



LEVEL: OFFICE STAFF

PROGRAM	DURATION	MIN	MAX	PRICE
Office Administration This course is aligned with unit standards 7822, 114974, 115772, 13928, 13929, 13930, 13933, 14348, 14350, 14352, 14355. The assessment of the learners involves the completion of assessment questions and activities for and in class.	2 days	10	20	R4 050
Basic Labour Law (Introduction)	1 day	8	20	R 1 915
Labour Law (Complete)	2 days	8	20	R4 050
Teamwork Workshop Clarifying job responsibilities and goals to increase the effectiveness of a work team	2 days	8	10	R25 450 per group
Sales Skills (Sales Behavior, Behavior Change, Role-Playing Games)	2 days	8	10	R25 450 per group
Practical Human Resource Management	½ day	8	20	R1030
Discipline in the Workplace and Disciplinary Hearings and Procedures	2 days	8	20	R4 050
Introduction to isiXhosa Culture and Language	½ day	8	16	R800
Basic Employment Law: A Better Understanding (Rights and Obligations of Agri-Workers)	½ day	6	16	R6 360 per group
WorkQ® Free to Grow (Personal-, Work-, Team and Organisation Journey) <i>*Accredited: 'Services Seta'</i>	2 days	8	16	R21 200 per group
WorkQ® Diversity Free to Grow This version of WorkQ®, our highly successful employee engagement programme, has been specially customised to offer an alternative to traditional diversity training. It offers an inside out approach to diversity, viewing it not as the entry point, but as one of the ripple effects of individual growth and organisational alignment.	2 days	8	16	R21 200 per group
Life Skills Free to Grow Self-development, Communication, Conflict management, Relationships, Assertiveness <i>*Accredited: 'Services Seta'</i>	2 days 4 days	8	16	R21 200 per group R42 400 per group
Money Sense Free to Grow <i>*Accredited: 'Services Seta'</i>	2 days	8	16	R21 200 per group
Staying Strong Free to Grow An ideal tool to equip your employees to cope with emotional stress. The focus is on strengthening resilience, optimism and ownership – an attitude that will have a positive effect on employees' work and lives	1 day	10	16	R12 720 per group
Finance for the Non-Financial Person	1 day	8	16	R1 650

