



*"Building Management
Solutions Through Training"*

TOTAL BUSINESS TRAINING INSTITUTE
 10 Dunning Manor, Nigel Road, Dunnottar
 Mobile +27 63 187 7280
 Email training@totalbusinessstraining.co.za
herbertmtowo@totalbusinessstraining.co.za
 Web www.totalbusinessstraining.co.za

Organizations need performing, competent, productive, efficient and effective workforce. Times are changing and workplace demands are becoming complex every day. Total Business Training Institute has developed so many employee development programmes that will make you to perform better at work with required efficiency and effectiveness. Book for a programme that is in line with your work today! Call our offices and your nearest Representative on the given contacts for course outlines, formal quotations and further information. Our trainings venues are **JOHANNESBURG, PORT ELIZABETH, DURBAN, CAPE TOWN, NELSPRUIT, POLOKWANE and GABORONE BOTSWANA**. Clients can choose dates and venue suitable to themselves!

JAN - APRIL 2017 TRAINING CALENDAR

LEADERSHIP, PUBLIC ADMINISTRATION AND MANAGEMENT DEVELOPMENT PROGRAMMES			
COURSE TITLE	DURATION	COURSE DATES	COURSE VENUE
1. PROBLEM SOLVING AND DECISION MAKING FOR LEADERS	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	DURBAN
2. PLANNING & ORGANISING SKILLS FOR PUBLIC LEADERS	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	CAPE TOWN
3. PUBLIC POLICY FORMULATION PROCEDURES	5 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	JOHANNESBURG
4. SUPERVISORY & LEADERSHIP SKILLS DEVELOPMENT PROGRAMME	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	DURBAN
5. EFFECTIVE TEAM BUILDING AND TEAM MANAGEMENT SKILLS	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	PORT ELIZABETH
6. TENDERING AND TENDER PROCEDURES (Tender Board Act)	3 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	JOHANNESBURG
7. CONFLICT MANAGEMENT	10 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	NELSPRUIT
8. CORPORATE GOVERNANCE IN THE PUBLIC SECTOR	3 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	JOHANNESBURG

9. STRATEGIC HUMAN RESOURCES MANAGEMENT	5 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	DURBAN
10. MANAGING SUBSTANCE ABUSE IN THE WORKPLACE	3 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
11. TRANSPORT MANAGEMENT FOR ADMINISTRATIVE STAFF	10 DAYS	9-20 JAN; 13-24 FEB; 20-31 MAR; 10-21 APR	POLOKWANE
12. EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAMME	3 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	CAPE TOWN
13. PROJECT PLANNING AND MANAGEMENT	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	CAPE TOWN
14. BUILDINGS MAINTENANCE & FACILITIES MANAGEMENT	5 DAYS	23-27 JAN; 13-17 FEB; 13-17 MAR; 10-14 APR	JOHANNESBURG
15. STRATEGIC PLANNING FOR EXECUTIVES	3 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	CAPE TOWN
16. IMPORT AND EXPORT CONTROLS	3 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
17. ISO 9001 QUALITY MANAGEMENT STANDARDS	2 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR; 03-14 APR	JOHANNESBURG
18. WORKPLACE ATTITUDE AND STRESS MANAGEMENT	10 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	POLOKWANE
19. PRODUCTS PACKAGING AND LABELLING	2 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	JOHANNESBURG
20. INITIATING AND CHAIRING DISCIPLINARY HEARING	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	POLOKWANE
21. CHAIRING MEETINGS AND MEETINGS MANAGEMENT	3 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	PORT ELIZABETH
22. BASIC DATA COLLECTION TECHNIQUES AND METHODOLOGY	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	NELSPRUIT
23. HR RECRUITMENT AND SELECTION PROCEDURES	10 DAYS	9-20 JAN; 13-24 FEB; 20-31 MAR; 10-21 APR	PORT ELIZABETH
24. CUSTOMER SERVICE TRAINING FOR TECHNICAL PROFESSIONALS	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	DURBAN
GENERAL DEVELOPMENT AND EMPLOYEE WELLNESS PROGRAMMES			
1. WORKPLACE CLEANING, HYGIENE, SAFETY AND CHEMICAL	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	CAPE TOWN

HANDLING PROCEDURES			
2. PUBLIC SERVICE INDUCTION PROGRAMME	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	JOHANNESBURG
3. DEVELOPMENTAL PROGRAMME FOR STATE DRIVERS	5 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	DURBAN
4. OCCUPATIONAL HEALTH, SAFETY AND BASIC FIRST AID	5 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5. DEVELOPMENTAL PROGRAMME FOR GENERAL WORKERS	5 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	DURBAN
6. ETHICS IN THE WORKPLACE FOR GENERAL WORKERS	5 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	CAPE TOWN
7. PERSONAL HYGIENE AND PROFESSIONAL GROOMING	5 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	JOHANNESBURG
8. ADVANCED DRIVERS TRAINING PROGRAMME	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	PORT ELIZABETH
9. BASIC ICT FOR LABORERS	10 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
10. PUBLIC SERVICE PROCESSES, POLICIES AND PROCEDURES AWARENESS PROGRAMME	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	DURBAN
11. DEVELOPMENTAL PROGRAMME FOR MESSENGERS	5 DAYS	9-20 JAN;13-24 FEB; 20-31 MAR; 10-21 APR	DURBAN
COMMUNICATION, OFFICE ADMINISTRATION AND SECRETARIAL PROGRAMMES			
1. PUBLIC RELATIONS & COMMUNICATION SKILLS	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	PORT ELIZABETH
2. DEVELOPMENTAL PROGRAMME FOR CLERKS	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	CAPE TOWN
3. BASIC FILING FOR OFFICE PROFESSIONALS	5 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	NELSPRUIT
4. BUSINESS ENGLISH AND GRAMMER TRAINING	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5. INVESTIGATIVE REPORT WRITING SKILLS	5 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	POLOKWANE
6. ADVANCED OFFICE ADMINISTRATION & SECRETARIAL SKILLS	5 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	CAPE TOWN

7. CUSTOMER CARE - ACHIEVING CUSTOMER EXCELLENCY	5 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	CAPE TOWN
8. MINUTE TAKING AND REPORT WRITING SKILLS	10 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	PORT ELIZABETH
9. RECEPTION AND SECRETARIAL SKILLS	5 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	DURBAN
10. SUPERVISORS & SUBORDINATES DEVELOPMENT PROGRAMME	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	DURBAN
11. PROCUREMENT, STOCK CONTROL AND ASSETS DISPOSAL SKILLS	10 DAYS	9-20 JAN; 13-24 FEB; 20-31 MAR; 10-21 APR	DURBAN
12. GOVERNMENT PROTOCOL & DIPLOMATIC ETIQUETTE	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	BLOEMFONTEIN
13. EMOTIONAL INTELLIGENCE AT WORKPLACE	10 DAYS	23-27 JAN; 13-17 FEB; 13-17 MAR; 10-14 APR	NELSPRUIT
14. TEAM WORKING IN CULTURAL DIVERSITY	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	PORT ELIZABETH
15. PUBLIC RELATIONS & EVENTS PLANNING MANAGEMENT	10 DAYS	23-27 JAN; 13-17 FEB; 13-17 MAR; 10-14 APR	DURBAN
16. ARBITRATION PROCESS AND PROCEDURES	10 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	NELSPRUIT
17. CORPORATE BRANDING, CULTURE AND IDENTITY	3 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
18. MONITORING AND EVALUATION	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR; 03-14 APR	DURBAN
19. SPEECH WRITING AND PRESENTATION SKILLS	3 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	CAPE TOWN
20. DEVELOPMENT PROGRAMME FOR PRIVATE SECRETARIES	10 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	CAPE TOWN
21. LEADERSHIP AND MOTIVATIONAL SKILLS	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	CAPE TOWN
22. ICT SKILLS FOR OFFICE PROFESSIONALS	10 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
23. STATISTICAL PACKAGE FOR SOCIAL SCIENCES (SPSS)	10 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
24. WORKPLACE ETHICAL BEHAVIOUR	10 DAYS	9-20 JAN; 13-24 FEB; 20-31 MAR; 10-21 APR	BLOEMFONTEIN
25. INTERVIEWING TECHNIQUES	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	PORT

			ELIZABETH CAPE TOWN
26. MANAGEMENT DEVELOPMENT PROGRAMME	5 DAYS	23-27 JAN; 13-17 FEB; 13-17 MAR; 10-14 APR	
27. ADVANCED BUSINESS COMMUNICATION SKILLS	5 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	DURBAN
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)			
1. ELECTRONIC DATA AND RECORDS MANAGEMENT PROGRAMME	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	DURBAN
2. MICROSOFT EXCEL FOR BUSINESS APPLICATION	5 DAYS	23-27 JAN; 13-17 FEB; 13-17 MAR; 10-14 APR	PORT ELIZABETH
3. PROJECT MANAGEMENT USING MS PROJECT 2013	10 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	JOHANNESBURG
4. DATA BASE MANAGEMENT USING MS ACCESS 2013	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5. COMPUTER SKILLS: MS 2013 (All in one) - Level 1, 2 & 3)	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR; 03-14 APR	DURBAN
6. MS EXCEL 2013-(Basic, Intermediate & Advanced Level)	10 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	DURBAN
7. MS ACCESS 2013 - (Basic, Intermediate and Advanced Level)	10 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	DURBAN
8. MICROSOFT SHAREPOINT ESSENTIALS	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	JOHANNESBURG
9. MICROSOFT EXCHANGE ESSENTIAL	5 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
10. CLOUD COMPUTING ESSENTIALS	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
11. INTRODUCTION TO ORACLE	5 DAYS	9-20 JAN; 13-24 FEB; 20-31 MAR; 10-21 APR	JOHANNESBURG
12. ADMINISTERING MICROSOFT SQL SERVER 2014	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	JOHANNESBURG
ACCOUNTING AND FINANCIAL MANAGEMENT PROGRAMMES			

1. BOOKKEEPING AND BASIC BUSINESS ACCOUNTING	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	JOHANNESBURG
2. FORENSIC AUDITING IN THE PUBLIC SECTOR	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	JOHANNESBURG
3. FIXED ASSETS REGISTER MANAGEMENT	5 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	DURBAN
4. BASIC AND INTERMEDIATE PASTEL ACCOUNTING	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5. SAGE PASTEL TRAINING	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	JOHANNESBURG
6. COMPUTERISED FINANCIAL ACCOUNTING USING MS EXCEL 2013	10 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	JOHANNESBURG
7. BUDGETING AND BUDGETARY CONTROL	5 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	PORT ELIZABETH
8. MANAGING ACCOUNTS RECEIVABLES AND PAYABLES	10 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	PORT ELIZABETH
9. IFMS HANDS ON TRAINING FOR PUBLIC SECTOR	10 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
10. ESSENTIAL FINANCE FOR OFFICE PROFESSIONALS	10 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
11. FINANCE FOR NON FINANCIAL MANAGERS	10 DAYS	9-20 JAN;13-24 FEB; 20-31 MAR; 10-21 APR	JOHANNESBURG
12. PUBLIC FINANCE MANAGEMENT	5 DAYS	16-20 JAN; 22-26 FEB; 16-20 MAR; 10-14 APR	JOHANNESBURG
13. TAX ADMINISTRATION AND VAT COMPUTATION	5 DAYS	23-27 JAN; 20-24 FEB; 13-17 MAR; 03-07 APR	JOHANNESBURG
14. ABC OF PERSONAL FINANCE MANAGEMENT	3 DAYS	9-13 JAN; 01-03 FEB; 01-03 MAR; 3-5 APR	JOHANNESBURG
15. FINANCIAL MODELLING AND BUSINESS PLANNING	3 DAYS	11-13 JAN; 01-03 FEB; 01-03 MAR; 17-19 APR	JOHANNESBURG
16. PUBLIC REVENUE COLLECTION AND MANAGEMENT	5 DAYS	24-27 JAN; 27-28 FEB; 20-24 MAR; 10-14 APR	DURBAN
17. PASTEL EVOLUTION TRAINING	10 DAYS	16-27 JAN; 13- 24 FEB; 27-31 MAR; 17-28 APR	JOHANNESBURG

AGRICULTURAL DEVELOPMENT AND SUSTAINABILITY PROGRAMMES			
1.Rural Development and Extension Management	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	DURBAN
2.Advanced Agricultural project management Strategies	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	PORT ELIZABETH
3.Poverty Alleviation: Challenges, Policies and Strategies	10 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	JOHANNESBURG
4.Decentralisation and Community Driven Development	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5.Managing Sustainable Rural Development	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	DURBAN
6.Integrated Natural Resource Management	10 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	DURBAN
7.Land Governance for Sustainable Development	10 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	DURBAN
8.Public Policies and Rural Development in Africa	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	JOHANNESBURG
9.Strategies for Poverty Reduction and Sustainable Development	5 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
1.Rural Development and Extension Management	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
2.Advanced Agricultural project management Strategies	5 DAYS	9-20 JAN;13-24 FEB; 20-31 MAR; 10-21 APR	JOHANNESBURG
3.Poverty Alleviation: Challenges, Policies and Strategies	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	JOHANNESBURG

ENVIRONMENTAL MANAGEMENT PROGRAMMES			
1.Integrated Waste Management	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	DURBAN
2.Environmental Law Analysis	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	PORT ELIZABETH
3.Developing a Community Environmental plan	10 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	JOHANNESBURG
4.Emergency Preparedness and Disaster Management	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5.Environmental Management Strategies	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	DURBAN
6.Community Based Natural Resources Planning and Management	10 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	DURBAN
7.Advanced Emergency Preparedness & Disaster Management	10 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	DURBAN
8.Integrated Water Resources Management	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	JOHANNESBURG
9.Natural Resource Management	5 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
10.Energy Management & Sustainable Development	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
11.Environmental Management Systems & Auditing Programme	5 DAYS	9-20 JAN;13-24 FEB; 20-31 MAR; 10-21 APR	JOHANNESBURG
12.Disaster Risk Reduction and Vulnerability	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	JOHANNESBURG

FLEET MANAGEMENT, PROCUREMENT AND LOGISTICS PROGRAMMES			
1.Fleet Management	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	DURBAN
2.Transport and Logistics Management	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	PORT ELIZABETH
3.Supply Chain Management	10 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	JOHANNESBURG
4.Procurement Fraud Prevention	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5.Tender Management Procedures	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	DURBAN
6.Fundamentals of Procurement	10 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	DURBAN
7.Inventory and Warehouse Management	10 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	DURBAN
8.Production and Inventory Management	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	JOHANNESBURG
9.Public Procurement, Supply Chain and Contracts Management	5 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
1.Fleet Management	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
2.Transport and Logistics Management	5 DAYS	9-20 JAN;13-24 FEB; 20-31 MAR; 10-21 APR	JOHANNESBURG
3.Supply Chain Management	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	JOHANNESBURG

HEALTH AND SAFETY TRAINING

HEALTH AND SAFETY TRAINING			
1.Safety Officer: Safety Health and environment Management	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	DURBAN
2.Hazard Identification and Risk Assessment Training (HIRA)	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	PORT ELIZABETH
3.Contractors Safety management	10 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	JOHANNESBURG
4.Incident Accident Investigation in the workplace	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5.Hazardous Material Worker Health and Safety Training	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	DURBAN
6.Health and Safety Representatives Training	10 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	DURBAN
7.Advanced Health and Safety Representatives Training	10 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	DURBAN
8.Safety In The Office Environment Training	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	JOHANNESBURG
9.Evacuation Training for Evacuation Officers	5 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
10.Emergency Awareness for all Employees	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
11.Hazardous Chemical Substance Handling Training	5 DAYS	9-20 JAN;13-24 FEB; 20-31 MAR; 10-21 APR	JOHANNESBURG
12.Personal Protective Equipment Training	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	JOHANNESBURG

PROJECT MANAGEMENT

PROJECT MANAGEMENT			
1.Project Management	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	DURBAN
2.Project Management for Donor Funded Projects	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	PORT ELIZABETH
3.Managing Project Teams	10 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	JOHANNESBURG
4.Advanced Project Planning and Implementation	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5.Project Formulation and Feasibility Study Analysis	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	DURBAN
6.Prince2 Foundation Training	10 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	DURBAN
7.Microsoft Project Training	10 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	DURBAN
1.Project Management	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	JOHANNESBURG
2.Project Management for Donor Funded Projects	5 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
3.Managing Project Teams	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
4.Advanced Project Planning and Implementation	5 DAYS	9-20 JAN;13-24 FEB; 20-31 MAR; 10-21 APR	JOHANNESBURG
5.Project Formulation and Feasibility Study Analysis	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	JOHANNESBURG

TOURISM, HOSPITALITY AND CONSERVATION PROGRAMMES			
1.Applied Sustainable Tourism Management	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	DURBAN
2.National Parks and Wildlife Management	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	PORT ELIZABETH
3.Community Based Natural Resources Management	10 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	JOHANNESBURG
4.Ecotourism venturing	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5.Hotel Management	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	DURBAN
6.Front Office Operations	10 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	DURBAN
7.Housekeeping Procedures	10 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	DURBAN
1.Applied Sustainable Tourism Management	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	JOHANNESBURG
2.National Parks and Wildlife Management	5 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
3.Community Based Natural Resources Management	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
4.Ecotourism venturing	5 DAYS	9-20 JAN;13-24 FEB; 20-31 MAR; 10-21 APR	JOHANNESBURG
5.Hotel Management	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	JOHANNESBURG

WHAT IT TAKES TO HAVE A SUCCESSFUL HEALTH AND SAFETY ENVIRONMENT IN THE MINE :			
1.Applied Sustainable Tourism Management	10 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	DURBAN
2.National Parks and Wildlife Management	5 DAYS	23-27 JAN;13-17 FEB; 13-17 MAR; 10-14 APR	PORT ELIZABETH
3.Community Based Natural Resources Management	10 DAYS	16-20 JAN; 20-24 FEB; 20-24 MAR; 17-21 APR	JOHANNESBURG
4.Ecotourism venturing	10 DAYS	16-27 JAN; 6-17 FEB; 20-31 MAR; 17-28 APR	JOHANNESBURG
5.Hotel Management	10 DAYS	16-27 JAN; 13-24 FEB; 06-17 MAR;03-14 APR	DURBAN
6.Front Office Operations	10 DAYS	9-20 JAN; 6-17 FEB; 12-23 MAR; 10-21 APR	DURBAN
7.Housekeeping Procedures	10 DAYS	16-20 JAN; 6-10 FEB; 06-17 MAR; 10-14 APR	DURBAN
1.Applied Sustainable Tourism Management	5 DAYS	23-27 JAN; 6-17 FEB; 13-24 MAR; 10-21 APR	JOHANNESBURG
2.National Parks and Wildlife Management	5 DAYS	9-20 JAN; 13-24 FEB; 06-17 MAR; 10-21 APR	JOHANNESBURG
3.Community Based Natural Resources Management	5 DAYS	16-27 JAN; 06-17 FEB; 13-24 MAR; 03-14 APR	JOHANNESBURG
4.Ecotourism venturing	5 DAYS	9-20 JAN;13-24 FEB; 20-31 MAR; 10-21 APR	JOHANNESBURG
5.Hotel Management	5 DAYS	16-20 JAN; 6-10 FEB; 06-10 MAR; 03-07 APR	JOHANNESBURG

COURSE FEES STRUCTURE

<u>LOCAL CLIENTS</u>	<u>INTERNATIONAL CLIENTS</u>	<u>LOCAL EXECUTIVES</u>
In-house: R3 910; Out-door: R4 500 (3 Days)	US\$2 500 (5 Days)	R8 500 (3 Days)
In-house: R4 945; Out-door: R6 900 (5 Days)		
Out-door: R9 947.50 (10 Days)	U\$3 900 (10 Days)	R9 900 (5 Days)
<u>TRAINING PACKAGE</u>	<u>TRAINING PACKAGE</u>	<u>TRAINING PACKAGE</u>
<u>Branded Golf T/Shirt</u> <u>8G Memory stick pre-loaded with training</u> <u>PowerPoint</u>	<u>7 Inch brand new Tablet</u> <u>Branded golf T/shirt</u> <u>8G Memory stick pre-loaded with training</u> <u>PowerPoint</u>	<u>7 Inch brand new Tablet</u> <u>Branded Golf T/shirts</u> <u>8G Memory stick pre-loaded with</u> <u>training PowerPoint</u>

NB: ALL PRICES ARE 15% VAT INCLUSIVE!



NB: Clients can choose the course dates, venue and duration that suit them. In-house customized course presentations can be done on request. Make a booking today to avoid a last minute scramble.

