea Time: 10:15 – 10:30

Lunch Time: 12:00 / 13:00

Class Ends: ± 15:00 / 15:30

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