

Public Training Course Schedule – 2015

Course Title	Days (Mon – Fri)	1 st Quarter			2 nd Quarter		
		Jan	Feb	Mar	Apr	May	Jun
Finance for non-Financial Managers	1	-	10 th	-	-	-	-
Minute Taking	1	-	-	-	21 st	-	3 rd
Effective Business Communication	1	-	18 th	-	-	26 th	-
Business Etiquette	1	-	-	10 th	-	-	18 th
Change Leadership	2	-	-	-	14 th - 15 th	-	-
Time Management	1	-	-	-	-	12 th	-
Supervisory Skills	1	-	-	-	-	-	9 th
People Leadership	2	-	-	25 th – 26 th	-	-	-
Health and Safety and General Housekeeping	1	23 rd	-	-	-	-	25 th
Fire Fighting	1	-	26 th	-	-	27 th	-
Level 1 First Aid	2	-	11 th – 12 th	-	28 th – 29 th	-	-

PLEASE NOTE: “Convey of Dangerous goods by Road” – training takes place on a daily basis from Monday to Saturday.

Training can also be conducted on site.

For more information or to request a quotation, kindly contact us at: Tel: 011 864 0069, Michael Bromilow (0784377421) or info@liderazgo.co.za or on our website www.liderazgo.co.za

Contact us to secure your booking, a 10% discount is available for early bird bookings!