

# Training Schedule

**November 2023 – June 2024**

## Short Courses in Generic Management

|       | Human Resource management<br>3 days | Business Communication 2<br>days | Business Writing<br>2 days | Customer Service<br>2 days | Negotiation Skills<br>2 days |
|-------|-------------------------------------|----------------------------------|----------------------------|----------------------------|------------------------------|
| Price | R 3, 500/ R 4, 500                  | R 3, 500/ 4, 500                 | R 3, 500/ 4, 500           | R 3, 500/ 4, 500           | R 3, 500/ 4, 500             |
| DATES | 8-10 Nov 2023                       |                                  | 7-8 Dec 2023               |                            | 1-2 Nov 2023                 |
|       |                                     | 5-6 Dec 2023                     |                            | 8-9 Nov 2023               |                              |
|       | 13-15 Dec 2023                      |                                  | 13-14 Feb 2024             |                            | 15-16 Jan 2024               |
|       |                                     | 30-21 Jan 2024                   |                            | 23-24 Jan 2024             |                              |
|       | 31 Jan – 2 Feb 2024                 |                                  | 29-30 April 2024           |                            | 6-7 March 2024               |
|       |                                     | 5-6 March 2024                   |                            | 14-15 March 2024           |                              |
|       | 15-17 April 2024                    |                                  | 4-5 June 2024              |                            | 29-30 May 2024               |
|       |                                     | 14-15 May 2024                   |                            | 2-3 May 2024               |                              |

## Short Courses in Generic Management

|       | Team Management<br>2 days | Decision Making<br>2 days | Monitoring Performance<br>2 days | Leadership Skills<br>2 days | Emotional Intelligence<br>2 days |
|-------|---------------------------|---------------------------|----------------------------------|-----------------------------|----------------------------------|
| Price | R 3, 500/4, 500           | R 3, 500/ 4, 500          | R 3, 500/ 4, 500                 | R 3, 500/ 4, 500            | R 3, 500/4, 500                  |
|       |                           | 12-13 Dec 2023            |                                  | 2-3 Nov 2023                |                                  |

|              |                |                  |                  |                  |                  |
|--------------|----------------|------------------|------------------|------------------|------------------|
| <b>DATES</b> | 21-22 Nov 2023 |                  | 4-5 Dec 2023     |                  | 11-12 Dec 2023   |
|              |                | 1-2 Feb 2024     |                  | 8-9 Jan 2024     |                  |
|              | 25-26 Jan 2024 |                  | 14-15 Feb 2024   |                  | 6-7 Feb 2024     |
|              |                | 25-26 April 2024 |                  | 19-20 March 2024 |                  |
|              | 4-5 March 2024 |                  | 17-18 April 2024 |                  | 15-16 April 2024 |
|              |                | 5-6 June 2024    |                  | 8-9 May 2024     |                  |
|              | 28-29 May 2024 |                  | 3-4 June 2024    |                  | 19-20 June 2024  |

## Short Courses in Generic Management

|              | Managing organisational improvements<br>3 days | Leadership and people management<br>3 days | Managing workplace relationship<br>3 days | Financial and risk Management<br>3 days | Time Management<br>2 days |
|--------------|------------------------------------------------|--------------------------------------------|-------------------------------------------|-----------------------------------------|---------------------------|
| <b>Price</b> | <b>R 4, 500/ R 5 500</b>                       | <b>R 4, 500/ R 5 500</b>                   | <b>R 4, 500/ R 5 500</b>                  | <b>R 4, 500/ R 5 500</b>                | <b>R 3, 500/ R 4 500</b>  |
| <b>DATES</b> |                                                | 1-3 Nov 2023                               |                                           | 21-23 Nov 2023                          |                           |
|              | 8-10 Nov 2023                                  |                                            | 27-29 Nov 2023                            |                                         | 28-29 Nov 2023            |
|              |                                                | 10-12 Jan 2024                             |                                           | 16-18 Jan 2024                          |                           |
|              | 13-15 Dec 2023                                 |                                            | 8 – 10 Jan 2024                           |                                         | 24-25 Jan 2024            |
|              |                                                | 4-6 March 2024                             |                                           | 26-28 March 2024                        |                           |
|              | 31 Jan – 2 Feb 2024                            |                                            | 6 - 8 March 2024                          |                                         | 13-14 March 2024          |
|              |                                                | 13-15 May 2024                             |                                           | 21-23 May 2024                          |                           |
|              | 15-17 April 2024                               |                                            | 23 – 25 April 2024                        |                                         | 1-2 May 2024              |

**We run this courses onsite and at our training centre**

# CUSTOMISED & NON ACCREDITED COURSEES

Employment Equity  
Counselling  
First Aid  
Health & Safety Awareness  
BBBEE  
Customer Service  
Gender Equality  
Staff Wellness  
Negotiation Skills  
Conflict Management  
Time Management  
Finance for Non-Financial Managers  
Computer Literacy  
Presentation Skills  
Communication Skills  
Report Writing Skill etc

**NB: All the course offered at ISA can be customised to meet the client needs**