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ERGO BUSINESS DEVELOPMENT ACADEMY

EBDA Courses

Name	Duration	Cost	Feb	Mar	Apr
AET					
AET - Pre-AET	6 months	R 26,220.00			
AET Assessment	2 days	R 437.00			
AET Level 1	3 months	R 13,110.00			
AET Level 2	3 months	R 13,110.00			
AET Level 3	3 months	R 13,110.00			
AET Level 4	3 months	R 13,110.00			
Computer Courses					
Advanced MS Excel	1 day	R 2,012.50			
Advanced MS Powerpoint	1 day	R 2,012.50			
Advanced MS Word	1 day	R 2,012.50			
Intermediate MS Excel	1 day	R 2,012.50			
Intermediate MS Powerpoint	1 day	R 2,012.50			
Intermediate MS Word	1 day	R 2,012.50			
Introduction to MS Excel	1 day	R 2,012.50			
Introduction to MS Powerpoint	1 day	R 2,012.50			
Introduction to MS Word	1 day	R 2,012.50			
MS Access 2007 Level 2 (Intermediate)	1 day	R 2,012.50			
MS Access 2007 Level 3 (Advanced)	1 day	R 2,012.50			
PC Fundamentals	2 days	R 4,025.00			
Engineering					
Trade Test (all trades except Millwright)	1 day	R 1,345.50			
Trade Test (Millwright)	2 days	R 2,691.00			
Trade Test Preparation (all trades except Millwright)	5 weeks	R 19,837.50			
Trade Test Preparation (Millwright)	7 weeks	R 27,772.50			

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Name	Duration	Cost	Feb	Mar	Apr
Engineering / Learnerships					
ARPL Gap Analysis Assessments	5 days	R 4,600.00			
Diesel / Petrol Mechanic	108 weeks	R 130,628.50			
Earth Moving Mechanic	108 weeks	R 130,628.50			
Electrician	108 weeks	R 130,628.50			
Fabrication - Boilermaker / Plater / Welder	108 weeks	R 153,628.50			
Fitter / Fitter & Machinist / Fitter & Turner	108 weeks	R 130,628.50			
Millwright	160 weeks	R 181,803.50			
Rigger / Rigger Ropeman	108 weeks	R 153,628.50			
Engineering / Operator Training & I	_icensing				
Basic Rigging - Novices (min/max 4 candidates)	5 days	R 10,062.50			
Basic Rigging - Refresher (min/max 4 candidates)	1 day	R 2,012.50			
Cherry Picker - Novices (min/max 4 candidates)	5 days	R 14,375.00			
Cherry Picker - Refresher (min/max 4 candidates)	1 day	R 2,875.00			
Forklift - Novices (min/max 4 candidates)	5 days	R 10,062.50			
Forklift - Refresher (min/max 4 candidates)	1 day	R 2,012.50			
Manitou - Refresher (min/max 4 candidates)	1 day	R 2,875.00			
Manitou -Novices (min/max 4 candidates)	5 days	R 14,375.00			
Mobile Crane (Novices) - min/max 4 candidates	5 days	R 10,062.50			
Mobile Crane (Refresher) - min/max 4 candidates	1 day	R 2,012.50			
Mobilift (Refresher)	1 day	R 2,875.00			
Overhead Crane (Refresher) - min/max 4 candidates	1 day	R 2,012.50			
Overhead Cranes (Novices) - min/max 4 candidates	5 days	R 10,062.50			
Tower Crane (Refresher) - min/max 4 candidates	1 day	R 2,012.50			
Tower Cranes (Novices) - min/max 4 candidates	10 days	R 20,125.00			
Truck Mounted Cranes - Refresher (min/max 4 candidates)	1 day	R 2,012.50			
Truck Mounted Cranes (Novices) - min/max 4 candidates	5 days	R 10,062.50			

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Name	Duration	Cost	Feb	Mar	Apr
Engineering / Short Courses					
Advanced Turning (Non-Credit Bearing)	1 week	R 2,817.50			
Arc Welding all positions (Non-Credit Bearing)	2 weeks	R 10,350.00			
Arc Welding down hand position (Non-Credit Bearing)	1 week	R 5,175.00			
Basic Hand Tools Skills (Non-Credit Bearing)	20 days	R 11,270.00			
Basic Hydraulics (Non-Credit Bearing)	1 week	R 5,175.00			
Basic Pneumatics (Non-Credit Bearing)	1 week	R 5,175.00			
Basic Turning (Non-Credit Bearing)	1 week	R 2,817.50			
Boilermaker: Use a centre marker and contour maker (Non-Credit Bearing)	1 week	R 3,967.50			
Boilermaker: Use a huckbolt machine (Non-Credit Bearing)	1 week	R 3,967.50			
Electrical Aide (Non-Credit Bearing)	6 weeks	R 16,905.00			
Fitter Aide (Non-Credit Bearing)	6 weeks	R 16,905.00			
Fitting: Bearing Technologies (Non-Credit Bearing)	2 weeks	R 5,635.00			
Fitting: Lubrication Methods (Non-Credit Bearing)	1 week	R 5,566.00			
House wiring (Non-Credit Bearing)	4 weeks	R 15,870.00			
Met/Eng Orientation (Non-Credit Bearing)	4 days	R 2,254.00			
MIG Welding (CO2) down hand positions (Non-Credit Bearing)	1 week	R 5,175.00			
MIG Welding all positions (CO2) (Non-Credit Bearing)	2 weeks	R 10,350.00			
Plater/Welder/Boilermaker Aide (Non-Credit Bearing)	6 weeks	R 23,805.00			
Rigger Aide (Non-Credit Bearing)	6 weeks	R 23,805.00			
TIG Welding (all positions) (Non-Credit Bearing)	2 weeks	R 10,350.00			
TIG Welding down hand positions (Non-Credit Bearing)	1 week	R 5,175.00			
Workshop Administration (Non-Credit Bearing)	1 day	R 1,667.50			
Engineering / Skills Programmes					
Diesel Mechanic Aide - (Accredited MQA)	12 weeks	R 32,430.00			
Electrical Aide (Accredited MQA)	16 weeks	R 43,240.00			
Fitter Aide (Accredited MQA)	12 weeks	R 32,430.00			
Plater/Welder/Boilermaker Aide (Accredited MQA)	12 weeks	R 39,330.00			
Rigger and Ropesman Aide (Accredited MQA)	12 weeks	R 39,330.00			

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Name	Duration	Cost	Feb	Mar	Apr			
Health, Safety & Environment / Short Courses								
Fire Fighting level 1	1 day	R 822.25						
Fire Fighting level 2	1 day	R 822.25						
Maintenance Planning and Scheduling	3 days	R 6,813.75						
Root Cause Analysis	2 days	R 4,916.25						
Health, Safety & Environment / Skills Programmes								
Advanced Fire Fighting	2 days	R 2,231.00						
Basic Fire Fighting Techniques NQF level 1	1 day	R 925.75						
First Aid Level 1	2 days	R 1,288.00						
First Aid Level 2	3 days	R 1,656.00						
Health & Safety for Full Time Workplace Representatives (Mining)	10 days	R 35,650.00						
Metallurgy & Minerals Processing Cyanide (Internal Clients)	1 day	R 0.00						
Lockout Procedure	•							
	3 days 1 day	R 11,730.00 R 414.00						
Pumps Radiation	·	R 0.00						
Naulation	on request	K 0.00						
Metallurgy & Minerals Processing	Skills Progra	ammes (accred	ited)					
Adsorption of gold onto activated carbon	38 days	R 97,324.50						
Carbon regeneration / Kiln	9 days	R 30,124.25						
Chemical Handling	60 days	R 148,304.00						
Crushing	33 days	R 85,738.25						
Electrowinning	37 days	R 95,007.25						
Elution	36 days	R 92,690.00						
Flotation	28 days	R 74,152.00						
Milling of Material	26 days	R 69,517.50						
Ore reception	11 days	R 25,489.75						
Thickening of a slurry	25 days	R 57,931.25						
Water reticulation	9 days	R 30,124.25						

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Name	Duration	Cost	Feb	Mar	Apr
N-Courses					
Electrical Trade Theory - N1/N2	12 weeks	R 2,254.00			
Engineering Drawings - N1/N2	12 weeks	R 2,863.50			
Engineering Science - N1/N2/N3	12 weeks	R 2,254.00			
Exam re-write only	1 day	R 793.50			
Fitting & Machining Trade Theory - N1/N2	12 weeks	R 2,254.00			
Industrial Electronics - N1/N2	12 weeks	R 2,254.00			
Mathematics - N1/N2/N3	12 weeks	R 2,254.00			
Motor Mechanics Trade Theory - N1/N2	12 weeks	R 2,254.00			
Plater's Theory - N1/N2	12 weeks	R 2,254.00			
Rigging Trade Theory N1/N2	12 weeks	R 2,254.00			
3					
Structural & Steel Drawings - N1/N2	12 weeks	R 2,863.50			
Structural & Steel Drawings - N1/N2 Portable Skills Training / Constructi		·	ies		
Structural & Steel Drawings - N1/N2	on Skills / S	kills Programm	ies		
Structural & Steel Drawings - N1/N2 Portable Skills Training / Constructi Bricklaying (Non-Credit Bearing) Carpentry (Non-Credit Bearing) Further Education & Training Certificate:	on Skills / Sl 45 days	kills Programm R 24,322.50	ies		
Structural & Steel Drawings - N1/N2 Portable Skills Training / Construction Bricklaying (Non-Credit Bearing) Carpentry (Non-Credit Bearing) Further Education & Training Certificate: Plumbing National Certificate: Building & Civil	on Skills / Sl 45 days 45 days	R 24,322.50 R 24,322.50	ies		
Structural & Steel Drawings - N1/N2 Portable Skills Training / Constructi Bricklaying (Non-Credit Bearing) Carpentry (Non-Credit Bearing) Further Education & Training Certificate: Plumbing National Certificate: Building & Civil Construction National Certificate: Community House	45 days 45 days 12 months	R 24,322.50 R 24,322.50 R 64,860.00	es		
Structural & Steel Drawings - N1/N2 Portable Skills Training / Constructi Bricklaying (Non-Credit Bearing)	45 days 45 days 12 months	R 24,322.50 R 24,322.50 R 64,860.00 R 64,860.00	ies		
Portable Skills Training / Constructi Bricklaying (Non-Credit Bearing) Carpentry (Non-Credit Bearing) Further Education & Training Certificate: Plumbing National Certificate: Building & Civil Construction National Certificate: Community House Building Painting and Decorating (Non-Credit Bearing)	45 days 45 days 12 months 12 months	R 24,322.50 R 24,322.50 R 64,860.00 R 64,860.00	ies		
Portable Skills Training / Construction Bricklaying (Non-Credit Bearing) Carpentry (Non-Credit Bearing) Further Education & Training Certificate: Plumbing National Certificate: Building & Civil Construction National Certificate: Community House Building Painting and Decorating (Non-Credit Bearing) Plumbing (Non-Credit Bearing)	45 days 45 days 12 months 12 months 12 months 45 days	R 24,322.50 R 24,322.50 R 64,860.00 R 64,860.00 R 64,860.00 R 24,322.50	nes		
Portable Skills Training / Constructi Bricklaying (Non-Credit Bearing) Carpentry (Non-Credit Bearing) Further Education & Training Certificate: Plumbing National Certificate: Building & Civil Construction National Certificate: Community House Building Painting and Decorating (Non-Credit Bearing) Plumbing (Non-Credit Bearing) Tiling and Plastering (Non-Credit Bearing)	45 days 45 days 12 months 12 months 12 months 45 days 45 days 45 days 45 days	R 24,322.50 R 64,860.00 R 64,860.00 R 64,860.00 R 64,860.00 R 24,322.50 R 24,322.50 R 24,322.50	ies		
Structural & Steel Drawings - N1/N2 Portable Skills Training / Constructi Bricklaying (Non-Credit Bearing) Carpentry (Non-Credit Bearing) Further Education & Training Certificate: Plumbing National Certificate: Building & Civil Construction National Certificate: Community House Building	45 days 45 days 12 months 12 months 12 months 45 days 45 days 45 days 45 days	R 24,322.50 R 64,860.00 R 64,860.00 R 64,860.00 R 64,860.00 R 24,322.50 R 24,322.50 R 24,322.50	ies		

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Name	Duration	Cost	Feb	Mar	Apr		
Portable Skills Training / Motor Mechanics / Short Courses							
Basic Auto Electrical (Non-Credit Bearing)	10 days	R 5,635.00					
Care & Use Of Hand Tools	20 days	R 11,270.00					
Cylinder Head (Non-Credit Bearing)	10 days	R 5,635.00					
Drive Train (Non-Credit Bearing)	5 days	R 2,817.50					
Engine Tuning (Non-Credit Bearing)	10 days	R 5,635.00					
Exhaust Systems (Non-Credit Bearing)	5 days	R 2,817.50					
Fuel Systems (Non-Credit Bearing)	5 days	R 2,817.50					
Hydraulic Brake Systems (Non-Credit Bearing)	5 days	R 2,817.50					
Introduction to Mechanics (Non-Credit Bearing)	10 days	R 5,635.00					
Pneumatic brake Systems (Non-Credit Bearing)	5 days	R 2,817.50					
Steering and Wheel Alignment (Non-Credit Bearing)	5 days	R 2,817.50					
Suspension (Non-Credit Bearing)	5 days	R 2,817.50					
Transmission Systems (Non-Credit Bearing)	15 days	R 8,452.50					

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Assertiveness Skills 1 day R 1,771.00 Business English 1 day R 1,771.00 Business Etiquette 1 day R 1,771.00 Business Etiquette 1 day R 1,771.00 Business Preparedness Course 2 days R 3,542.00 Business Writing 1 day R 1,771.00 Business Writing R Mentoring Skills: The Coach 2 days R 3,542.00 Coaching & Mentoring Skills: The Coach 2 days R 3,542.00 Coaching & Mentoring: The Prodigee 1 day R 1,771.00 Conduct a formal meeting 1 day R 1,771.00 Conduct a formal meeting 2 days R 3,542.00 Conducting Disciplinary Enquiries for 2 days R 3,542.00 Conducting Disciplinary Enquiries for 2 days R 3,542.00 Conducting Disciplinary Enquiries for 2 days R 1,771.00 Conducting Meetings 1 day R 1,771.00 Conducting Meetings 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Management 3 days R 5,313.00 Fundamentals of Business Management 3 days R 5,313.00 Fundamentals of Economics & Business 2 days R 3,542.00 Introduction to Project Management 1 day R 1,771.00 Manage expenditure against a budget 1 day R 1,771.00 Manage expenditure against a budget 1 day R 1,771.00 Manage represental Finance 1 day R 1,771.00 Manage Personal Finance 2 days R 3,542.00 Manage Personal Finance 1 day R 1,771.00 Manage Personal Finance 2 days R 3,542.00 Manage Personal Finance 2 days R 3,542.00 Manage Personal Finance 2 days R 3,542.00 Personal Productivity 2 days R 3,542.00	Name	Duration	Cost	Feb	Mar	Apr		
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Business Etiquette 1 day R 1,771.00 Business Preparedness Course 2 days R 3,542.00 Business Writing 1 day R 1,771.00 Coaching & Mentoring Skills: The Coach 2 days R 3,542.00 Coaching & Mentoring: The Prodigee 1 day R 1,771.00 Coaching & Mentoring: The Prodigee 1 day R 1,771.00 Coaching & Mentoring: The Prodigee 1 day R 1,771.00 Conduct a formal meeting 1 day R 1,771.00 Conduct a formal meeting 2 days R 3,542.00 Coaching Mentoring: Enquiries for 2 days R 3,542.00 Coaching Meeting Disciplinary Enquiries for 2 days R 3,542.00 Conducting Disciplinary Enquiries for 2 days R 1,771.00 Conducting Meetings 1 day R 1,771.00 Conducting Meetings 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Management 3 days R 5,313.00 Fundamentals of Business Management 3 days R 5,313.00 Fundamentals of Business Management 3 days R 3,542.00 Conducting Meetings 2 days R 3,542.00 Conflict Relations for Line Managers 2 days R 3,542.00 Conflict Relations for Line Management 1 day R 1,771.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 1 day R 1,771.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Conflict Relations for Line Management 2 days R 3,542.00 Con	Assertiveness Skills	1 day	R 1,771.00					
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Coaching & Mentoring Skills: The Coach 2 days R 3,542.00 Coaching & Mentoring: The Prodigee 1 day R 1,771.00 Coaching & Mentoring: The Prodigee 1 day R 1,771.00 Conducting Disciplinary Enquiries for 2 days R 3,542.00 Complainants Conducting Disciplinary Enquiries for 2 days R 3,542.00 Complainants Conducting Disciplinary Enquiries for 2 days R 3,542.00 Conducting Disciplinary Enquiries for 2 days R 3,542.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Management 1 day R 1,771.00 Conflict Resolution & Management 3 days R 1,771.00 Conflict Resolution & Management 4 day R 1,771.00 Conflict Resolution & Management 5 days R 3,542.00 Conflict Resolution & Management 6 days R 1,771.00 Conflict Resolution & Management 7 days R 1,771.00 Conflict Resolution & Management 8 days R 3,542.00 Conflict Resolution & Management 9 days R 3,542.00 Conflict Resolution & Management 9 days R 3,542.00 Conflict Resolution & R 1,771.00 Conflict Resolution	Business Preparedness Course	2 days	R 3,542.00					
Coaching & Mentoring: The Prodigee 1 day R 1,771.00 Conduct a formal meeting 1 day R 1,771.00 Conducting Disciplinary Enquiries for Complainants Conducting Meetings 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 3,542.00 Conflict Resolution & Management 3 days R 3,542.00 Conflict Resolution & Management 1 day R 1,771.00 Conflict Resolution & Managers 1 day R 1,771.00 Conflict Resolution & Managers 1 day R 1,771.00 Conflict Resolution & Management 1 day R 1,771.00 Conflict Resolution & Managers 1 day R 1,771.00 Conflict Resolution &	Business Writing	1 day	R 1,771.00					
Conducting Disciplinary Enquiries for Complainants 2 days R 3,542.00 R 3,542.	Coaching & Mentoring Skills: The Coach	2 days	R 3,542.00					
Conducting Disciplinary Enquiries for Complainants Conducting Disciplinary Enquiries for Complainants Conducting Disciplinary Enquiries for Presiding Officials Conducting Meetings 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Management 2 days R 3,542.00 Conflict Resolution & Resolut	Coaching & Mentoring: The Prodigee	1 day	R 1,771.00					
Complainants Conducting Disciplinary Enquiries for Presiding Officials Conducting Meetings 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Reso	Conduct a formal meeting	1 day	R 1,771.00					
Presiding Officials Conducting Meetings 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Conflict Resolution & Managing Teams 1 day R 1,771.00 Ciffective Meetings R 3,542.00 Ciffective Meetings R 3,542.	Conducting Disciplinary Enquiries for Complainants	2 days	R 3,542.00					
Conflict Resolution & Managing Teams 1 day R 1,771.00 Diversity Workshop 1 day R 1,771.00 Effective Meetings 1 day R 1,771.00 Fundamentals of Business Management 3 days R 5,313.00 Fundamentals of Economics & Business 2 days R 3,542.00 Fundamentals of Economics & Business 2 days R 3,542.00 Introduction to Project Management 1 day R 1,771.00 Aleadership 2 days R 3,542.00 Manage expenditure against a budget 1 day R 1,771.00 Manage individual and team performance 2 days R 3,542.00 Managing Personal Finance 1 day R 1,771.00 Motivate and build a team 2 days R 3,542.00 Motivate and build a team 2 days R 3,542.00 Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Firme Management 1 day R 1,771.00	Conducting Disciplinary Enquiries for Presiding Officials	2 days	R 3,542.00					
Diversity Workshop 1 day R 1,771.00 Effective Meetings 1 day R 1,771.00 Fundamentals of Business Management 3 days R 5,313.00 Fundamentals of Economics & Business 2 days R 3,542.00 Fundamentals of Economics & Business 2 days R 3,542.00 Introduction to Project Management 1 day R 1,771.00 Leadership 2 days R 3,542.00 Manage expenditure against a budget 1 day R 1,771.00 Manage individual and team performance 2 days R 3,542.00 Managing Personal Finance 1 day R 1,771.00 Motivate and build a team 2 days R 3,542.00 Motivate and build a team 2 days R 3,542.00 Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Firme Management 1 day R 1,771.00	Conducting Meetings	1 day	R 1,771.00					
Effective Meetings 1 day R 1,771.00 Fundamentals of Business Management 3 days R 5,313.00 Fundamentals of Economics & Business 2 days R 3,542.00 Fundamentals of Economics & Business R 3,542.00 Fundamentals of Economics R 1 day R 1,771.00 Fundamentals of Economics R 2 days R 3,335.00 Fundamentals of Economics R 1 day R 1,771.00	Conflict Resolution & Managing Teams	1 day	R 1,771.00					
Fundamentals of Business Management 3 days R 5,313.00 Fundamentals of Economics & Business 2 days R 3,542.00 Industrial Relations for Line Managers 2 days R 1,771.00 Leadership 2 days R 3,542.00 Manage expenditure against a budget 1 day R 1,771.00 Manage individual and team performance 2 days R 3,542.00 Managing Personal Finance 1 day R 1,771.00 Motivate and build a team 2 days R 3,542.00 Megotiation Skills 1 day R 1,771.00 Personal Productivity 2 days R 3,542.00 Personal Productivity 2 days R 3,542.00 Personal Productivity 2 days R 3,542.00 Personal Solving & Controlling Performance 2 days R 3,542.00 Personal Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Fine Management 1 day R 1,771.00	Diversity Workshop	1 day	R 1,771.00					
Fundamentals of Economics & Business 2 days R 3,542.00 Introduction to Project Management 1 day R 1,771.00 Leadership 2 days R 3,542.00 Manage expenditure against a budget 1 day R 1,771.00 Manage individual and team performance 2 days R 3,542.00 Managing Personal Finance 1 day R 1,771.00 Motivate and build a team 2 days R 3,542.	Effective Meetings	1 day	R 1,771.00					
Finance Industrial Relations for Line Managers 2 days R 3,542.00 Introduction to Project Management 1 day R 1,771.00 Leadership 2 days R 3,542.00 Manage expenditure against a budget 1 day R 1,771.00 Manage individual and team performance 2 days R 3,542.00 Managing Personal Finance 1 day R 1,771.00 Motivate and build a team 2 days R 3,542.00 Megotiation Skills 1 day R 1,771.00 Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Planning & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Fime Management 1 day R 1,771.00	Fundamentals of Business Management	3 days	R 5,313.00					
Introduction to Project Management 1 day R 1,771.00 Leadership 2 days R 3,542.00 Manage expenditure against a budget 1 day R 1,771.00 Manage individual and team performance 2 days R 3,542.00 Managing Personal Finance 1 day R 1,771.00 Motivate and build a team 2 days R 3,542.00 Negotiation Skills 1 day R 1,771.00 Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Fime Management 1 day R 1,771.00	Fundamentals of Economics & Business Finance	2 days	R 3,542.00					
Leadership 2 days R 3,542.00 Manage expenditure against a budget 1 day R 1,771.00 Manage individual and team performance 2 days R 3,542.00 Managing Personal Finance 1 day R 1,771.00 Motivate and build a team 2 days R 3,542.00 Negotiation Skills 1 day R 1,771.00 Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Fime Management 1 day R 1,771.00	Industrial Relations for Line Managers	2 days	R 3,542.00					
Manage expenditure against a budget 1 day R 1,771.00 Manage individual and team performance 2 days R 3,542.00 Managing Personal Finance 1 day R 1,771.00 Motivate and build a team 2 days R 3,542.00 Negotiation Skills 1 day R 1,771.00 Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Fime Management 1 day R 1,771.00	Introduction to Project Management	1 day	R 1,771.00					
Manage individual and team performance 2 days R 3,542.00 Managing Personal Finance 1 day R 1,771.00 Motivate and build a team 2 days R 3,542.00 Negotiation Skills 1 day R 1,771.00 Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Time Management 1 day R 1,771.00	Leadership	2 days	R 3,542.00					
Managing Personal Finance 1 day R 1,771.00 Motivate and build a team 2 days R 3,542.00 Negotiation Skills 1 day R 1,771.00 Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Time Management 1 day R 1,771.00	Manage expenditure against a budget	1 day	R 1,771.00					
Motivate and build a team 2 days R 3,542.00 Negotiation Skills 1 day R 1,771.00 Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Time Management 1 day R 1,771.00	Manage individual and team performance	2 days	R 3,542.00					
Negotiation Skills 1 day R 1,771.00 Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Time Management 1 day R 1,771.00	Managing Personal Finance	1 day	R 1,771.00					
Personal Productivity 2 days R 3,542.00 Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Time Management 1 day R 1,771.00	Motivate and build a team	2 days	R 3,542.00					
Planning & Controlling Performance 2 days R 3,542.00 Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Fime Management 1 day R 1,771.00	Negotiation Skills	1 day	R 1,771.00					
Problem Solving & Decision Making 1 day R 1,771.00 Supervise a work unit to achieve objectives 2 days R 3,335.00 Time Management 1 day R 1,771.00	Personal Productivity	2 days	R 3,542.00					
Supervise a work unit to achieve objectives 2 days R 3,335.00 Time Management 1 day R 1,771.00	Planning & Controlling Performance	2 days	R 3,542.00					
Fime Management 1 day R 1,771.00	Problem Solving & Decision Making	1 day	R 1,771.00					
	Supervise a work unit to achieve objectives	2 days	R 3,335.00					
Fraining of Trainers 3 days R 29,031.75	Time Management	1 day	R 1,771.00					
	Training of Trainers	3 days	R 29,031.75					

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Name	Duration	Cost	Feb	Mar	Apr
Soft Skills / Skills Programmes					
Advanced Generic Management	85 days	R 78,200.00			
Basic Generic Management	60 days	R 55,200.00			
Basic Supervision	4 days	R 10,120.00			
Intermediate Generic Management	68 days	R 62,560.00			