



## XOLISWA TINI TRAINING ACADEMY SHORT COURSE SCHEDULE – JANUARY – JUNE 2020

*NB! Please note that dates are subject to change and students must contact the academy to confirm the start date.*

BUSINESS MANAGEMENT SHORT COURSES				Cost	Duration	Location	Jan	Feb	Mar	Apr	May	Jun
Archives and Records Management	R3575,00	2 Days	East London	30-31	3&7	30&3	6-7	4-5	5&8			
			Port Elizabeth	30-31	3&7	30&3	6-7	4-5	5&8			
			JHB	30-31	3&7	30&3	6-7	4-5	4-5			
Operational Planning	R3575,00	2 Days	East London		27-28	9&13	17&20	18-19	5&8			
			Port Elizabeth		27-28	9&13	17&20	18-19	5&8			
Wholesale & Retail Operations	R3575,00	2 Days	East London		27-28	2&6	6-7	4-5	5&8			
			Port Elizabeth		27-28	2&6	6-7	4-5	5&8			
			JHB		27-28	2&6	6-7	4-5	5&8			
Strategic Planning for Managers	R3575,00	2 Days	East London	30-31	3&7	9-10	17&20	18-19	5&8			
			Port Elizabeth	30-31	3&7	9-10	17&20	18-19	5&8			
			JHB	30-31	3&7	9-10	17&20	18-19	5&8			
Workplace Skills Planning	R3575,00	2 Days	East London	30-31	27-28	9-10	17&20	4-5	25-26			
			Port Elizabeth	30-31	27-28	9-10	17&20	4-5	25-26			
			JHB	30-31	27-28	9-10	17&20	4-5	25-26			
Occupational Health & Safety	R3575,00	2 Days	East London		27-28	23-24	6-7	18-19	25-26			
			Port Elizabeth		27-28	23-24	6-7	18-19	25-26			
			JHB		27-28	23-24	6-7	18-19	25-26			
Specialist Hygiene & Cleaning Services	R3575,00	2 Days	East London		3&7	23-24	6-7	28-29	25-26			
			Port Elizabeth		3&7	23-24	6-7	28-29	25-26			
			JHB		3&7	23-24	6-7	28-29	25-26			
Leadership Skills	R1575,00	1 Day	East London		28	31	17	29	26			
			Port Elizabeth		28	31	17	29	26			
Hospitality & Tourism	R3575,00	2 Days	East London	30-31	3&7	30-31	17	28-29	25-26			
			Port Elizabeth	30-31	3&7	30-31	17&20	28-29	25-26			
			JHB	30-31	3&7	30-31	17&20	28-29	25-26			
REAL ESTATE SHORT COURSES				Cost	Duration	Location	Jan	Feb	Mar	Apr	May	Jun
Residential and Commercial Property Valuations	R3575,00	2 Days	East London	30-31	3&7	2&6	6-7	4-5	5&8			
			Port Elizabeth	30-31	3&7	2&6	6-7	4-5	5&8			
			JHB	30-31	3&7	2&6	6-7	4-5	5&8			
Auctioneering	R3575,00	2 Days	East London	30-31	27-28	9-10	17&20	28-29	25-26			
			Port Elizabeth	30-31	27-28	9-10	17&20	28-29	25-26			
			JHB	30-31	27-28	9-10	17&20	28-29	25-26			
SOFT SKILLS SHORT COURSES				Cost	Duration	Location	Jan	Feb	Mar	Apr	May	Jun
Personal Skills and Creativity	R1575,00	1 Day	East London	31	3	24	6	4	5			
			Port Elizabeth	31	3	24	6	4	5			

			JHB	31	3	24	6	4	5
Communication Skills	R3575,00	2 Days	East London	30-31	27-28	23-24	17&20	18-19	5&8
			Port Elizabeth	30-31	27-28	23-24	17&20	18-19	5&8
			JHB	30-31	27-28	23-24	17&20	18-19	5&8
Time Management	R1575,00	1 Day	East London	31	3	2	6	4	8
			Port Elizabeth	31	3	2	6	4	8
			JHB	31	3	2	6	4	8
People Skills	R1575,00	1 Day	East London	31	7	2	6	4	8
			Port Elizabeth	31	7	2	6	4	8
			JHB	31	7	2	6	4	8
Customer Service	R1575,00	1 Day	East London	31	28	2	6	4	5
			Port Elizabeth	31	28	2	6	4	5
			JHB	31	28	2	6	4	5
Emotional Intelligence	R3575,00	2 Days	East London	30-31	3&7		17&20	18-19	25-26
			Port Elizabeth	30-31	3&7		17&20	18-19	25-26
			JHB	30-31	3&7		17&20	18-19	25-26

**COURSE FEES INCLUDE:**

- Course facilitation by subject matter experts
- Suitable Venue
- Attendance certificates for all delegates
- Pens/attendance register

**TERMS & CONDITIONS:**

**1. Fees:**

- All fees are payable on or before the start date.

**2. Additional Delegate Rates:**

- Additional delegate rates apply when bookings are made at the same time on the same course, contact 043 7260541 or email trainingacademy@xtp.co.za for more information.

**3. Confirmation Instructions:**

- On receipt of a completed booking form we will issue a confirmation letter detailing your participation in the training event.
- Thereafter once an invoice and confirmation letter has been sent to you, the booking has been confirmed and the payment is due

**4. Attendance:**

- Please note that no delegate/student will be permitted to attend any training course without proof of payment or an order no.

**5. Delegate Substitution:**

- Substitutes can be made at any time without incurring a penalty. Please inform us in writing so we can make the necessary arrangements for the new learner.

**6. Payment:**

- Payment can be made by cheque or by electronic transfer, and must be received 7 working days from the date of the invoice. Please quote the reference number from your invoice so that your payments can be tracked

**DISCLAIMER**

NB! Please note that the Xoliswa Tini Training Academy can start the course only when the required minimum students have registered for the course prior to the start date. If the required number is not met, Xoliswa Tini Training Academy reserves the right to postpone the course. Prices are liable to change without notice. Customers will always be invoiced at the prevailing price. Under no circumstances will refunds be given after the commencement of a course. Students may defer at 30% of the course fee. Certification will be distributed one week after the completion of the course.

Please note that the course dates are subject to change and students can enroll to start the course at a date convenient for them. Please continue to check our website for the updated schedule. If any of the above dates don't fit your diary, please let us know so that we can give you future dates.

Prices may be subject to an adjustment during the course of 2020