













**LEVEL: MIDDLE MANAGEMENT**

PROGRAM	DURATION	MIN	MAX	PRICE
Practical Human Resource Management Workshop 	½ day	8	20	R1 080
Dealing with Retrenchments 	3 hours	8	16	R905
Basic Labour Law Practices (Introduction) 	1 day	8	20	R 2 010
Labour Law (Complete) 	2 days	8	20	R4 250
Requirements for an efficient Performance Management System Consulting and Implementation <i>*Followed by Teamwork Workshop (Optional)</i>	Per Hour	/	/	POA
Teamwork Workshop Clarifying job responsibilities and goals to increase the effectiveness of a work team	2 days	8	10	R26 720 per group
Communication skills for Management How to handle conversations with subordinates in a professional manner	1 day	8	16	R13 360 per group
How to deal with poor work performance and incompetence 	3 hours	8	20	R905
Sales Skills (Sales behavior, Behavior change, role-playing excersizes)	2 days	8	16	R26 720 per group
Discipline in the workplace and Disciplinary Hearings and Procedures 	2 days	8	20	R4 250
Preparation for Disciplinary Hearings 	½ day	8	20	R1 080
<i>WorkQ® Free to Grow . (Personal-, Work-, Team and Organisation Journey)</i> <i>*Accredited: 'Services Seta'</i>	2 days	8	16	R22 260 per group
<i>LeadQ® Free to Grow ('Leading Change')</i>  <i>Participants who have already completed WorkQ:</i>	3 days  2 days	8	16	R40 070 per group  R26 720 per group
Staying Strong <i>Free to Grow (Management Version)</i>  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	8	16	R14 360 per group
Employment Equity Workshop 	½ day	8	20	R1 080
B-BBEE Workshop 	½ day	8	20	R1 160

**Important Notes:**

**IN-HOUSE (ON-SITE) TRAINING AVAILABLE. CONTACT US FOR A GROUP QUOTE**  
**In-house does not include travel expenses and accommodation (if necessary)**  
**= Webinar option available. -@ 15% of Public Price**  
**Prices Excludes VAT**

