









2026

PROGRAMMES

LEVEL: OFFICE STAFF

PROGRAM	DURATION	MIN	MAX	PRICE
Basic Labour Law (Introduction) 	1 day	8	20	R2 150
Labour Law (Complete) 	2 days	8	20	R4 460
Teamwork Workshop Clarifying job responsibilities and goals to increase the effectiveness of a work team	2 days	8	10	R28 060 per group
Sales Skills (Sales Behavior, Behavior Change, Role-Playing Games)	2 days	8	10	R28 060 per group
Practical Human Resource Management 	½ day	8	20	R1 130
Discipline in the Workplace and Disciplinary Hearings and Procedures 	2 days	8	20	R4 460
Introduction to isiXhosa Culture and Language	½ day	8	16	R900
Basic Employment Law: A Better Understanding (Rights and Obligations of Agri-Workers) 	½ day	8	16	R900
<i>WorkQ® Free to Grow</i> (Personal-, Work-, Team and Organisation Journey) *Accredited: 'Services Seta'	2 days	8	16	R23 370 per group
<i>WorkQ® Diversity Free to Grow</i> 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	R23 370 per group
<i>Life Skills Free to Grow</i> Self-development, Communication, Conflict management, Relationships, Assertiveness *Accredited: 'Services Seta'	2 days 4 days	8	16	R23 370 per group R46 750 per group
<i>Money Sense Free to Grow</i> *Accredited: 'Services Seta'	2 days	8	16	R23 370 per group
<i>Staying Strong Free to Grow</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	10	16	R15 080 per group

