

Course Category	Course Title	JHB	CPT	Durban	Bloem	
on and Secretarial Courses	Administration and Secretarial Courses					
	Advanced Customer care and communication skills for office staff	23-25 May 4-6 July	14 - 15 May 28-29 May	6-8 June 8-10 Aug		
	Essential Leadership and Management skills for PA,s and admin professionals	28-30 March 27-29 june 12-14 dec	11-13 april 11-13 july	24-26 april 28-29 May		
		Filing , correspondance and records management	14-16 march 13-15 june 5-7 sept 5-7 dec	11-13 april	3-5 april 27-29 june 26-28 sept	18-20 april 4-6 july
			Executive secretarial conflict, attitude and anger management programme	22-23 Mar 14 -15 May	21-22 May 2-3 July	18-19 jun 2-3 July
	Executive Secretarial Personal branding and assertiveness training		26-27 March 14 - 15 May	21-22 May 2-3 July	4-5 June 6-7 August	5-7 Sep
	Professional meetings and Events Management	28-29 May 16-18 June	23-25 May 4-6 July	6-8 June 8-10 Aug		
		Professional office administration	9-10 April 14-15 June	16-17 April 25-26 June	23-24 April 9-10 July	13-14 Aug
	Project Management for admin and support staff		3-5 april 20-22 june Oct 31-2 nov	18-20 april 27-29 june 7-9 nov	24-26 april 11-13 july 14-16 nov	
			Advanced Time and dairy management skills PAs, Secretary and admin professional	15-17 feb	29feb-2march	14-16 march
		Advanced business writing skills	2-4 may 1-3 aug 3-5 oct 5-7 dec	16-18 may 6-8 aug 7-9 oct 5-7 dec	30 may – 1 june 22-24 aug 17-19 oct 5-7 dec	19-21 Sep
			18-20 April	6-8 June	6-8 June	

Administrative	PA excellence Programme- Managing your boss expectations	11-13 July	22-24 Aug	15-17 Aug	
	Munites Taking	11-13 april	24-26 april	24-26 april	
		4-5 June	16-17 April	4-5 June	
	Business etiquette and protocol Management	20-21 Aug	9-10 July	13-14 Aug	
		2-4 may	16-18 may		
	Business Writing Master class for PA,s Secretaries and Admin professionals	6-8 august	15-17 august	30 may-1 june	
		20-22 june	4-6 july	14-16 march	
	Communication and presentation skills for Pas Secretaries and Admin professionals	17-19 oct	24-26 oct	13-15 june	
	14-15 May	21-22 May	4-5 June	23-24 July	
Strategic internal communication and public relations summit	16-17 July	16-17 April	18-19 June		
Telephone, switchboard and reception skills	23-24 April	28-29 May	25-26 June		
	Finance and supply chain				
Finance and supply Chain Courses		2-4 April	2-4 July	20-22 June	
	Public sector financial management symposium	4-6 June	7-9 Nov	21-23 Nov	
		2-4 may	16-18 may	30 may-1 june	
	Financial Management for non finance professionals	18-20 July	22-24 August	15-17 August	
		9-11 May	6-8 June	4-6 July	7-9 Nov
		6-8 august	15-17 august	29-30 august	
	Advanced Excel	7-9 nov	21-23 nov	14-16 Nov	
		23-14 April	14 -15 May	11-12 June	
	Dealing with fraud and corruption in supply chain management	13-14 Aug	1-2 Oct	8-9 Oct	
		2-3 July	14-15 May	21-22 May	15-16 Oct
	Communication and presentation skills for finance professionals	13-14 Aug	20-21 Aug	17-18 Sep	
		7-8 May	14-15 May	4-5 June	
	Developing, interpreting and managing Service Level Agreements	8-9 Oct	5-6 Nov	22-23 Oct	
		2-3 April	23-24 April	9-10 July	10-11 De c
	Audit compliance	9-10 July	17-18 Sep	3-4 Dec	
		11-13 April	25-27 April	10-12 Oct	12-14 dec
Asset and Disposal Management	15-17 Aug	19-21 Sep	14-16 Nov		
	14-16 march	28-30 march	11-13 april		
	13-15 june	20-22 june	4-6 july		
Financial Management for admin and support staff	3-5 oct	17-19 oct	24-26 oct		
	Human Resource Courses				

Human Resource Management	Enhanced Human Resource Development symposium	28-30 March	16-18 May	6-8 June	7-9 Nov
		23-25 May	17-19 Oct	24-26 Oct	
	Personal Performance and career development for middle and junior staff	26-27 March	14-15 May	4-5 June	
		21-22 May	15-16 Oct	22-23 Oct	7-9 Nov
	Records Management for Human resource and admin professionals	2-4 April	2-4 July	20-22 June	
		4-6 June	7-9 Nov	21-23 Nov	
	Supervisory skills and techniques	19-20 March	17-18 Sep	9-10 July	10-11 De c
		23-24 July	25-27 April	3-4 Dec	
	Dealing with Sexual Harassment	2-3 July	14-15 May	4-5 June	
		1-2 Oct	15-16 Oct	22-23 Oct	
	Employee wellness symposium	4-6 July	16-18 May	6-8 June	
		3-5 Oct	17-19 Oct	24-26 Oct	
	Occupational safety and environmental leadership	14-16 March	23-25 May	6-8 June	7-9 Nov
		12-14 Sep	24-26 Oct	8-10 Aug	
	Remuneration Strategy, Salary Structuring and Transparency	28-30 March			
27-29 june		11-13 april	24-26 april		
12-14 dec		11-13 july	28-29 May		

1-2 Oct	
15-16 Oct	
26-28 Sept	