

| Communication Programmes | Price (excl. VAT) | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|-------------------|-----|---------|------|-----|---------|-----|---------|-----|---------|---------|---------|-----|
| Business Writing for Office Professionals | R 4 350.00 | | | 7- 8 | | 23 - 24 | | 4 - 5 | | 19 - 20 | | 14 - 15 | |
| Communicating Effectively in English | R 4 350.00 | | 26 - 27 | | | 9 - 10 | | 18 - 19 | | | 29 - 30 | | |

| Admin Programmes | Price (excl. VAT) | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---------------------------------------|-------------------|-----|---------|-------|---------|---------|--------|--------|---------|--------|---------|-------|-------|
| PA & Executive Secretary Master Class | R 4 350.00 | | | 1 - 2 | | 14 - 15 | | 9 - 10 | | | 1 - 2 | | 3 - 4 |
| Professional Office Administration | R 4 350.00 | | 5 - 6 | | 12 - 13 | | 4 - 5 | | 13 - 14 | | 15 - 16 | | |
| The Professional Receptionist | R 2 400.00 | | 7 | | 11 | | 6 | | 15 | | 17 | | 5 |
| Minute Taking Made Simple | R 4 350.00 | | 19 - 20 | | 18 - 19 | | 25 -26 | | | 12 -13 | | 5 - 6 | |

| Personal Effectiveness Programmes | Price (excl. VAT) | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|--|-------------------|-----|---------|---------|---------|---------|---------|---------|---------|-----|---------|---------|-------|
| Assertiveness, Conflict & Confidence at Work | R 4 350.00 | | | 14 - 15 | | 30 - 31 | | | 29 - 30 | | 10 -11 | | |
| Professional Presence | R 4 350.00 | | | | | | | 25 - 26 | | | | 21 - 22 | |
| People Management & Supervisory Skills | R 4 350.00 | | 12 - 13 | | 16 - 17 | | 13 - 14 | | 22 - 23 | | 24 - 25 | | 6 - 7 |

| Yearly Conference | Price (excl. VAT) | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|-----|-----|
| The 11th Annual Joburg Secretaries Day Conference | R 6 200.00 | | | | | | | | | 5 - 6 | | | |