

PUBLIC TRAINING SCHEDULE 2012



Workinfo.com
human resources for today's workplace



JOHANNESBURG

Course Name	Duration	Price (R) Price PP Excl. Vat	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
3 Week Intro to HR Management (1 week per month)	3 Weeks	R15 000,00		13 - 17 (Week 1)	12 - 16 (Week 2)	16 - 20 (Week 3)		4 - 8 (Week 1)	23 - 27 (Week 2)	13 - 17 (Week 3)		15 - 19 (Week 1)	12 - 16 (Week 2)	3 - 7 (Week 3)
2 Week HR Management (1 week per month)	2 Weeks	R10 000,00			12 - 16 (Week 1)	16 - 20 (Week 2)			23 - 27 (Week 1)	13 - 17 (Week 2)			12 - 16 (Week 1)	3 - 7 (Week 2)
Employment Equity Committee NQF Level 4, 5 Credits	2 days	R3 900,00	16 - 17			19 - 20			16 - 17			4 - 5		
Implementing Employment Equity Aligned to Unit Standard 116923	2 days	R3 900,00		9 - 10			17 - 18			2 - 3			22 - 23	
Industrial Relations	2 days	R3 900,00	30 - 31				24 - 25				13 - 14			13 - 14
Time Management	1 day	R1 500,00			26			15			10		9	
Wage Negotiation	2 days	R3 900,00	26 - 27			12 - 13			19 - 20			11 - 12		
Dealing with Trade Unions in the Workplace	1 day	R1 500,00		20 - 21										
Shop Steward	2 days	R3 900,00		27 - 28			10 - 11			30 - 31				6 - 7
Workforce & Succession Planning	2 days	R3 900,00			8 - 9				5 - 6				5 - 6	
HR Strategy Planning	2 days	R3 900,00				16 - 17					3 - 4			
Conflict Management	1 day	R1 500,00	23				4					26		
Train-the-Trainer	2 days	R4 150,00			5 - 6			20 - 21			27 - 28			10 - 11
Talent Management	1 day	R1 500,00		6										
Effective Business Writing	2 days	R4 150,00			29 - 30			28 - 29			26 & 27			
Project Management	2 days	R3 900,00		2 - 3			21 - 22				20 - 21			
Health & Safety														
Healthy & Safety Rep	1	R990,00		20			18			24			2	
Sales														
Getting the Sale - Overcoming Objections	1 day	R1 750,00			20			12			11			
Successful Sales through Relationship Building	1 day	R1 750,00			27			19			18			
Successful Prospecting for Sales	1 day	R1 750,00				3			3			2		
Smarter Selling	1 day	R1 750,00				10			10			9		
Effective Sales Presentations	1 day	R1 750,00				17			17			16		
Finance														
Finance for Non Financial Managers - Intro	1 day	R1 750,00	23 & 24			23 & 24			23 & 24			22 & 23		
Finance for Non Financial Managers - Intermediate	2 days	R4 150,00		21 & 22			21 & 22			21 & 22			20 & 21	
Finance for Non Financial Managers - Advanced	3 days	R5 000,00			26 - 28			26 - 28			25 - 27			10 to 12

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: Midrand Conference Centre, Midrand