



## Local Short Course 2<sup>nd</sup> Semester 2022

LOCAL SHORT & EXECUTIVE COURSES	Dates
Executive Leadership Development – Level 1	11,12,13 Jul
Supervisory Skills for Practicing Supervisors	11,12,13,14,15 Jul
Customer Service Excellence	11,12,13,14,15 Jul
Project Management	11,12,13,14,15 Jul
Basic Finance & Budgeting	12,13,14 Jul
Fundamental Sales & Marketing – Level 2	13,14,15 Jul
Managing People 1	26,27,28 Jul
Coaching, Mentoring and Counselling	27,28,29 Jul
Time Management	28,29 Jul
Occupational Health & Safety	9,10, 11 Aug
Report Writing Skills	26,29,30 Aug
Uncover your Leadership	1,2,5 Sep
Supervisory Skills for Practicing Supervisors	12,13,14,15,16 Sep
Modern Presentation Skills: Oral & Media	12,13,14,15,16 Sep
Advanced Sales & Marketing	13,14,15 Sep
Executive Leadership Development – Level 1	27,28, 29 Sep
Transitioning: Supervisory Management for Aspiring Supervisors	3,4,5,6,7 Oct
Customer Service Excellence	3,4,5,6,7 Oct
Basic IT PowerPoint Presentation	11,12,13 Oct
Project Management	17,18,19,20,21 Oct
Transitioning: Supervisory Management for Aspiring Supervisors	7,8,9,10,11 Nov
Report Writing Skills	11,12,13 Nov
Executive Leadership Development – Level 1	16,17,18 Nov
Uncover your Leadership	21,22,23 Nov
Basic Finance & Budgeting	22,23,24 Nov
<b>LOCAL FINANCIAL SERVICES COURSES</b>	
Foundation in Insurance	August 2022
IFS Insurance Compliance (IFSC)	October 2022

