

2021 BUSINESS SKILLS



PIETERMARITZBURG
& MIDLANDS
**CHAMBER
OF BUSINESS**

DATE	TIME	TOPIC	TRAINER
16 February	8:00 – 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College
24 February	8:30 – 12:30	HR Department of One	Ian Webster - Simply Communicate Consulting
4 March	8:00 – 13:00	Minute Taking	Christi Naudé - Centiment Development
10 March	8:30 – 12:30	The 'Ins and Outs' of VAT	Thirusha Govender - ControlPro
16 March	8:30 – 12:30	Effective Delegation, Giving Instructions & How To Be Assertive	Brenda Eckstein - Brenda Eckstein International
25 March	8:30 – 12:30	Introduction to Change Management	Tanya Hulse - Training Leadership Consulting
20 April	8:30 – 16:30	Protection of Personal Information Act	Nic Nortje - NKR Outsourced HR
5 May	8:30 – 16:30	MS Excel – Core	Lodewyk Deale - IT Certification Academy
12 May	8:30 – 12:30	Compensation for Occupational Injuries & Diseases (COID) Act & Injury on Duty	Jennie Heesen - Pro HaS Consultants
20 May	8:30 – 12:30	Delivering Powerful Presentations	Janet Finch - Communication 101
2 June	8:30 – 12:30	Cascading the Implementation of Performance Management to all Employees	Bonginkosi Mshengu - Bhekani Consulting
10 June	8:30 – 12:30	Managing Petty Cash	Ali Engelbrecht - Women in Business
15 July	8:30 – 12:30	The CLIP System for Increased Profitability	Shân Cade - Shân Cade Training & Consulting
29 July	8:00 – 13:00	Business Email Etiquette	Christi Naudé - Centiment Development
12 August	8:30 – 16:30	MS Excel – Advanced	Mark Tyrer - Summit Solutions
24 August	8:30 – 12:30	B-BBEE	Genevieve Chubb - Rocksolid Consulting
2 September	8:30 – 12:30	Customer Service	Miranda Train - Access Training & Development
8 September	8:30 – 16:30	Effecting Discipline, Charing Hearings & Dismissal in the Workplace	Nic Nortje – NKR Outsourced HR
7 October	8:30 – 12:30	Speak with Purpose, Listen with Intent	Janet Finch - Communication 101
13 October	8:30 – 12:30	Building a Strong System Of Internal Controls to Combat Fraud & Error	Thirusha Govender - ControlPro
21 October	8:00 – 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College
2 November	8:30 – 12:30	Time Management	Sarah Giles - Training Leadership Consulting
10 November	8:30 – 12:30	Legal Liability for the Occupational Health & Safety (OHS) Act	Mike Heesen - Pro HaS Consultants
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 <i>(incl. VAT)</i>	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 <i>(incl. VAT)</i>	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