

**Thusega Financial and Business Consulting (Pty) Ltd**  
 (Accredited by the Services Seta as a Provider of Quality Training. Accreditation No: 9749)

SUPERVISORY AND MANAGEMENT COURSES		Days
SL0100	The ABCs of Supervising Others	2
SL0200	The Professional Supervisor	3
SL0300	CRM – Introduction to Customer Relationship Management	1
SL0400	Managing Customer Service	1
SL0500	Critical Elements of Customer Service	2
SL0600	Budgeting and Managing Money	2
SL0700	HR for the Non-HR Manager – Managing People for Better Performance	3
SL0800	Building Succession Planning	1
SL0900	The art of delegating effectively	1
SL1000	Meeting Management - The art of making meetings work	1
SL1100	Motivating your workforce	1
SL1200	Negotiating for Results	2
SL1300	Business Leadership – Becoming Management Material	3
SL1400	Coaching: A leadership Skill	1
SL1500	Delegation: The Art of Delegating Effectively	1
SL1600	Building Better Teams	1
SL1700	Problem Solving and Decision-making	2
SL1800	Stress Management	1
SL1900	Customer Service training - Managing Customer Service	1
SL2000	Change Management: Change and How to deal with it	1
SL2100	Conflict Resolution – Dealing with difficult people	1
SL2200	Project Management Fundamentals	1
SL2300	Project Management Intermediate	1
SL2400	Project Management Advanced	1
SL2500	Leadership Skills for Supervisors	1
SL2600	Performance Management	1
SL2700	Workplace Harassment	2
SL2800	Business Etiquette – Gaining that extra edge	1
SL2900	Conflict Resolution – Getting along in the Workplace	2
SL3000	Building Succession Planning	1
SL3100	Business Ethics for the Office	2
SL3200	Business Writing that works	2
SL3300	Communication Strategies	2
SL3400	Conduction effective performance review	3
SL3500	Celebrating Diversity in the Workplace	1
SL3600	Employee Dispute Resolution – Mediation through Peer Review	1
SL3700	Leadership Skills for Supervisors – Communication, Coaching, and Conflict	1
SL3800	Project Management Training – Understanding Project Management	1
SL3900	Public Speaking – Speaking under Pressure	2
SL4000	Safety in the Workplace	1
SL4100	Project Management – Techniques to increase Effectiveness	1
SL4200	Using Technology to your Advantage	2
SL4300	Writing Proposals and Reports	2
SL4400	Workplace Violence – How to Manage Anger and Violence in the Workplace	3
SL4500	Employee Accountability	1
SL4600	Coaching and Mentoring	1

CAREER DEVELOPMENT COURSES		Days
CD0100	Getting your Job Search Started	1
CD0200	Creating a Dynamic Job Portfolio	1
CD0300	Mastering the Interview	1
CD0400	Time Management: Getting Organized for Peak Performance	1
CD0500	Emotional Intelligence	1
CD0600	Skills for the Admin Assistant	2
CD0700	The Minute Takers Workshop	1
CD0800	Building Self Esteem and Assertiveness	1
CD0900	Anger Management	1
CD1000	Advanced Writing Skills	1
ENTREPRENEUR TRAINING COURSES		Days
ET0100	Accounting / Bookkeeping	2
ET0200	Finance for Non-Financial Managers	2
ET0300	Interpretation of Financial Statements	2
ET0400	Basic Skills for Business Management	2
ET0500	Business Plan Writing	2
ET0600	Customer Care	1
ET0700	Director Training	2
LEARNERSHIP AND FULL QUALIFICATIONS		Days
LT0100	FET New Venture Creation Learnership – SAQA QUALIFICATION – Level 4. ID 66249	272
LT0200	FET Early Childhood Development – SAQA QUALIFICATION – Level 4. ID 58761	238
LT0300	National Certificate: New Venture Creation (SMME) level 2. ID 49648	253
TRAIN-THE-TRAINER COURSES		Days
TT0100	Facilitation Skills	2
TT0200	Developing your Training Programme	2
TT0300	The Practical Trainer	1
TT0400	Using activities to make Training Fun	1
TT0500	Advanced skills for the practical trainer	3
TT0600	Survival skills for the new trainer	1
COMPUTER TRAINING COURSES		Days
CT0100	Computer Basics – Foundation and Intermediate	2
CT0200	Microsoft Word – Core Essentials	3
CT0300	Microsoft Excel – Core Essentials	2
CT0400	Microsoft PowerPoint – Core Essentials	1
CT0500	Microsoft Outlook – Core Essentials	1
CT0600	Internet Explorer - Web	1
CT0700	Applying Basic Computer Technology	10
SALES AND MARKETING COURSES		Days
SM0100	Dynamic Sales Presentations	1
SM0200	Prospective for Leads Like a Pro	1
SM0300	Sales and Customer Service training for Call Centre Agents	3
SM0400	Marketing and sales	1
SM0500	Building Relationships for Success in Sales	1
SM0600	Overcoming Objections to nail the sale	1
SM0800	Selling Smarter	1