

# 2024 BUSINESS SKILLS



PIETERMARITZBURG  
& MIDLANDS  
**CHAMBER  
OF BUSINESS**

## CONTACT US:

☎ 033 345 2747

✉ [pmcb@pmcb.org.za](mailto:pmcb@pmcb.org.za)

🌐 [www.pmc.org.za](http://www.pmc.org.za)

DATE	TIME	TOPIC	TRAINER
8 February	8:30 – 16:30	Modern Marketing – Improve Your Social Media and Google Business Listing	Anthea Forder - AppCity
13 February	8:00 – 13:00	Telephone Reception Skills	Ann-Rose Oldham - Maritzburg Business College
22 February	8:30 – 16:30	Practical Management of Absenteeism in the Workplace both in a Unionized and Non-Unionized Work Environment	Raj Seeparsad
7 March	8:30 – 12:30	Effective Delegation, Giving Instructions and How To Be Assertive	Brenda Eckstein – Brenda Eckstein International
12 March	8:30 – 12:30	Customer Experience Management	Sarah Giles – Training Leadership Consulting
19 March	8:30 – 16:30	MS Excel Beginner – Level 1	Stanton Govender – Midlands Computer and Business College
16 April	8:30 – 12:30	Accident Investigation	Mike Heesen – Pro HaS Consultants
23 April	8:30 – 16:30	CCMA	Nic Nortje – NKR Outsourced HR
7 May	8:30 – 12:30	Sales Skills Every Field Sales Professional Needs To Master	Richard Lyon – BizGro Sales Training Specialists
16 May	8:30 – 12:30	Using Control Tools to Organise and Coordinate your Job Function	Shân Cade - Shân Cade Training and Consulting
21 May	8:30 – 12:30	Emotional Intelligence in Action	Cherri Forsyth – Cherri Forsyth Coaching
4 June	8:30 – 16:30	MS Excel Advanced – Level 2	Nomcebo Shabalala – IT Certification Academy
13 June	8:30 – 12:30	Introduction to Risk Assessments	Mike Heesen – Pro HaS Consultants
20 June	8:30 – 16:30	Using AI as a Business Tool	Ali Engelbrecht and Paula Hall – Ali Cat's Business Services
6 August	8:30 – 12:30	Financial Fitness for Employees & Business Owners	Nikki Sinclair – So Much More
15 August	8:30 – 12:30	Introduction to Change Management	Sarah Giles – Training Leadership Consulting
20 August	8:30 – 16:30	Performance Appraisal	Nic Nortje – NKR Outsourced HR
5 September	8:30 – 12:30	How To Network Your Way To Success – Relationship Building	Brenda Eckstein – Brenda Eckstein International
19 September	8:30 – 12:30	Compensation for Occupational Injuries and Diseases (COID) Act and Injury on Duty	Jennie Heesen – Pro HaS Consultants
17 October	8:30 – 16:30	Chairing/Presenting Evidence when Conducting and Initiating a Disciplinary Enquiry & Incapacity Hearing	Raj Seeparsad
29 October	8:30 – 12:30	Digital Word of Mouth As A Cost Effective Marketing Strategy	Kenny Emedo – Yebo Kenny Media
14 November	8:00 – 13:00	Telephone Reception Skills	Ann-Rose Oldham - Maritzburg Business College
19 November	8:30 – 12:30	Time Management	Sarah Giles – Training Leadership Consulting

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

## COST (incl. VAT)

**HALF DAY** **Members:** R745 pp, R705 pp for 3 or more, R650 pp for 5 or more  
**Non-members:** R985 pp, R965 pp for 3 or more, R935 pp for 5 or more

**FULL DAY** **Members:** R1490 pp, R1450 pp for 3 or more, R1375 pp for 5 or more  
**Non-members:** R1765 pp, R1710 pp for 3 or more, R1655 pp for 5 or more

Attendees will receive a certificate of attendance

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