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2025

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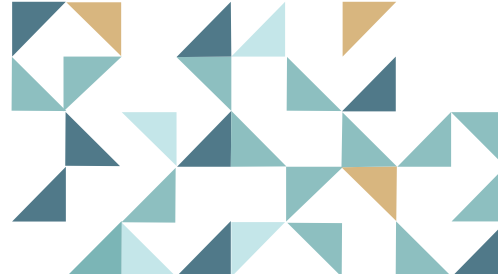
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WORKSHOPS

ENVISION2030

transparency • honesty • integrity • respect • accountability
fairness • professionalism • commitment • compassion • excellence

CREATIVE. DISTINCTIVE. IMPACTFUL.



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 Team	Time Management
Supervisory Development	Building Understanding Business Culture	Women in Leadership
Understanding Business		

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		

LOGISTICS MANAGEMENT / SUPPLY CHAIN MANAGEMENT

Fleet Management	Procurement Management	Strategic Supply Chain Management
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FINANCIAL MANAGEMENT

Finance for Non-Financial Managers	Financial Accounting	Principles of Financial Management
Managing Taxation	Numeracy and Financial Skills	Personal Financial Management
Public Finance Management		

COMMUNICATION / PRESENTATION / OFFICE MANAGEMENT

Business Communication	Business Writing Skills	Interpersonal Communications
Exploring Learning through Communication	Critical Language Usage	Presentation Skills
Office Management	Personal Executive Assistant	Professional Minute Taking
Presentation and Facilitation Skills	Professional Business Communication	Written and Oral Communication
Report Writing Skills	Workplace Writing Skills	

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