

PROVISIONAL SCHEDULE 2022: SHORT LEARNING PROGRAMMES

SPECIAL OFFER:

10% DISCOUNT WHEN YOU REGISTER BEFORE 15 FEBRUARY 2022
FOR SHORT COURSES SCHEDULED IN FEBRUARY, MARCH AND APRIL 2022

Short Learning Programme	Method of Delivery	*Complexity Level	Duration	Course Dates	Cost	SPECIAL OFFER	Registration Closing Dates
FEBRUARY							
*Integrated Operations Management	REMOTE	M+2	17:30-20:30 32 hours	21, 22, 24, 28 February 01, 03, 07, 08, 10, 14, 15 March	R5300	R4770	07 February
*Emotional & Cultural Intelligence for the 21 st Century Leader	REMOTE	M+2	17:30-20:30 24 hours	28 February 01, 03, 07, 08, 10, 14, 15 March	R4485	R4036	14 February
MARCH							
*Diversity & Personal Effectiveness	REMOTE	M+1	08:30-11:30 08 hours	07, 08, 10 March	R2110	R1899	21 February
*Leadership & Teambuilding Skills	REMOTE	M+1	08:30-11:30 24 hours	07, 08, 10, 14, 15, 17, 22, 24 March	R4485	R4036	21 February
Leadership in the Project Environment (T)	REMOTE	M+2	17:30-20:30 24 hours	07, 08, 10, 14, 15, 17, 22, 24 March	R4490	R4041	21 February
*Effective Office Administration	REMOTE	M	09:00-12:00 16 hours	08, 09, 10, 15, 16, 17 March	R3425	R3082	22 February
Project Management including MS Projects (T)	REMOTE	M+2	09:00-12:00 40 hours	15, 17, 18, 22, 23, 24, 28, 29, 30, 31 March 05, 06, 07 April	R6285	R5656	01 March
*Marketing Principles & Customer Relationship Management (T)	REMOTE	M+2	17:30-20:30 36 hours	24, 28, 29 March 04, 05, 07, 11, 12, 20, 21 April 03, 05 May	R5780	R5202	10 March
*Principles of Effective Teams & Meetings	REMOTE	M	08:30-11:30 16 hours	28, 29, 31 March, 04, 05, 07 April	R3425	R3082	14 March
*Legal Principles for Business	REMOTE	M+2	17:30-20:30 21 hours	28, 29, 31 March 04, 05, 07, 11 April	R3920	R3528	14 March

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APRIL							
Project Initiation (T)	REMOTE	M+2	17:30-20:30 24 hours	04, 05, 07, 11, 12, 14, 19, 21 April	R4490	R4041	22 March
*Time Management	REMOTE	M	08:30-11:30 08 hours	11, 12, 14 April	R2110	R1899	28 March
*Handling Workplace Labour Relations	REMOTE	M+1	08:30-11:30 24 hours	11, 12, 14, 19, 21 April 03, 05, 09 May	R4485	R4036	28 March
*Basic Project Management Tools & Techniques	REMOTE	M+1	09:00-12:00 08 hours	20, 21, 26 April	R2110	R1899	07 April
*Principles of Quality	REMOTE	M	08:30-11:30 08 hours	25, 26 April 03 May	R2110	R1899	11 April
MAY							
Introduction to Management of Technology	REMOTE	M+2	09:00-12:00 16 hours	04, 05, 10, 11, 12, 17 May	TBC	N/A	19 April
Project Management including MS Projects (T)	REMOTE	M+2	17:30-20:30 39 hours	09, 10, 16, 17, 19, 23, 24, 26, 30, 31 May 02, 06, 07 June	R6285	N/A	20 April
*Basic Financial Principles	REMOTE	M	08:30-11:30 08 hours	09, 10, 11 May	R2110	N/A	20 April
Assessor (US 115753)	REMOTE	NQF 5	09:00-12:00 24 hours	10, 11, 12, 17, 18, 19, 24, 25 May	R5040	N/A	20 April
*Quality as Business Excellence	REMOTE	M+1	08:30-11:30 16 hours	12, 16, 17, 19, 23, 24, 26 May	R3425	N/A	03 May
*Strategic Management (T)	REMOTE	M+2	17:30-20:30 33 hours	16, 17, 19, 23, 24, 26, 30, 31 May 02, 06, 07 June	R5400	N/A	03 May
Tender to Secure Business <i>*Entrepreneurship/ New Venture Creation</i>	REMOTE	M	09:00-12:00 16 hours	24, 25, 26, 31 May 01, 02 June	R3425	N/A	10 May
*Applied Emotional Intelligence (EQ) for Self-Management	REMOTE	M+1	08:30-11:30 16 hours	30, 31 May, 02, 06, 07, 09 June	R3425	N/A	09 May

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JUNE						
*Effective Writing Skills	REMOTE	M	08:30-11:30 16 hours	06, 07, 09, 13, 14, 15 June	R3425	23 May
Project Planning (T)	REMOTE	M+2	17:30-20:30 24 hours	06, 07, 09, 13, 14, 20, 21, 23 June	R4490	23 May
Viability of Business Ideas and Opportunities <i>*Entrepreneurship/ New Venture Creation</i>	REMOTE	M	09:00-12:00 16 hours	07, 08, 09, 13, 14, 15 June	R3425	24 May
*Finance for Non-Financial Managers	REMOTE	M+2	17:30-20:30 39 hours	13, 20, 22, 23, 27, 29, 30 June 04, 06, 07, 11, 13, 14 July	R6285	30 May
*Productivity, Continuous Improvement & Introduction to Work-study	REMOTE	M+1	08:30-11:30 16 hours	13, 14, 15, 20, 21, 24 June	R3425	30 May
Negotiation Skills	REMOTE	M+1	09:00-12:00 08 hours	14, 15, 20 June	R2110	31 May
*Assertiveness & Influencing Skills	REMOTE	M+1	08:30-11:30 16 hours	20, 21, 23, 27, 28, 30 June	R3425	06 June
*Safety, Health & Environmental Management (T)	REMOTE	M+2	17:30-20:30 18 hours	20, 22, 23, 27, 29, 30 June	R3645	06 June
*Report Writing Skills	MASK TO MASK	M+1	08:30-16:30 08 hours	21 June	R2525	07 June
*Basic Principles of Operations Management	REMOTE	M+1	08:30-11:30 08 hours	27, 28, 30 June	R2110	13 June
JULY						
Project Execution & Control (T)	REMOTE	M+2	17:30-20:30 24 hours	04, 05, 07, 11, 12, 14, 19, 21 July	R4490	20 June
*Business Writing Skills	REMOTE	M+1	08:30-11:30 08 hours	05, 07, 11 July	R2110	21 June
*Monitoring & Evaluation for Organisational Performance	REMOTE	M+3	09:00-12:00 40 hours	06, 07, 12, 13, 14, 19, 20, 21, 26, 27, 28 July 02, 03 August	R8215	22 June
*Motivating People	REMOTE	M	08:30-11:30 08 hours	11, 12, 14 July	R2110	27 June
*Coaching	REMOTE	M+1	09:00-12:00 16 hours	12, 13, 14, 19, 20, 21 July	R3425	28 June
*Effective Presentation Skills	REMOTE	M+1	08:30-11:30 16 hours	25, 26, 28 July, 01, 02, 04 August	R3425	11 July
*Leadership Skills for the 21 st Century	REMOTE	M+2	17:30-20:30 39 hours	25, 26, 28 July 01, 02, 04, 11, 15, 16, 18, 22, 23, 25 August	R6285	11 July

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CONT. JULY						
Moderator (US 115759)	REMOTE	NQF 6	09:00-12:00 20 hours	26, 27, 28 July 02, 03, 04, 10 August	R4465	12 July
AUGUST						
Project Termination & Post Project Review (T)	REMOTE	M+2	17:30-20:30 24 hours	01, 02, 04, TBC, 11, 15, 16, 18 August	R4490	18 July
Project Management including MS Projects (T)	REMOTE	M+2	09:00-12:00 40 hours	02, 03, 04, 10, 11, 16, 17, 18, 23, 24, 25, 30, 31 August	R6285	19 July
Management Skills for 21 st century Leaders	REMOTE	M+1	08:30-11:30 24 hours	TBC, 10, 11, 15, 16, 18, 27, 22, 23 August	R4485	25 July
Labour Relations (T)	REMOTE	M+2	17:30-20:30 24 hours	15, 16, 18, 22, 23, 25, 29, 30 August	R4485	01 August
*Women in Leadership	REMOTE	M+2	09:00-12:00 24 hours	16, 17, 18, 23, 24, 25, 30, 31 August	R4485	02 August
Workplace Discipline	REMOTE	M	08:30-11:30 16 hours	22, 23, 25, 29, 30 Aug, 01 Sept	R3425	05 August
*Basic Project Management Tools & Techniques	REMOTE	M+1	08:30-11:30 08 hours	29, 30, 31 August	R2110	15 August
Interpersonal Skills	REMOTE	M +1	09:00-12:00 24 hours	30, 31 August 01, 06, 07, 08, 13, 14 September	R4485	16 August
SEPTEMBER						
*Creative Problem Solving & Decision Making	REMOTE	M+1	08:30-11:30 08 hours	05, 06, 08 September	R2110	22 August
*Contemporary Management	REMOTE	M+2	17:30-20:30 39 hours	05, 06, 08, 12, 13, 15, 19, 20, 22, 26, 27, 29 September 03 October	R6285	22 August
Economic Principles for Managers (T)	REMOTE	M+2	17:30-20:30 30 hours	05, 06, 08, 12, 13, 15, 19, 20, 22, 26 September	R4995	22 August
Talent Attraction and Retention	REMOTE	M+2	09:00-12:00 08 hours	06, 07, 08 September	R2110	23 August
*Tools for Continuous Improvement	REMOTE	M	08:30-11:30 08 hours	12, 13, 15 September	R2110	30 August
*Conflict Resolution Skills & Strategies	REMOTE	M+1	08:30-11:30 16 hours	19, 20, 22, 26, 27, 29 September	R3425	05 September
*Financial Principles (Intermediate)	REMOTE	M+1	08:30-11:30 24 hours	19, 20, 22, 26, 27, 29 September, 03, 04 October	R4485	05 September

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CONT. SEPTEMBER						
The Importance of Innovation in a Business Environment <i>*Entrepreneurship/ New Venture Creation</i>	REMOTE	M	09:00-12:00 16 hours	20, 21, 22, 27, 28, 29 September	R3425	06 September
Facilitator (US 117871)	REMOTE	NQF 5	09:00-12:00 28 hours	27, 28, 29 September 04, 05, 06, 11, 12, 13 October	R5530	13 September
OCTOBER						
*Professional Presentation Skills	REMOTE	M+2	17:30-20:30 18 hours	03, 04, 05, 10, 11, 12 October	TBC	19 September
*Monitoring & Evaluation for Organisational Performance	REMOTE	M+3	09:00-12:00 40 hours	04, 05, 06, 11, 12, 13, 18, 19, 20, 25, 26, 27 October 01 November	R8215	20 September
*Safety, Health and Environmental Risk Control	REMOTE	M+1	08:30-11:30 12 hours	10, 11, 13, 17 October	R3050	26 September
Business Etiquette Workshop	REMOTE	M	09:00-12:00 08 hours	11, 12, 13 October	TBC	27 September
*Human Resource Management for Non-Practitioners (T)	REMOTE	M+2	17:30-20:30 24 hours	17, 18, 20, 24, 25, 27, 31 October 01 November	R4485	03 October
*Effective Office Administration	REMOTE	M	09:00-12:00 16 hours	18, 19, 20, 25, 26, 27 October	R3425	08 October
NOVEMBER						
*Project Management including MS Projects (T**)	REMOTE	M+2	09:00-12:00 40 hours	01, 02, 03, 08, 09, 10, 15, 16, 17, 22, 23, 24, 29 November	R6285	18 October
*Skills Development Facilitator (US 15221, US15227, US15217, US15218)	REMOTE	NQF 5	08:30-11:30 32 hours	08, 09, 10, 15, 16, 17, 22, 23, 24, 29, 30 November	R8475	25 October
Personal Effectiveness in a Business Environment <i>*Entrepreneurship/ New Venture Creation</i>	REMOTE	M	09:00-12:00 16 hours	15, 16, 17, 22, 23, 24 November	R3425	01 November



Kindly peruse the T&C's as well as key tables for the Provisional SLP Schedule on the following page.

Business School

Short Learning Programmes: Please Note:

- (T) - The prices of SLP's for Zoom Sessions exclude the price of textbooks/ ebooks required for the modules.
- **Kindly note that you need to have access to MS Projects (programme) to do the assignment for this programme.
- Please note that durations for modules are specified at the maximum duration.
- Credits can be obtained for completing short learning programmes that form part of the ALP/IPM and MDP programmes (conditions apply). Please enquire about these from the SLP Coordinator.
- For the Integrated Project Management Programme (IPMP), listed above is the preferred way of attending the IPMP in order. Credits can be obtained for modules attended as short learning programmes that form part of the IPMP.
- The Business School reserves the right to cancel or postpone a programme due to lack of demand.
- * Indicates that Short Learning Programmes form part of the SCM tender with the NMBM.

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Method of Delivery Key	
	Remote: Zoom Sessions – These will take place online, please make sure you have access to a computer/laptop/phone/tablet with audio and camera to enable you to fully engage in the programmes.
	Mask to Mask: Classroom Sessions – These sessions will take place at a specified venue which will be communicated to you once registered. Please note that due to COVID-19, these sessions could be changed to Zoom Sessions.

Symbol	*Complexity Level
M	Matric
M+1	First year post Matric
M+2	Second year post Matric
M+3	Third year post Matric
M+4	Fourth year post Matric
The Symbol indicates the complexity level of the programme. It does not indicate a qualification. NQF levels cannot be assigned as this programme does not lead to a formal qualification.	