

WORKSHOPS

GENERAL MANAGEMENT

Assertiveness Skills	Change and Diversity	Change Management Skills
Coaching and Delegating	Corporate Governance	Costing Systems
Disaster Management	Effective Interviewing Skills	Emotional Intelligence
Entrepreneurship	HIV and AIDS Guide for Business Leaders	HIV/AIDS in the Workplace
Innovation and Creativity	Integrative Management	Leadership
Leadership and Communication	Leadership and People Management	Leading
Life Skills	Mentorship and Coaching Management	Motivation
Negotiation Skills	Organisation Behaviour	Organising
People Management	Performance Management	Personal Mastery
Problem-Solving and Decision Making	Professional Business Approaches in a Changing SA Environment	Stress Management
Role of the First Line Manager	Small, Medium and Micro Enterprises	Time Management
Supervisory Development	Team Building	Women in Leadership
Understanding Business	Understanding Business Culture	

OPERATIONS MANAGEMENT

Good Manufacturing Practice	Resource Productivity	Quality
Systems Theory	Understanding Costing Methodologies	

HUMAN RESOURCE MANAGEMENT / EMPLOYEE RELATIONS

Conflict Management Skills	Disciplinary Procedures	Human Resource Administration
Controlling	Diversity Management	Industrial Relations
Shop Steward Development		

PROJECT MANAGEMENT

Project Management

MARKETING MANAGEMENT

Marketing Management	Marketing Sales and Service Management
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SERVICE DELIVERY MANAGEMENT

Customer Care	Customer Relationship Management	Customer Service
Customer Service Improvement		

WORKSHOPS

LOGISTICS MANAGEMENT / SUPPLY CHAIN MANAGEMENT

Fleet Management

Procurement Management

Strategic Supply Chain Management

FINANCIAL MANAGEMENT

Finance for Non-Financial Managers
Managing Taxation
Public Finance Management

Financial Accounting
Numeracy and Financial Skills

Principles of Financial Management
Personal Financial Management

COMMUNICATION / PRESENTATION / OFFICE MANAGEMENT

Business Communication
Exploring Learning through Communication
Office Management
Presentation and Facilitation Skills
Report Writing Skills

Business Writing Skills
Critical Language Usage
Personal Executive Assistant
Professional Business Communication
Workplace Writing Skills

Interpersonal Communications
Presentation Skills
Professional Minute Taking
Written and Oral Communication

Attendance Certificates are awarded to attendees upon completion of an entire workshop