

2022 BUSINESS SKILLS



PIETERMARITZBURG
& MIDLANDS
**CHAMBER
OF BUSINESS**

DATE	TIME	TOPIC	TRAINER
8 February	8:30 – 12:30	Creating High Performing Teams with a Remote Workforce	Tanya Hulse – Training Leadership Consulting
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
3 March	8:00 – 13:00	Minute Taking	Christi Naudé – Centiment Development
9 March	8:30 – 12:30	Effective Delegation, Giving Instructions & How To Be Assertive	Brenda Eckstein – Brenda Eckstein International
15 March	8:30 – 16:30	Protection of Personal Information Act	Nic Nortje – NKR Outsourced HR
24 March	8:30 – 12:30	Basics of Structured Problem-Solving	Tanya Hulse – Training Leadership Consulting
21 April	8:30 – 16:30	MS Excel Core – Level 1	Nomcebo Shabalala - IT Certification Academy
12 May	8:30 – 12:30	Compensation for Occupational Injuries & Diseases (COID) Act & Injury on Duty	Jennie Heesen – Pro HaS Consultants
17 May	8:30 – 12:30	Basic Tax Management for your Business	Thirusha Govender - ControlPro
24 May	8:30 – 12:30	Customer Service	Miranda Train – Access Training & Development
2 June	8:30 – 12:30	Helping Employees & Entrepreneurs Become Financially Fit	Nikki Sinclair – So Much More
8 June	8:30 – 12:30	Managing Petty Cash	Ali Engelbrecht – Women in Business
14 June	8:30 – 16:30	Pitching for Success	Mark Vella – BSN Trading Enterprise
22 June	8:00 – 12:30	Using Available Media to Refine Your Sales Strategy	Derek Alberts – Purple Boa Creations
26 July	8:00 – 12:30	Empowering Employees to Understand How Business Works So They Can Add Value	Shân Cade - Shân Cade Training & Consulting
11 August	8:30 – 16:30	MS Excel Intermediate	Mark Tyrer – Summit Solutions
23 August	8:30 – 12:30	Managing B-BBEE	Genevieve Chubb - Rocksolid Consulting
8 September	8:30 - 16:30	Performance Appraisal	Nic Nortje – NKR Outsourced HR
14 September	8:30 – 12:30	Time Management	Sarah Giles – Training Leadership Consulting
13 October	8:30 – 16:30	Practical Financial Modelling For Your Business	Mark Vella – BSN Trading Enterprise
18 October	8:30 – 12:30	How To Use Your Annual Financial Statements	Thirusha Govender - ControlPro
26 October	8:00 – 13:00	Telephone Reception	Ann-Rose Oldham - Maritzburg Business College
3 November	8:30 – 12:30	Writing for Response: Effective Business Communication	Ian Webster – Simply Communicate Consulting
15 November	8:30 – 12:30	Customer Experience Management	Sarah Giles – Training Leadership Consulting

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

COST

HALF DAY
(incl. VAT)

Members: R710 p/p, R670 p/p for 3/more, R620 p/p for 5/more
Non-members: R940 p/p, R920 p/p for 3/more, R890 p/p for 5/more

FULL DAY
(incl. VAT)

Members: R1420 p/p, R1380 p/p for 3/more, R1310 p/p for 5/more
Non-members: R1680 p/p, R1630 p/p 3/more, R1575 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