



## 2021 Open Seminar Training Calendar

PROGRAMMES*	DURATION	FEES (Onsite)	FEES (Virtual)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TARGET AUDIENCE
<b>LEADERSHIP AND MANAGEMENT PROGRAMMES (LDMP)</b>																
Choose to Make A Difference	3	105,000.00	37,500.00	18-20	17-19		21-23		21-23	26-28	23-25		25-27		6-8	Middle Management; Top/Senior Management; HR Executives
Creative Problem Solving	2	70,000.00	25,000.00		4-5											Middle Management; Top/Senior Management; HR Executives
Developing Management Skills	5	175,000.00	62,500.00					17-21	21-25			6-10				Departmental Heads; Managers; Senior Supervisors; Team Leaders
Effective Performance Management	2	70,000.00	25,000.00			29-30						20-21		8-9		Middle Management and HR Executives
Emotional Intelligence	2	70,000.00	25,000.00				5-6						21-22			Lower/Middle Management; Top/Senior Management; Team leaders
Leading High Performance Teams	2	70,000.00	25,000.00					17-18			5-6					Middle Management; Top/Senior Management; HR Executives
Leading to Get Results	2	70,000.00	25,000.00	25-26			12-13			5-6	2-3					Middle Management; Top/Senior Management; HR Executives
Strategic Thinking and Execution	2	90,000.00	25,000.00		11-12			24-25			16-17	27-28				Middle to Senior Management
Strategy: Vision Sharing	3	105,000.00	37,500.00				12-14			19-21	2-4					Middle to Senior Management
Supervisory Management Skills	3	105,000.00	37,500.00			15-17			7-9							Middle management and Front-line Supervisors
Effective Team Building for Managers	2	70,000.00	25,000.00		16-17						19-20					Middle to Senior Managers Management
Developing Business Acumen	2	70,000.00	25,000.00			15-16				5-6						Entry level executives
Unleash! Your Amazing Potential	3	105,000.00	37,500.00		15-17	22-24						22-24				Lower/Middle Management
<b>PROVOKING PRODUCTIVITY PROGRAMMES (PPP)</b>																
Effective Business Writing & Presentation Skills	3	105,000.00	37,500.00		10-12		7-9		14-16		16-18		11-13			Customer Relationship Managers; Middle - Senior Management
Building Effective Customer Relationships	3	105,000.00	37,500.00			8-10				12-14						Lower /Middle Management
Effective Administration for P.As & Secretaries	2	70,000.00	25,000.00		1-2					1-2	16-17					Personal Assistants; Secretaries
Enhancing Creativity in the Workplace	3	105,000.00	37,500.00			29-31				14-16				22-24		Middle Management; Top/Senior Management
Professional Negotiation Skills	2	70,000.00	25,000.00			1-2			21-22							Middle to Top Management
Project Management Essentials	2	70,000.00	25,000.00	18-19									25-26			All levels of executives
Selling to Improve Service Delivery	3	105,000.00	37,500.00				26-28			26-28						Lower /Middle Management
The Winning Attitude (Motivating the Workforce)	2	70,000.00	25,000.00		25-26		19-20	7-8			9-10			15-16		All levels of executives
Digital Marketing	3	105,000.00	37,500.00			17-19			16-18			20-22	29-30			All levels of executives
Healthy Executive Programme	3	105,000.00	37,500.00		8-9		26-28		21-22		16-17		18-19		13-14	All levels of executives
<b>HUMAN CAPITAL MANAGEMENT PROGRAMMES (HCM)</b>																
Business Succession Planning	2	90,000.00	25,000.00					10-11			19-20					Middle Management and HR Executives
HR Business Partner Skills	2	90,000.00	25,000.00				26-27						4-5			Middle Management and HR Executives
HR for Non HR	2	90,000.00	25,000.00					6-7				23-24				Middle Management and HR Executives
Managing the Generation Gaps	1	45,000.00	12,500.00				12				13					HR Executives and professionals
Talent Management for Senior Managers	2	90,000.00	25,000.00		25-26				14-15							Top/Senior Management, Middle Management and HR Executives
<b>FUNCTION SPECIFIC PROGRAMMES (FSC)</b>																
Finance for Senior Non-Financial Managers	3	105,000.00	37,500.00		4-5							20-22				Senior to Top Management
Advanced Credit Analysis	5	175,000.00	62,500.00			22-26						13-17				Middle to Top Management
Agric Business Financing	3	105,000.00	37,500.00				21-23							17-19		Middle to Top Management
Basic Credit Analysis	5	175,000.00	62,500.00						14-18		9-13					Entry Level to Middle Management
Budgeting and Financial Controls	3	105,000.00	37,500.00		15-17								13-15			Middle to Top Management
Credit Control & Debt Management	3	105,000.00	37,500.00				12-14						11-13			Middle to Top Management
Credit Documentation and Control	3	105,000.00	37,500.00				5-7					15-17				Lower/Middle Management
Enterprise Risk Management (ERM)	3	105,000.00	37,500.00						21-23					10-12		Lower/Middle Management
Finance & Accounting For Non Finance Professionals	4	140,000.00	50,000.00					10-13			18-20					Lower/Middle Management
Finance for Project Managers	3	105,000.00	37,500.00		8-10			3-5								Middle to Top Management



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Financial Modelling Using Excel	3	105,000.00	37,500.00						7-9				4-6			Middle to Top Management
Personal Financial Planning	2	70,000.00	25,000.00							1-2				8-9		Middle to Top Management
Supply Chain Management	3	105,000.00	37,500.00				21-23					20-22				All levels of executives
Treasury Management and Operations	3	105,000.00	37,500.00						14-16					22-24		Lower/Middle Management
<b>TECHNOLOGY PROGRAMMES</b>																
Excel 2016 Essentials	3	105,000.00	37,500.00	20-22						21-23						All levels of executives
Excel 2016 Advanced	3	105,000.00	37,500.00			22-24						27-29				All levels of executives
Outlook 2016 Essentials	2	70,000.00	25,000.00			18-19					16-17					All levels of executives
Outlook 2016 Advanced	2	70,000.00	25,000.00			11-12			3-4							All levels of executives
PowerPoint 2016 Essentials	2	70,000.00	25,000.00			29-30		3-4								All levels of executives
PowerPoint 2016 Advanced	2	70,000.00	25,000.00			8-9				12-13						All levels of executives
Word 2016 Essentials	2	70,000.00	25,000.00		15-16				28-29							All levels of executives
Word 2016 Advanced	2	70,000.00	25,000.00		8-9						23-24					All levels of executives

**\*All listed programmes can be run online and onsite. Programme dates are subject to change. Contact us or visit our website for the most up-to-date information.  
All our programmes can be run on an in-plant basis and customised to meet the requirements of your organisation.**

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