

<b>Course</b>	<b>Details</b>	<b>Duration</b>	<b>Date</b>	<b>Price</b>
Fire Fighting	NQF LEVEL 1 Theoretical and Practical Training.	Half day	22 July 5 <sup>th</sup> August	<b>R320.00</b> (excl VAT)
Handling Misconduct and Poor Work Performance	A hands-on practical programme for Managers and Supervisors who have to deal with Misconduct and Poor Work Performance issues.	1 Day	11 August	<b>R1 325.00</b> (excl VAT) Tea, Lunch and Course Notes
Supervisor Leadership Development	A course for first line Supervisors/Managers. Specialising in the Principles of Management and dealing with staff.	2 Days 08h30 – 16h30	16-17 August	<b>R2 500.00</b> (excl. VAT) Tea, Lunch and Course Notes
First Aid Level I	Delegates will receive First Aid Training to equip them as an In-house First Aider. This course includes CPR.	2 Days	16-17 August 2011	<b>R715.00</b> (excl VAT) Tea, Sandwiches
An Introduction to Printing ID2	An in-depth explanation of traditional printing processes, current and future development, Paper and its influences on the printing process, Colour and ink.	2 Days	15-16 August	<b>R2 500,00</b> (excl. VAT) Tea, Lunch and Course Notes
Health and Safety	Employers who employ more than 20 employees at any work place are required to appoint a Health and Safety Representative. This requirement is in terms of the Occupational Health and Safety Act. NQF Level 2.	1 Day	18 August	<b>R850.00</b> (excl. VAT) Tea, Lunch and Course Notes
TT 2 Block: for Apprentices	Rotary Web, Continuous Stationery Envelope & Stationery Adjuster, Flexography Rotary Reeling, Lithography Sheet Fed, Packaging, Electronic Origination	08h30-15h45	5 September 2011 Exam date: 3, 4 and 5 October 2011	<b>R 8 240.00</b> (Incl. Vat)
Telephone Technique and Front Office Skills	Impressions are long lasting and customers can be won or lost during their encounters with your business. This could be in the sales Department or Office Administration.	1 Day 08h30 – 16h30	14 September	<b>R1 250.00</b> (excl. VAT) Tea, Lunch and Course Notes