



LEVEL: OFFICE STAFF

PROGRAM	DURATION	MIN	MAX	PRICE
Basic Labour Law (Introduction)	1 day	8	20	R2 010
Labour Law (Complete)	2 days	8	20	R4 250
Teamwork Workshop Clarifying job responsibilities and goals to increase the effectiveness of a work team	2 days	8	10	R26 720 per group
Sales Skills (Sales Behavior, Behavior Change, Role-Playing Games)	2 days	8	10	R26 720 per group
Practical Human Resource Management	½ day	8	20	R1 080
Discipline in the Workplace and Disciplinary Hearings and Procedures	2 days	8	20	R4 250
Introduction to isiXhosa Culture and Language	½ day	8	16	R840
Basic Employment Law: A Better Understanding (Rights and Obligations of Agri-Workers)	½ day	6	16	R6 680 per group
WorkQ® Free to Grow (Personal-, Work-, Team and Organisation Journey) <i>*Accredited: 'Services Seta'</i>	2 days	8	16	R22 260 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	R22 260 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	R22 260 per group R44 520 per group
Money Sense Free to Grow <i>*Accredited: 'Services Seta'</i>	2 days	8	16	R22 260 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	R13 360 per group
Finance for the Non-Financial Person	1 day	8	16	R1 740

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

