



Course Catalogue 2021

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50% discount from the normal fee for the 6th participant.
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Our Courses

COURSE NAME	FORMAT	DURATION	NORMAL FEE	DISCOUNT FEE	SDF GRANT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
LEADERSHIP COURSES																	
Effective Supervisory Skills (view online)	Face to Face	2 days	\$ 850	\$ 644	\$ 28	12-13		17-18		18-19		14-15		1-2		16-17	
	Online	2 days	\$820	\$ 620	-							15-16	26-27				
Influencing & Building Teams (view online)	Face to Face	1 day	\$ 560	\$ 360	-		1				1				7		
	Online	1 day	\$520	\$320									5				
Leadership Development - Self (view online)	Face to Face	1 day	\$ 560	\$ 360	\$ 14		18				1				7		
	Online	1 day	\$520	\$320								30		1			
Performance Appraisal Reviews Made Easy (view online)	Face to Face	0.5 day	\$ 520	\$ 399	-		4	29							4	22	
BUSINESS WRITING COURSES																	
Effective Email Writing (view online)	Face to Face	1 day	\$ 699	\$ 499	\$ 14	4				20				6			
	Online	1 day	\$ 688	\$ 488	-			8,9				26				8	
Effective Minutes-Writing Skills (view online)	Face to Face	1 day	\$ 699	\$ 499	\$ 14	28			26					13	15		
	Online	1 day	\$ 688	\$ 488	-			4,5		7		2					
Effective Report-Writing (view online)	Face to Face	1 day	\$ 699	\$ 499	\$ 14				30				6				13
	Online	1 day	\$ 688	\$ 488	-	7,8					4				15		
Grammar in Business (view online)	Face to Face	1 day	\$ 699	\$ 499	-		19						23				
	Online	1 day	\$ 688	\$ 488	-					10						23	
Write Concisely (view online)	Face to Face	0.5 day	\$ 485	\$ 333	-	11		12				8				26	
	Online	0.5 day	\$ 450	\$ 333	-				23						1		
Write Concisely & Managing Stress (view online)	Face to Face	1 day	\$ 699	\$ 499	-		5			31			30				3
Writing in Response to Complaints (view online)	Face to Face	1 day	\$ 699	\$ 499	\$ 14			1					12			1	
	Online	1 day	\$ 688	\$ 488	-	26,27					3	30					



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PERSONAL EFFECTIVENESS COURSES																	
Brain-Influencing Techniques for Effective Persuasion (view online)	Face to Face	1 day	\$ 560	\$ 360	-				14						12		
	Online	1 day	\$ 520	\$ 320	-		18					6					
Creative Problem-Solving Skills (view online)	Face to Face	1 day	\$ 588	\$ 388	-			11			11						2
	Online	1 day	\$ 550	\$350										21			
Critical Thinking – Sun Tzu’s Art of War Stratagem (view online)	Face to Face	1 day	\$ 688	\$ 488	-	5			16						4		
	Online	1 day	\$ 600	\$ 400	-						3		2				13
Effective Time Management (view online)	Face to Face	1 day	\$ 530	\$ 330	\$ 14		3					13					3
	Online	1 day	\$ 450	\$ 300	-				15						21		
Emotional Intelligence for Work (view online)	Face to Face	1 day	\$ 588	\$ 388	\$ 14		17					6			28		
	Online	1 day	\$ 568	\$ 368	-				13					8			
Enhancing Your Value @ Work (view online)	Face to Face	1 day	\$ 699	\$ 499	-		1					7				9	
	Online	1 day	\$ 600	\$ 400	-				14						8		
EQ – Manage Self & Others (view online)	Face to Face	0.5 day	\$ 450	\$ 300	-		2				15						24
Managing Stress (view online)	Face to Face	0.5 day	\$ 485	\$ 333	-		22				15		13	1			
Optimise Your Performance (view online)	Face to Face	1 day	\$ 699	\$ 499	\$ 14	14				18							6
	Online	1 day	\$ 550	\$ 320	-			18						20			
Personal Effectiveness (view online)	Face to Face	0.5 day	\$ 450	\$ 300	-		17		21				16			16	
Sharpen Your Assertiveness (view online)	Face to Face	0.5 day	\$ 485	\$ 333	-	25			7			6					
	Online	0.5 day	\$ 450	\$ 300	-					28			5		11		
Successful Negotiation Skills (view online)	Face to Face	1 day	\$ 520	\$ 320	-	15				21				17			
Winning Difficult People in the Workplace (view online)	Face to Face	1 day	\$ 699	\$ 499	\$ 14		2		19				4		14		
	Online	1 day	\$ 650	\$ 358	-						7	27					12
Work From Home - The New Effectiveness (view online)	Online	0.5 day	\$ 450	\$ 300	-	18				17				8			8



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COMMUNICATION COURSES																	
Business Presentations to Impress (view online)	Face to Face	2 days	\$ 1,000	\$ 780	\$ 28			23-24		1-2				6-7			1-2
Different Folks, Different Strokes	Online	0.5 day	\$ 499	\$ 299	-					21							
Effective Communication in the Workplace (view online)	Face to Face	0.5 day	\$ 450	\$ 300	-				5					9			
	Online	0.5 day	\$ 300	\$ 200	-	11						12					
Effective Communication Techniques (view online)	Face to Face	1 day	\$ 520	\$ 320	\$ 14		3				10				18		
	Online	1 day	\$ 450	\$ 300	-			22					4			25	
Effective Team Communication (through experiential learning) (view online)	Face to Face	1 day	\$ 533	\$ 333	-					20			3			11	
Influencing all Personality Types (view online)	Face to Face	1 day	\$ 620	\$ 410	-		2	31			15				21		1
Power Presentations (view online)	Face to Face	1 day	\$ 850	\$ 599	-					4			26			1	
Speak Properly (view online)	Face to Face	1 day	\$ 699	\$ 499	-				13	24	25		3				7
Successful Communication & Relationship Management (view online)	Face to Face	1 day	\$ 599	\$ 399	\$ 14		18	7				8			12		9
Train-The-Online Trainer	Online	2 days		\$ 830	-								19-20		5-6		
Working Effectively with all Personality Types (view online)	Face to Face	2 days	\$ 810	\$ 610	-	7-8				4-5				2-3			7-8
CUSTOMER SERVICE COURSES																	
Effective Telemarketing Techniques (view online)	Face to Face	1 day	\$ 520	\$ 320	-				5								1
	Online	1 day	\$ 450	\$ 300	-	14							2				
Effective Telephone Skills (view online)	Face to Face	0.5 day	\$ 450	\$ 300	-	19								8			
	Online	0.5 day	\$ 300	\$ 200	-					19							
Influencing Difficult Customers (view online)	Face to Face	1 day	\$ 520	\$ 320	\$ 14	12				5				21			
	Online	1 day	\$ 450	\$ 300	-			4				1					





Thank you!

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