

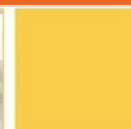
Soft Skills List & Prices

You reap the benefits through our courses!

PRICE PER LEARNER R2850

**10% Discount for group
bookings 8 and more**

ONE DAY WORKSHOP	CATEGORY	APPLICABLE COURSE X	HOW MANY LEARNERS
Administrative Support	Business Skills		
Anger Management	Conflict Management Skills		
Appreciative Inquiry	Interoffice Relationship Skills		
Assertiveness & Self Confidence	Interoffice Relationship Skills		
Attention Management	Problem Solving Skills		
Basic Bookkeeping	Financial Skills		
Body Language Basics	Communication Skills		
Budgets and Financial Reports	Financial Skills		
Business Acumen	Financial Skills		
Business Ethics	Business Skills		
Business Etiquette	Business Skills		
Business Succession Planning	Business Skills		
Business Writing	Communication Skills		
Call Centre Training	Business Skills		
Change Management	Business Skills		
Civility in the Workplace	Conflict Management Skills		
Coaching and Mentoring	Motivational Skills		
Communication Strategies	Communication Skills		
Conflict Resolution	Conflict Management Skills		
Creative Problem Solving	Problem Solving Skills		
Critical Thinking	Problem Solving Skills		
Customer Service	Business Skills		
Delivering Constructive Criticism	Interoffice Relationship Skills		
Emotional Intelligence	Interoffice Relationship Skills		
Employee Motivation	Motivational Skills		
Employee Onboarding	Human Resources Skills		
Employee Recruitment	Human Resources Skills		
Facilitation Skills	Leadership Skills		
Generation Gaps	Human Resources Skills		
Goal Setting and Getting Things Done	Time Management Skills		
Hiring Strategies	Human Resources Skills		
Human Resource Management	Human Resources Skills		
Internet Marketing Fundamentals	Communication Skills		
Interpersonal Skills	Interoffice Relationship Skills		



Job Search Skills	Personal Improvement Skills		
Knowledge Management	Business Skills		
Leadership and Influence Skills	Leadership Skills		
Lean Process and Six Sigma	Business Skills		
Manager Management	Leadership Skills		
Managing Workplace Anxiety	Human Resources Skills		
Marketing Basics	Communication Skills		
Measuring Results from Training	Financial Skills		
Media and Public Relations	Communication Skills		
Meeting Management	Business Skills		
Middle Manager	Middle Management Skills		
Negotiation Skills	Problem Solving Skills		
Office Politics for Managers	Middle Management Skills		
Organisational Skills	Time Management Skills		
Overcoming Sales Objections	Business Skills		
Performance Management	Human Resources Skills		
Personal Productivity	Personal Improvement Skills		
Presentation Skills	Communication Skills		
Project Management	Time Management Skills		
Proposal Writing	Communication Skills		
Public Speaking	Communication Skills		
Safety in the Workplace	Business Skills		
Sales Fundamentals	Business Skills		
Social Intelligence	Communication Skills		
Social Media in the Workplace	Communication Skills		
Stress Management	Personal Improvement Skills		
Supervising Others	Middle Management Skills		
Supply Chain Management	Business Skills		
Talent Management	Human Resources Skills		
Teamwork and Team Building	Leadership Skills		
Telework and Telecommuting	Human Resources Skills		
Time Management Workshop	Time Management Skills		
Trade Show Staff Training	Human Resources Skills		
Train the Trainer	Human Resources Skills		
Virtual Team Building & Management	Human Resources Skills		
Work-Life Balance	Personal Improvement Skills		
Workplace Diversity	Human Resources Skills		
Workplace Harassment	Conflict Management Skills		
Workplace Violence	Conflict Management Skills		

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