



**ONLINE TRAINING**  
at **Anytime**  
from **Anywhere**

**In Person Training Strictly In Line With Governments COVID-19 Regulations**

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### In-House Training

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### Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

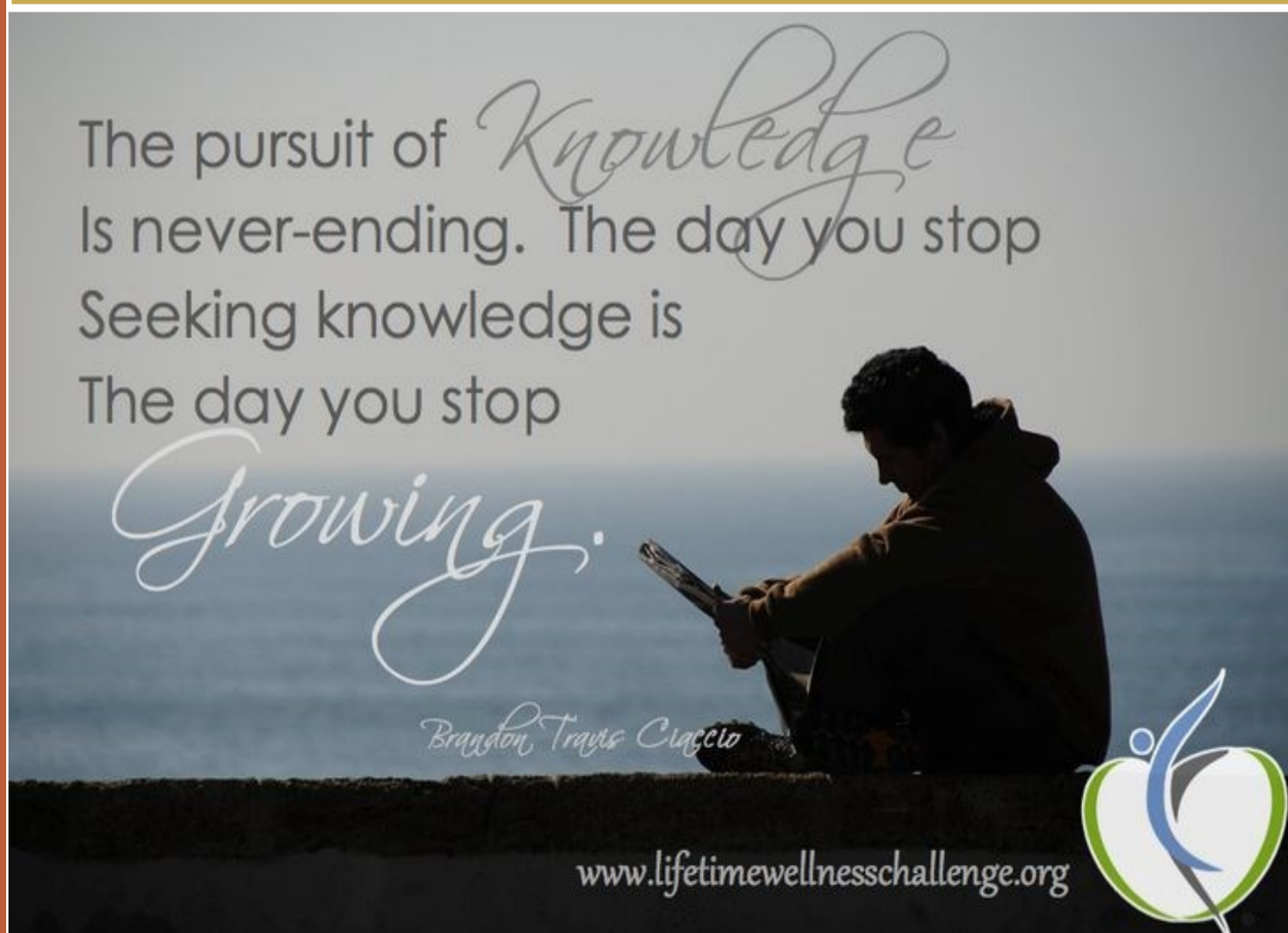
24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed



## Admin & Secretarial

## In-House Training

### Using Electronic Filing & Records Management Systems

Johannesburg	Cape Town	Durban
03. - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Understanding Admin Systems

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Safety & Security for Frontline Staff

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
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Good Friday

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Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

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### Leadership & Emotional Intelligence

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
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27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Emotional Intelligence & Transformational Leadership

Johannesburg	Cape Town	Durban
03. - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
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20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Perfect Personal Assistant

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
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02 April  
Good Friday

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Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

### Customer Service & Call Centre

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
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### Basic Budgeting & Costing Techniques for Admin Professionals

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### Secretary As Office Manager

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Heritage Day

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Day of Reconciliation

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Christmas Day

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Day of Good Will

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## Admin & Secretarial

### The Resilient Office Professional: Strategic Negotiations, Conflict Management & Influencing Skills

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### Emotional Intelligence & Career Success

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07 - 09 April	24 - 26 March	30 March - 01 April
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### Emotional Intelligence & People Management Skills

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30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
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## Admin & Secretarial

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### Performance Management for Admin Professionals

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03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Report Writing

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
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06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Advanced Information Communication Management for Admin Professionals

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
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Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

### Attitude, Anger & Ethics Management

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
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27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Regulatory Report Writing

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03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
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01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Fundamentals Information Communication Management for Admin Professionals

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
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Day of Good Will

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Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

### Essential Administrative Tools & Techniques for Secretaries

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
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13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Advanced Customer Care & Communication Skills for Office Staff

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
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24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Advanced Office Management & Administration

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
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### Managing Board Members for PA's

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
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29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Travel Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Developing Conflict & Assertiveness in the Work Place

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

### Office Customer Care & Communication Skills

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Communication Intelligence

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Business English

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

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## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

# Admin & Secretarial

## In-House Training

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### Receptionist & Frontline Persona

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Administrative Tools & Techniques for Secretaries

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Managing your Boss' Itinerary & Travel Expectations

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

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### Time & Prioritization Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
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31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Business Personality Enhancement

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Meetings & Minutes Taking for Admin Staff

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
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Human Rights Day

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Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

### Developing & Effectively Presenting Corporate Presentations

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
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### Pro-Active Problem Solving & Decision Making Techniques

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

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Youth Day

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Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### Digital Knowledge Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

## Admin & Secretarial

## In-House Training

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### Basic Report Writing

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Planning Effective Meetings & Minutes Taking

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Essential Leadership & Management Skills for PA's & Admin Professionals

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
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06 - 08 October	06 - 08 October	06 - 08 October
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## Public Holidays

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Day of Good Will  
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## Admin & Secretarial

## In-House Training

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### Multi-tasking Personal Assistant

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Correspondence & Records Management

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Receptionist & Call Centre

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
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Youth Day

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National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

### Emailing & Internet Etiquette for Business

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

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### Personal Branding & Assertiveness

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

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Youth Day

9 August  
National Women's Day

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Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### Executive Secretarial Conflict, Attitude & Anger Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
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## Admin & Secretarial

## In-House Training

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### Professional Office Administration

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Project Management for Admin & Support Staff

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Advanced Time & Dairy Management Skills for PA's, Secretaries & Admin Professionals

10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

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### Advanced Business Writing Skills

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### PA Excellence, Managing your Boss' Expectations

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Computer Literacy

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

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Observed

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Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

### Developing & Delivering Effective Presentations Using MS PowerPoint

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Business Etiquette & Protocol Management

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
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30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
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17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Essential Project Management Tools & Techniques for Non-Project Managers

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

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Freedom Day

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Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

### Project Administration Using Microsoft Project

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
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15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Advanced Project Management

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
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17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Effective Database Development & Administration Using MS Access

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
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18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

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Observed

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Family Day

27 April  
Freedom Day

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Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

### Communication & Presentation Skills for PA's, Secretaries & Admin Professionals

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Strategic Internal Communication & Public Relations Summit

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Professional Receptionist

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

## In-House Training

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Freedom Day

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Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Admin & Secretarial

## In-House Training

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### Stress Management

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Dealing With Difficult People & Situations

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Advanced MS Project

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

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## Admin & Secretarial

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### Advanced MS Excel

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Advanced MS Word

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Advanced MS PowerPoint

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

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## Admin & Secretarial

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### Advanced MS Access

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
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04 - 06 August	21 - 23 July	28 - 30 July
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15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Advanced Outlook

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Knowledge Management

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

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27 December  
Day of Good Will  
Observed

# Finance & Supply Chain

## In-House Training

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### PFMA & Treasury Regulations

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### MFMA & Treasury Regulations

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
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11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Basic Accounting

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Finance & Supply Chain

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Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### MFMA

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
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17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Debtors & Creditors Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Procurement & Supply Chain Management

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

# Finance & Supply Chain

## In-House Training

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PFMA		
Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

Financial Management for Non-Finance Professionals		
Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
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24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

Procurement Negotiation Skills		
Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
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29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
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Good Friday

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Family Day

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Freedom Day

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Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Finance & Supply Chain

## In-House Training

### Bidding Process Compliance

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
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24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Asset Procurement & Disposal Management

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
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17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Debt Collection Communication & Telephone Tools & Techniques

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
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Christmas Day

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Day of Good Will

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## Finance & Supply Chain

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### Costing Management

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
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20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Advanced Costing & Budgeting Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Contract Drafting & Administration for Mom-Legal Professionals

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

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16 June  
Youth Day

9 August  
National Women's Day

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# Finance & Supply Chain

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### Developing Specifications & TOR

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
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13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Writing Business Proposals

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Public Sector Accounts Payable

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

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Heritage Day

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Day of Reconciliation

25 December  
Christmas Day

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Day of Good Will

27 December  
Day of Good Will  
Observed

## Finance & Supply Chain

### In-House Training

#### Practical Credit Control & Collections Techniques

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
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#### Applying Debt Collection Laws Step-by-Step

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

#### Managing Cast Collections & Accounts Reconciliation

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

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Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

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Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Finance & Supply Chain

### In-House Training

#### Cash & Funds Management

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
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29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
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06 - 08 October	06 - 08 October	06 - 08 October
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#### Financial Information Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

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National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

#### Essential Accounts Receivable Management

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

## Finance & Supply Chain

### In-House Training

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### Risk Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Fraud, Financial Investigations & Lifestyle Audit

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Cost Allocation

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

# Finance & Supply Chain

## In-House Training

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### Project Financial Modelling

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Essential Accounts Payable Management

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Advanced Excel

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Finance & Supply Chain

### In-House Training

#### Dealing With Fraud & Corruption in Supply Chain Management

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

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#### Presentation & Communication Skills for Finance Professionals

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

#### Asset & Disposal Management

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

# Finance & Supply Chain

## In-House Training

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### Techniques for Asset Control & Audits

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Advanced MS Project

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Excel Charts, Reports, Dash boards & Pivot Tables Made Simple

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Finance & Supply Chain

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### Negotiating Purchasing Deals

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Dealing With Fronting & Vendor Fraud

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Financial Modelling Tools & Techniques

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Finance & Supply Chain

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### Quality Assurance Best Practice

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Reducing Overheads

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Managing Procurement Cost

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

# Finance & Supply Chain

## In-House Training

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### Professional Financial Assistance

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Basic Excel

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Financial Management for Admin & Support Staff

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Finance & Supply Chain

## In-House Training

### Professional Development Contracts, Tenders & Procurement

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### The Bidding Process & Bid Committee

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Procurement Performance Evaluation & Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

We also offer in house training and because your organization's training needs are unique, we offer instruction that fits your specific circumstances and designed around the outcomes you want to achieve. All our training courses are on a customized basis. You can get certified training delivered at your location to fit your schedule, and for as many people as you require. Custom or in-house training is available Nationwide for all of your locations. We offer accredited courses on request, contact us should you need more information.

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Finance & Supply Chain

### In-House Training

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### Public Sector Budgeting & Allocation

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Supplier Development Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Data Analysis Using Excel

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

# Finance & Supply Chain

## In-House Training

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### The Effective Cashier

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Bookkeeping Essentials

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Financial Management, Accounts Payable & Receivable

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

# Finance & Supply Chain

## In-House Training

### Innovative Recruitment & Talent Management

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

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### Managing Absenteeism & Leave Abuse

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

## Public Holidays

1 January  
New Years Day

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Human Rights Day  
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Good Friday

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Family Day

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Freedom Day

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Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### Competency Based Interview Tools & Techniques

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

## Finance & Supply Chain

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### Managing HR Records

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Behavioral Based Safety

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Managing HR Information

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

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Human Rights Day

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Observed

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Workers Day

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Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

# Human Recourse

## In-House Training

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### Policy Development

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Talent Management

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Payroll Administration Best Practices

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

## Public Holidays

1 January  
New Years Day

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Human Rights Day

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Family Day

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Freedom Day

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Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

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Day of Good Will

27 December  
Day of Good Will  
Observed

# Human Recourse

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### Mentoring, Coaching & Team Development

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### The Disciplinary Process Simplified

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### HR for Non-HR Professionals

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

## Public Holidays

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Workers Day

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Youth Day

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Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Human Recourse

### In-House Training

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### Industrial Psychology & Labour Negotiations

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Quantifying Return on Investment (ROI) in Training & Development

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Interview Skills & Techniques

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

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National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

# Human Recourse

## In-House Training

### Performance Management Tools & Techniques

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

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### Managing HR Records

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### Supervisory Skills & Techniques

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

# Human Recourse

## In-House Training

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### Employee Wellness

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Occupational Safety & Environmental Leadership

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Remuneration Strategy, Salary Structuring & Transparency

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

## Public Holidays

1 January  
New Years Day

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Human Rights Day  
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02 April  
Good Friday

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Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Information Technology (IT)

### Information Technology Infrastructure Library (ITIL)

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Microsoft Outlook

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Microsoft Word for Beginners

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

## In-House Training

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New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Information Technology (IT)

### In-House Training

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### Microsoft Word Intermediate

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Microsoft Word Advanced

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Office IT Security

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
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Observed

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Good Friday

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Freedom Day

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Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

# Information Technology (IT)

## In-House Training

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### Microsoft Excel Intermediate

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Microsoft Excel Advanced

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
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17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Excel for Beginners

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

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27 December  
Day of Good Will  
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## Information Technology (IT)

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### Microsoft PowerPoint for Beginners

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
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17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Microsoft PowerPoint Advanced

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Microsoft PowerPoint for Beginners

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
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27 December  
Day of Good Will  
Observed

## Information Technology (IT)

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Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### Microsoft Project for Beginners

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Microsoft Project Advanced

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### IT Audits

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

## Information Technology (IT)

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### Ethical Hacking

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Managing Enterprise Wide ITC Risk & Security

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Microsoft Combo ( Word, Excel & PowerPoint)

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Public Holidays

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Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Information Technology (IT)

### In-House Training

### Essential Leadership & Management Skills for IT Professionals

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

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### Developing & Managing Maintenance Plans for IT Assets

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### Email Usage in the Workplace

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

# Labour Relations

## In-House Training

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Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Data Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

## Amendment Bills & Labour Legislations

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

## Health & Safety Representative

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

# Labour Relations

## In-House Training

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### Chairing Disciplinary Hearings

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Basic Labour Relations

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### The OHS Act & the Responsibilities of Management

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Labour Relations

## In-House Training

### Comprehensive & Practical Guide to the COLD Act

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

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### Code of Good Practice: Dismissals

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

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Good Friday

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Family Day

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Freedom Day

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Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### The Effective Shop Steward

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
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08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

# Labour Relations

## In-House Training

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### Investigators & Initiators

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Strategic Negotiations

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Leadership & Management Skills for Labour Relations Practitioners

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

## Public Holidays

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Good Friday

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Family Day

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Freedom Day

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Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

## Maintenance & Technical

## In-House Training

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Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### Planned Maintenance

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Electrical Health & Safety

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Finance for Engineers & Technical Personnel

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

## Maintenance & Technical

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Freedom Day

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Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### Life Cycle Costing

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

### Managing Fatigue in Shift Operations

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Gender Mainstreaming

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

## Maintenance & Technical

### In-House Training

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Workers Day

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Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

### Preventive Maintenance

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

### Supervisory Skills for Maintenance Technicians

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Root Cause Analysis

Johannesburg	Cape Town	Durban
03 - 05 March	10 - 12 March	17 - 19 March
24 - 26 March	30 March - 01 April	07 - 09 April
14 - 16 April	21 - 23 April	28 - 30 April
05 - 07 May	12 - 14 May	26 - 28 May
02 - 04 June	09 - 11 June	23 - 25 June
30 June - 02 July	07 - 09 July	14 - 16 July
21 - 23 July	28 - 30 July	04 - 06 August
11 - 13 August	18 - 20 August	25 - 28 August
17 - 19 October	24 - 26 October	31 Oct. - 02 Nov.
01 - 03 September	08 - 10 September	15 - 17 September
29 Sept. - 1 Oct.	06 - 08 October	13 - 15 October
20 - 22 October	27 - 29 October	03 - 05 November
06 - 08 October	06 - 08 October	06 - 08 October
10 - 12 November	17 - 19 November	23 - 25 November

## Maintenance & Technical

### Maintenance Procedures & Techniques

Johannesburg	Cape Town	Durban
10 - 12 March	17 - 19 March	03. - 05 March
30 March - 01 April	07 - 09 April	24 - 26 March
21 - 23 April	28 - 30 April	14 - 16 April
12 - 14 May	26 - 28 May	05 - 07 May
09 - 11 June	23 - 25 June	02 - 04 June
07 - 09 July	14 - 16 July	30 June - 02 July
28 - 30 July	04 - 06 August	21 - 23 July
18 - 20 August	25 - 28 August	11 - 13 August
24 - 26 October	31 Oct. - 02 Nov.	17 - 19 October
08 - 10 September	15 - 17 September	01 - 03 September
06 - 08 October	13 - 15 October	29 Sept. - 1 Oct.
27 - 29 October	03 - 05 November	20 - 22 October
06 - 08 October	06 - 08 October	06 - 08 October
17 - 19 November	23 - 25 November	10 - 12 November

### Industrial Maintenance

Johannesburg	Cape Town	Durban
17 - 19 March	03. - 05 March	10 - 12 March
07 - 09 April	24 - 26 March	30 March - 01 April
28 - 30 April	14 - 16 April	21 - 23 April
26 - 28 May	05 - 07 May	12 - 14 May
23 - 25 June	02 - 04 June	09 - 11 June
14 - 16 July	30 June - 02 July	07 - 09 July
04 - 06 August	21 - 23 July	28 - 30 July
25 - 28 August	11 - 13 August	18 - 20 August
31 Oct. - 02 Nov.	17 - 19 October	24 - 26 October
15 - 17 September	01 - 03 September	08 - 10 September
13 - 15 October	29 Sept. - 1 Oct.	06 - 08 October
03 - 05 November	20 - 22 October	27 - 29 October
06 - 08 October	06 - 08 October	06 - 08 October
23 - 25 November	10 - 12 November	17 - 19 November

## In-House Training

We also offer in house training and because your organization's training needs are unique, we offer instruction that fits your specific circumstances and designed around the outcomes you want to achieve. All our training courses are on a customized basis. You can get certified training delivered at your location to fit your schedule, and for as many people as you require. Custom or in-house training is available Nationwide for all of your locations. We offer accredited courses on request, contact us should you need more information.

## Public Holidays

1 January  
New Years Day

21 March  
Human Rights Day

22 March  
Human Rights Day  
Observed

02 April  
Good Friday

05 April  
Family Day

27 April  
Freedom Day

1 May  
Workers Day

16 June  
Youth Day

9 August  
National Women's Day

24 September  
Heritage Day

16 December  
Day of Reconciliation

25 December  
Christmas Day

26 December  
Day of Good Will

27 December  
Day of Good Will  
Observed

The pursuit of *Knowledge*  
Is never-ending. The day you stop  
Seeking knowledge is  
The day you stop

*Growing.*

*Brandon Travis Cuscio*

[www.lifetimewellnesschallenge.org](http://www.lifetimewellnesschallenge.org)

