

2020 BUSINESS SKILLS



PIETERMARITZBURG
& MIDLANDS
**CHAMBER
OF BUSINESS**

DATE	TIME	TOPIC	TRAINER
6 February	8:30 - 16:30	How to use Mindfulness to Elevate Leadership Skills and Ability	Alistair Mork-Chadwick - Counselling Psychologist
11 February	8:30 - 12:30	How to Market Your Business in a Modern World	Anthea Forder - AppCity
18 February	8:30 - 12:30	Working Together - Striving For Excellence - Simple Tips for Communication and Behaviour in the Workplace	Maureen Pevsner - Trainsmart
26 February	8:30 - 12:30	HR Department of One	Ian Webster - Simply Communicate Consulting
3 March	8:30 - 16:30	MS Excel 2016 – Core	IT Certification Academy
12 March	8:00 - 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College
17 March	8:30 - 12:30	Effective Delegation, Giving Instructions & How To Be Assertive	Brenda Eckstein - Brenda Eckstein International
2 April	8:30 - 12:30	Mastering Costing	Alison Kelly - Wiara Consulting
16 April	8:30 - 12:30	The 'Ins and Outs' of VAT	Thirusha Govender - ControlPro
22 April	8:30 - 16:30	Protection of Personal Information Act	Nic Nortje - NKR Outsourced HR
5 May	8:00 - 13:00	Minute Taking	Christi Naudé - Centiment Development
13 May	8:30 - 12:30	Employee Onboarding	Tanya Hulse - Training Leadership Consulting
2 June	8:30 - 12:30	Petty Cash Management	Ali Engelbrecht - Women in Business
9 June	8:30 - 12:30	Cascading the Implementation of Performance Management to all Employees	Bonginkosi Mshengu - Bhekani Consulting
21 July	8:30 - 12:30	Effective Implementation of Employment Equity	Sipho Masondo - Equityline
28 July	8:30 - 12:30	Incapacity & Absenteeism	Judy Pillay - Training Force
13 August	8:30 - 12:30	How to Plan & Implement an Effective Marketing Strategy	Hilton Tredgold - FitForBusiness
25 August	8:30 - 12:30	Exceptional Customer Service and More!	Maureen Pevsner - Trainsmart
9 September	8:30 - 16:30	MS Excel - Intermediate	Mark Tyrer - Summit Solutions
17 September	8:30 - 12:30	Building A Strong System Of Internal Controls	Thirusha Govender - ControlPro
1 October	8:30 - 12:30	B-BBEE	Genevieve Chubb - Rocksolid Consulting
7 October	8:30 - 12:30	Managing Time in the Real World	Shân Cade - Shân Cade Training & Consulting
13 October	8:30 - 16:30	Effecting Discipline, Chairing Hearings and Dismissal in the Workplace	Nic Nortje - NKR Outsourced HR
22 October	8:00 - 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College
27 October	8:30 - 12:30	Legal Liability for the OHS Act	Mike Heesen - Pro HaS Consultants
12 November	8:30 - 12:30	How Companies can Capitalise on the Disruption of the Media	Derek Alberts - Purple Boa Creations
17 November	8:30 - 12:30	Customer Experience Management	Sarah Giles - Training Leadership Consulting
25 November	8:30 - 12:30	Writing for Response: Effective Business Communication	Ian Webster - Simply Communicate Consulting

- Business Skills
- Computer Skills
- Management & HR
- Sales & Marketing
- Finance & Accounting

COST

HALF DAY
(incl. VAT)

Members: R675 p/p, R640 p/p for 3/more, R590 p/p for 5/more
Non-members: R895 p/p, R875 p/p for 3/more, R850 p/p for 5/more

FULL DAY
(incl. VAT)

Members: R1350 p/p, R1315 p/p for 3/more, R1250 p/p for 5/more
Non-members: R1600 p/p, R1550 p/p 3/more, R1500 for 5/more

Attendees will receive a certificate of attendance

Please note: Dates and times are subject to change. Members will however be notified of any changes that may occur.

For further information contact us: 033 345 2747 • pmcb@pmcb.org.za • www.pmcb.org.za