

Public Training Course Schedule – 2014

Course Title	Days (Mon – Fri)	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Minute Taking	1	31 st	-	-	21 st	-	-	-	-	3rd	-	-	-
Effective Business Communication	1	-	10 th	-	-	23 rd	-	9 th	-	-	-	-	-
Business Etiquette	1	-	-	10 th	-	-	19 th	-	-	-	-	-	-
Change Leadership	2	-	-	-	14 th	-	-	28 th & 29 th	-	-	-	-	-
Time Management	1	-	-	-	-	12 th	-	-	20 th	-	-	-	-
Supervisory Skills	1	-	-	-	-	-	9 th	-	-	16 th	-	-	-
Introduction to Computer Literacy	1	-	4 th	-	-	-	-	-	-	-	21 st	-	-
People Leadership	2	-	-	-	-	-	-	-	11 th & 12 th	-	-	-	-
Women in Leadership	2	-	-	-	-	-	-	-	-	29 th & 30 th	-	-	-
Talent Development	1	-	-	-	-	-	-	-	-	-	14 th	-	-
Finance for non-Financial Managers	1	-	-	-	-	-	-	-	-	-	-	29 th	-
Fire Fighting	1	-	-	-	-	-	-	-	-	-	1 st	4 th	2 nd
Level 1 First Aid	2	-	-	-	-	-	-	-	-	-	7 th & 8 th	11 th & 12 th	8 th & 9 th
Handling of Dangerous Goods	1	-	-	-	-	-	-	-	-	-	16 th	20 th	11 th

 **TETA Accredited Programmes (as from 1st October 2014)**

 **SETA Accredited Programmes**

PLEASE NOTE: "Convey of Dangerous goods by Road" – training will take place on a daily basis from Monday to Friday as from 1st October 2014.

Weekend training is booked in advance and takes place on the client's premises.

For more information or to request a quotation, kindly contact us at: Michael Bromilow (0784377421) or info@liderazgo.co.za or on our website www.liderazgo.co.za