



Making Learning Fun & Applicable

Training Calendar 2016

Introduction

Tsakisi Training & Consulting provides soft skills training workshops and leadership skills coaching for any business that would like to empower its staff to improve their performance and effectiveness. Services range from one-on-one coaching and mentoring through to various training workshops.

We specialise in training modules and workshops written for your company's needs, ranging from one-day to three-day courses, depending on specific needs and budgets. All courses are based on Unit Standards set by SAQA.

We have a pragmatic interactive approach to soft skills training. Our motto is: We make training fun and applicable. Our Services SETA accreditation number is 2353.

Effective Business Writing (R5 400.00 + VAT)



- 25 & 26 February 2016 – Pretoria & Johannesburg
- 14 & 15 March 2016 – Pretoria & Johannesburg
- 21 & 22 April 2016 – Pretoria & Johannesburg
- 26 & 27 May 2016 – Pretoria & Johannesburg
- 23 & 24 June 2016 – Pretoria & Johannesburg
- 28 & 29 July 2016 – Pretoria & Johannesburg
- 25 & 26 August 2016 – Pretoria & Johannesburg
- 29 & 30 September 2016 – Pretoria & Johannesburg
- 27 & 28 October 2016 – Pretoria & Johannesburg
- 24 & 25 November 2016 – Pretoria & Johannesburg

Meetings and Minute Taking (R5 400.00 + VAT)



- 22 & 23 February 2016 – Pretoria & Johannesburg
- 10 & 11 March 2016 – Pretoria & Johannesburg
- 18 & 19 April 2016 – Pretoria & Johannesburg
- 23 & 24 May 2016 – Pretoria & Johannesburg
- 20 & 21 June 2016 – Pretoria & Johannesburg
- 25 & 26 July 2016 – Pretoria & Johannesburg
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- 21 & 22 November 2016 – Pretoria & Johannesburg

Writing Reports Effectively (R5 400.00 + VAT)



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Time and Stress Management (R5 400.00 + VAT)



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Communication Skills (R5 400.00 + VAT)



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Customer Service Excellence (R5 400.00 excl VAT)



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International Public Sector Accounting Standards (IPSAS) Meaning & Implementation (R39 100.00 excl VAT)



- 22 & 26 February 2016 – Pretoria
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Booking Form:

Event Name:

Region:

Name:

Position:

Company:

Tel:

Postal Address:

Fax:

City:

Cell:

Code:

E Mail:

Cancellations:

A 10% administrative fee will be charged on all cancellations. Cancellations must be received in writing 14 working days before the conference. Delegate substitutes are welcome at any time. Thereafter the full conference is payable.

Confirmation:

If you do not receive communication - outlining participation details - one week prior to the event, please contact Tsakisi Training & Consulting.

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