

Port Elizabeth Provisional Short Learning Programme Schedule

February - November 2017

Programme	Equivalent to NQF Level	Duration	Course Dates	Standard Cost	2017 Promotional Cost	Registration Closing Dates
FEBRUARY						
*Project Management (incl. MS Projects)	6	5 days	20, 21, 22, 23, 24 February	R11729	R9920	30 January
MARCH						
Applied Emotional Intelligence (EQ) for Self-Management	4	2 days	6, 7 March	R4649	R3930	13 February
Lean Specialist (5 days)	6	5 days	6, 7, 8, 9, 10 March	R10730	R9075	13 February
Effective Writing Skills	4	2 days	8, 9 March	R4649	R3930	15 February
Finance for Non-Financial Managers	6	5 days	13, 14, 15, 16, 17 March	R11340	R9590	20 February
Applied Emotional Intelligence (EQ) for Self-Management	5	2 days	14, 15 March	R4649	R3930	20 February
Business Writing Skills	5	1 day	16 March	R2327	R1970	21 February
*Handling Workplace Labour Relations	5	3 days	28, 29, 30 March	R6977	R5900	7 March
*Mentorship	5	1 day	29 March	R2327	R1970	8 March
Prepare, conduct and record meetings	5	1 days	30 March	R2327	R1970	9 March
APRIL						
*Project Management (incl. MS Projects)	6	5 days	3, 4, 5, 6, 7 April	R11729	R9920	13 March
Assertiveness and Influencing Skills	4	2 days	4, 5 April	R4649	R3930	14 March
Management Skills for 21 st Century Leaders	5	3 days	11, 12, 13 April	R6977	R5900	20 March
Change Management	5	1 day	13 April	R2327	R1970	23 March
Excellence in Service Workshop	4	1 day	19 April	R2106	R1500	28 March
Creative Problem Solving and Decision Making	5	1 day	20 April	R2327	R1970	29 March
Finance for Non-Financial Managers	6	13 evenings	24, 25 April 2, 4, 8, 9, 11, 15, 16, 18, 22, 23, 30 May	R11340	R9590	3 April
Basic Project Management Tools and Techniques	5	1 day	25 April	R2722	R2300	4 April
MAY						
Analytical Thinking	5	2 days	3, 4 May	R4649	R3930	12 April
*Project Management (incl. MS Projects)	6	10 Saturdays	6, 13, 20, 27 May 3, 10, 17, 24 June 1, 8 July	R11729	R9920	14 April
Principles of Effective Teams & Meetings	4	2 days	8, 9 May	R4649	R3930	17 April
Human Resource Management for Non-practitioners	6	3 days	9, 10, 11 May	R7652	R6470	18 April
Conflict Resolution Skills & Strategies	4	2 days	10, 11 May	R4649	R3930	19 April
Women in Leadership	6	3 days	15, 16, 17 May	R6977	R5900	24 April
*Effective Presentation Skills	5	2 days	15, 17 May	R4649	R3930	24 April
Leadership & Teambuilding Skills	5	3 days	23, 24, 25 May	R6977	R5900	2 May
Facilitating Organisational Conversations	6	2 days	30, 31 May	R4649	R3930	9 May
JUNE						
Professional Personal Assistant	5	4 Saturdays	3, 10, 17, 24 June	R4865	R4115	23 May
*Project Management (incl. MS Projects)	6	5 days	5, 6, 7, 8, 9 June	R11729	R9920	15 May
Motivating People	4	1 day	6 June	R2327	R1970	16 May
Diversity & Personal Effectiveness	4	1 day	7 June	R2327	R1970	17 May
Creative Selling Techniques Workshop	4	2 days	13, 14 June	R3780	R2790	23 May
Monitoring & Evaluation for Organisational Performance	7	5 days	17, 18, 19, 20, 21 July	*NEW*	R12700	26 June
Talent Attraction & Retention Workshop	4	1 day	19 June	R2106	R1560	30 May
Handling Workplace Labour Relations	5	3 days	20, 21, 22 June	R6977	R5900	31 May
*Communication in a Business Environment	6	2 days	27, 28 June	R4649	R3930	1 June

JULY

Strategic Management	6	4 days	4, 5, 6, 7 July	R9596	R8115	13 June
Business Etiquette Workshop	4	1 day	11 July	R2106	R1560	20 June
Effective Office Administration	5	2 days	12, 13 July	R4649	R3930	21 June
*Project Management (incl. MS Projects)	6	13 evenings	17, 18, 20, 24, 25, 27, 31 July 01, 03, 14, 15, 17, 21 August	R11729	R9220	26 June
Workplace Discipline	4	2 days	18, 19 July	R3240	R2740	27 June
Stress Management	6	1 day	20 July	R3494	R2955	28 June
Leadership Skills for the 21 st Century	6	5 days	24, 25, 26, 27, 28 July	R11340	R9590	3 July
Creative Problem Solving and Decision Making	5	1 day	25 July	R2327	R1970	4 July
Quality as Business Excellence	5	2 days	26, 27 July	R4649	R3930	5 July

AUGUST

*Coaching	5	2 days	2, 3 August	R4649	R3930	11 July
Management Skills for 21 st Century Leaders	5	5 Saturdays	5, 12, 19, 26 August 2 September	R6977	R5900	15 July
Time Management	4	1 day	7 August	R2327	R1970	18 July
Tools for Continuous Improvement	4	1 day	8 August	R2327	R1970	19 July
Principles of Quality	4	1 day	10 August	R2327	R1970	20 July
*Project Management (incl. MS Projects)	6	5 days	14, 15, 16, 17, 18 August	R11729	R9220	24 July
Basic Principles of Operations Management	5	1 day	22 August	R2327	R1970	1 August
Integral Leadership for Established Managers	7	6 days	22, 23, 24, 25, 29, 30 August	R10336	R9570	1 August
Productivity, Continuous Improvement and Introduction to Workstudy	5	2 days	23, 24 August	R4649	R3930	2 August

SEPTEMBER

Safety, Health & Environmental Risk Control	4	1,5 days	5, 6 September	R3385	R3090	15 August
Creative Problem Solving & Decision Making	4	1 day	7 September	R2327	R1970	16 August
Effective Thinking in the Problem Solving Process	5	2 days	12, 13 September	R4649	R3930	23 August
Safety, Health & Environmental Risk Control	5	1,5 days	19, 20 September	R3385	R3090	29 August
Contract Management	6	3 days	19, 20, 21 September	R6977	R5900	29 August
Basic Project Management Tools & Techniques	5	1 day	21 September	R2722	R2300	31 August
*Project Management (incl. MS Projects)	6	10 Saturdays	23, 30 September, 7, 14, 21, 28 October 4, 11, 18, 25 November	R11729	R9920	1 September
*Fundamentals of Supply Chain Development	5	3 days	27, 28, 29 September	R6977	R6460	6 September
Interpersonal Skills	5	3 days	27, 28, 29 September	R6977	R5900	6 September

OCTOBER

*Report Writing Skills	5	2 days	3, 4 October	R2327	R3930	12 September
Basic Financial Principles	4	1 day 1 morning	10 October 20 October Test	R2327	R1970	19 September
Ethics in Moral Leadership	6	2 days	10, 11 October	R3602	R3335	19 September
Safety, Health & Environmental Management	6	2,5 days	24, 25, 26 October	R5400	R4565	3 October
Financial Principles (Intermediate)	5	3 days 1 morning	24, 25, 26 October 3 November Test	R6977	R5900	3 October

NOVEMBER

*Project Management (incl. MS Projects)	6	5 days	6, 7, 8, 9, 10 November	R11729	R9220	17 October
Leadership & Teambuilding Skills	5	3 days	7, 8, 9 November	R6977	R5900	18 October
Tender to Secure Business	4	2 days	14, 15 November	R4649	R3930	24 October
*Handling Workplace Labour Relations	5	3 days	21, 22, 23 November	R6977	R5900	31 October

Provisional CIMA Aligned Short Learning Programme Schedule

Level	Programme	Duration	Starting Date	Registration Closing Dates
Operational Level (NQF 6)	Organisational Management (E1)	45 contact hours	06 February	20 January
	Management Accounting (P1)	45 contact hours	07 February	20 January
	Financial Reporting and Taxation (F1)	45 contact hours	17 July	23 June
	Operational Case Study	33 contact hours	08 August	24 July
Management Level (NQF 7)	Project and Relationship Management (E2)	45 contact hours	06 February	20 January
	Advanced Management Accounting (P2)	45 contact hours	07 February	20 January
	Advanced Financial Reporting (F2)	45 contact hours	17 July	23 June
	Management Case Study	33 contact hours	15 August	24 July
Strategic Level (NQF 8)	Strategic Management (E3)	45 contact hours	06 February	20 January
	Risk Management (P3)	45 contact hours	07 February	20 January
	Financial Strategy (F3)	45 contact hours	17 July	23 June
	Strategic Case Study	33 contact hours	22 August	24 July

Short Learning Programmes: Please note:

- All prices are relevant for 2017 public short learning programmes which are pre-scheduled by the Business School on the 2nd Avenue Campus in Summerstrand, Port Elizabeth. Any additional or in-house training requests will be quoted on by the Business School based on the number of delegates and specified needs of the client.
- Credits can be obtained for completing short learning programmes that form part of the FLP/ILP/ALP and MDP programmes (conditions apply). Please enquire about these from the SLP Coordinator.
- * **Indicates that Short Learning Programmes form part of the SCM tender with the Nelson Mandela Bay Municipality.**
- The Business School reserves the right to cancel or postpone a programme due to lack of demand. A full refund will be made in this instance.

CIMA Programmes: Please note:

- Refresher workshop outline and costing still to be finalised.

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