

PUBLIC TRAINING SCHEDULE 2012

DURBAN

Course Name	Duration	Price (R) Price PP Excl. Vat	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Employment Equity Committee NOF Level 4, 5 Credits	2 days	R3 900,00	26 - 27				24 - 25				6 - 7			
Implementing Employment Equity Aligned to Unit Standard 116923	2 days	R3 900,00				2 - 3						22 - 23		
Industrial Relations	2 days	R3 900,00		16 - 17					30 - 31				29 - 30	
Dealing with Trade Unions in the Workshop	2 days	R3 900,00			29 - 30					16 - 17				
Shop Steward	2 days	R3 900,00					30 - 31							6 - 7
Train-the-Trainer	2 days	R4 150,00		27 - 28				11 - 12						
Project Management	2 days	R3 900,00						25 - 26				29 - 30		
Health & Safety														
Healthy & Safety Rep	1	R990,00			19				6				16	

For details and booking information please contact Michelle du Toit: Tel: 011 - 462-0982 Email: michelle@workinfo.com : www.workinfo.com : All these workshops can be presented in-house
Venue: Sica's Guesthouse, Berea

In-house Workshops

Day 1 - Employment Equity Committee	
360A	Recruitment & Selection
Basic HR for Line Managers	Interpersonal Skills
Basic IR for Line Managers	Interviewing Skills
Benchmarking	Job Analysis
Change Leadership	Job Design
Change Management	Leadership Delegation & Influence
Coaching & Mentoring	Managing Conflict
Competencies - The Power Inside Organisations	Presentation Skills
Complaint Handling	Skills Development Committee
Customer Driven Organisation	Stress Management
Customer Relationship	Tele Sales
Diversity Awareness	Time Management
Diversity Management	
Effective Meetings	
Employee Absentee	
Employee Motivation	
Facilitation Skills	
HIV/Aids Awareness	



Accreditation No: 2333