

Learnfast Training Schedule

SoftSkill Courses | Non Credit-Bearing & Credit-Bearing



Softskill Courses

Business, management and essentials life skill short courses.

Credit – Bearing Soft Skill

Course Name	Duration	Date: Midrand JHB	Date: Centurion PTA	Date: Pinelands CT
Induction & Communicate in ETDP Settings (R7700 P/P)	4 Days	17 – 20 Sep '18 19 – 22 Nov '18	1 – 4 Oct '18 26 – 29 Nov '18	17 – 20 Sep '18 19 – 22 Nov '18
OD – ETDP Train the Trainer (R9200 P/P)	5 Days	1 – 5 Oct '18 26 – 30 Nov '18	8 – 12 Oct '18 3 – 7 Dec '18	1 – 5 Oct '18 26 – 30 Nov '18
OD – ETDP Assessor (R7700 P/P)	4 Days	8 – 11 Oct '18 3 – 6 Dec '18	15 – 18 Oct '18 10 – 13 Dec '18	8 – 11 Oct '18 3 – 6 Dec '18
OD – ETDP Moderator (R7700 P/P)	4 Days	15 – 18 Oct '18 10 – 13 Dec '18	22 – 25 Oct '18 18 – 21 Dec '18	15 – 18 Oct '18 10 – 13 Dec '18
OD – ETDP Skills Development Facilitator (R9200 P/P)	5 Days	13 – 17 Aug '18 22 – 26 Oct '18	3 – 7 Sep '18 29 Oct – 2 Nov '18	13 – 17 Aug '18 22 – 26 Oct '18
OD – ETDP Provide Learner Support (R7700 P/P)	3 Days	20 – 22 Aug '18 29 – 31 Oct '18	3 – 7 Sep '18 29 Oct – 2 Nov '18	20 – 22 Aug '18 29 – 31 Oct '18
OD – ETDP Design and Develop Learning Material (R9200 P/P)	5 Days	27 – 31 Aug '18 5 – 9 Nov '18	17 – 21 Sep '18 12 – 16 Nov '18	27 – 31 Aug '18 5 – 9 Nov '18
OD – ETDP Coaching & Mentoring (R7700 P/P)	3 Days	3 – 5 Sep '18 12 – 14 Nov '18	25 – 27 Sep '18 19 – 21 Nov '18	3 – 5 Sep '18 12 – 14 Nov '18
Effective Time Management (R5700 P/P)	2 Days	3 – 4 Sep '18 5 – 6 Nov '18	1 – 2 Oct '18 3 – 4 Dec '18	3 – 4 Sep '18 5 – 6 Nov '18
Effective Communication Skills (R5600 P/P)	2 Days	5 – 6 Sep '18 7 – 8 Nov '18	3 – 4 Oct '18 5 – 6 Dec '18	5 – 6 Sep '18 7 – 8 Nov '18
Conducting Effective Disciplinary Hearings (R7400 P/P)	2 Days	10 – 11 Sep '18 12 – 13 Nov '18	20 – 21 Aug '18 8 – 9 Oct '18 10 – 11 Dec '18	5 – 6 Sep '18 7 – 8 Nov '18
Delivering Effective Business Presentations (R4700 P/P)	2 Days	3 – 4 Sep '18 5 – 6 Nov '18	6 – 7 Aug '18 8 – 9 Oct '18 3 – 4 Dec '18	3 – 4 Sep '18 5 – 6 Nov '18

Credit – Bearing Soft Skill

Course Name	Duration	Date: Midrand JHB	Date: Centurion PTA	Date: Pinelands CT
Business Ethics – A Practical Guide (R2300 P/P)	1 Day	20 Aug '18 19 Nov '18	17 Sep '18 13 Dec '18	20 Aug '18 19 Nov '18
Excellent Customer Service – A Practical Approach R4700 P/P)	2 Days	3 – 4 Sep '18 5 – 6 Nov '18	6 – 7 Aug '18 8 – 9 Oct '18 4 – 5 Dec '18	3 – 4 Sep '18 5 – 6 Nov '18
Conflict Management (R7000 P/P)	3 Days	21 – 23 Aug '18 20 – 22 Nov '18	17 – 19 Sep '18 12 – 14 Dec '18	21 – 23 Aug '18 20 – 22 Nov '18
Performance Management (R4700 P/P)	2 Days	6 – 7 Sep '18 8 – 9 Nov '18	11 – 12 Oct '18 6 – 7 Dec '18	Available at Gauteng Campuses Only
Negotiating Skills (R4700 P/P)	2 Days	4 – 5 Sep '18 6 – 7 Nov '18	8 – 9 Oct '18 4 – 5 Dec '18	Available at Gauteng Campuses Only
Labour Relations and Law Fundamentals (R4700 P/P)	2 Days	27 – 28 Aug '18 26 – 27 Nov '18	20 – 21 Sep '18 14 – 15 Dec '18	27 – 28 Aug '18 26 – 27 Nov '18
Talent Management in the Workplace (R2300 P/P)	1 Day	28 Aug '18 27 Nov '18	25 Sep '18 18 Dec '18	28 Aug '18 27 Nov '18
Recruitment Essentials R4700 P/P)	2 Days	3 – 4 Sep '18 5 – 6 Nov '18	8 – 9 Oct '18 3 – 4 Dec '18	3 – 4 Sep '18 5 – 6 Nov '18
Emotional Intelligence Works (R2300 P/P)	1 Day	29 Aug '18 28 Nov '18	26 Sep '18 19 Dec '18	29 Aug '18 28 Nov '18
New Management & Refined Supervisory Skills (R7000 P/P)	3 Days	12 – 14 Sep '18 14 – 16 Nov '18	15 – 17 Aug '18 17 – 19 Oct '18 12 – 14 Dec '18	12 – 14 Sep '18 14 – 16 Nov '18
Supervising for Success (R2300 P/P)	1 Day	20 Aug '18 8 Oct '18 3 Dec '18	17 Sep '18 5 Nov '18	20 Aug '18 8 Oct '18 3 Dec '18
Motivate Your Team for Success (R4700 P/P)	2 Days	30 – 31 Aug '18 29 – 30 Nov '18	26 – 27 Sep '18 20 – 21 Dec '18	30 – 31 Aug '18 29 – 30 Nov '18
Change Management (R4700 P/P)	2 Days	28 – 29 Aug '18 27 – 28 Nov '18	25 – 26 Sep '18 18 – 19 Dec '18	28 – 29 Aug '18 27 – 28 Nov '18
The Art of Making Meetings Work (R2300 P/P)	1 Day	25 Sep '18 19 Nov '18	27 Aug '18 22 Oct '18 18 Dec '18	25 Sep '18 19 Nov '18

Credit – Bearing Soft Skill

Course Name	Duration	Date: Midrand JHB	Date: Centurion PTA	Date: Pinelands CT
Finance for Non – Financial Managers (R2300 P/P)	1 Day	11 Sep '18 13 Nov '18	13 Aug '18 16 Oct '18 10 Dec '18	11 Sep '18 13 Nov '18
Diversity in the Workplace (R2300 P/P)	1 Day	21 Aug '18 9 Oct '18 4 Dec '18	18 Sep '18 6 Nov '18	21 Aug '18 9 Oct '18 4 Dec '18
Decision Making Psychology (R2300 P/P)	1 Day	24 Aug '18 23 Nov '18	20 Sep '18 18 Dec '18	24 Aug '18 23 Nov '18
Conduct Structured Meetings (R2300 P/P)	1 Day	25 Sep '18 20 Nov '18	23 Oct '18 19 Dec '18	25 Sep '18 20 Nov '18

Non Credit – Bearing Soft Skill

Course Name	Duration	Date: Midrand JHB	Date: Centurion PTA	Date: Pinelands CT
Sales Team Management (R3600 P/P)	1 Day	30 Aug '18 20 Nov '18	18 Sep '18 14 Dec '18	21 Aug '18 20 Nov '18
Sales Skills: Basic (R3100 P/P)	1 Day	10 Sep '18 12 Nov '18	13 Aug '18 15 Oct '18 10 Dec '18	10 Sep '18 12 Nov '18
Sales Skills: Advanced (R4000 P/P)	1 Day	11 Sep '18 13 Nov '18	17 Aug '18 16 Oct '18 10 Dec '18	11 Sep '18 13 Nov '18
Stress Management (R3100 P/P)	1 Day	5 Sep '18 7 Nov '18	8 Aug '18 10 Oct '18 5 Dec '18	5 Sep '18 7 Nov '18
Telephone Skills & Etiquette (R3800 P/P)	1 Day	12 Sep '18 14 Nov '18	15 Aug '18 17 Oct '18 11 Dec '18	12 Sep '18 14 Nov '18
Business Protocol & Etiquette (R3800 P/P)	1 Day	13 Sep '18 15 Nov '18	16 Aug '18 18 Oct '18 12 Dec '18	13 Sep '18 15 Nov '18
The Professional Receptionist / PA (R6500 P/P)	2 Days	13 – 14 Sep '18 14 – 15 Nov '18	15 – 16 Aug '18 17 – 18 Oct '18 11 – 12 Dec '18	13 – 14 Sep '18 14 – 15 Nov '18
Minute Taking (R3300 P/P)	1 Day	23 Aug '18 22 Nov '18	20 Sep '18 10 Dec '18	23 Aug '18 22 Nov '18

Non Credit – Bearing Soft Skill

Course Name	Duration	Date: Midrand JHB	Date: Centurion PTA	Date: Pinelands CT
Professional Business Report & Proposal Writing (R3100 P/P)	1 Day	6 Sep '18 8 Nov '18	10 Aug '18 11 Oct '18 6 Dec '18	Available at Gauteng Campuses Only
Email Etiquette (R3100 P/P)	1 Day	3 Sep '18 5 Nov '18	6 Aug '18 8 Oct '18 3 Dec '18	Available at Gauteng Campuses Only
Professional Selling over the Phone (R3100 P/P)	1 Day	30 Aug '18 23 Nov '18	20 Sep '18 18 Dec '18	24 Aug '18 23 Nov '18
Developing Positive Assertiveness (R3200 P/P)	1 Day	11 Sep '18 13 Nov '18	13 Aug '18 15 Oct '18 10 Dec '18	11 Sep '18 13 Nov '18
Advanced Interpersonal Skills (R3200 P/P)	1 Day	31 Aug '18 30 Nov '18	28 Sep '18 21 Dec '18	31 Aug '18 30 Nov '18
Handling Difficult People and Situations (R3100P/P)	1 Day	23 Aug '18 22 Nov '18	20 Sep '18 10 Dec '18	23 Aug '18 22 Nov '18
Call Centre Agent (R4900 P/P)	3 Days	Available on Request Only		

Project Management Courses

Course Name	Duration	Date: Midrand JHB	Date: Centurion PTA	Date: Pinelands CT
Essentials of Project Management (CAPM) (R8050 P/P)	3 Days	13 – 15 Aug '18 10 – 12 Sep '18 15 – 17 Oct '18 12 – 14 Nov '18 03 – 05 Dec '18	20 – 22 Aug '18 17 – 19 Sep '18 22 – 24 Oct '18 19 – 21 Nov '18 10 – 12 Dec '18	27 – 29 Aug '18
Advanced Project Management (PMP) (R13800 P/P)	5 Days	27 – 31 Aug '18 29 Oct – 02 Nov '18 10 – 14 Dec '18	01 – 05 Oct '18 26 – 30 Nov '18	Available upon request.
Prince2 Foundation (R9800 P/P)	3 Days	19 – 21 Nov '18	3 – 5 Sep '18 3 – 5 Dec '18	Available at Gauteng Campuses Only

Project Management Courses

Course Name	Duration	Date: Midrand JHB	Date: Centurion PTA	Date: Pinelands CT
PRINCE2 Foundation (R9900 P/P)	3 Days	29-31 Oct '18	19-21 Nov '18	Available at Gauteng Campuses Only
PRINCE2 Practitioner (R7900 P/P)	2 Days	01-02 Nov '18	22-23 Nov '18	Available at Gauteng Campuses Only

ITIL Courses

Course Name	Duration	Date: Midrand JHB	Date: Centurion PTA	Date: Pinelands CT
ITIL Foundation (R9900 P/P)	3 Days	15-17 Oct '18	12-14 Nov '18	Available at Gauteng Campuses Only
ITIL Practitioner (R7900 P/P)	2 Days	18-19 Oct '18	15-16 Nov '18	Available at Gauteng Campuses Only

COBIT 5 Courses

Course Name	Duration	Date: Midrand JHB	Date: Centurion PTA	Date: Pinelands CT
COBIT 5 Foundation (R7900 P/P)	2 Days	29-30 Nov '18	09-10 Oct '18	Available at Gauteng Campuses Only

Early Childhood Development (ECD) Courses

Course Name	Duration	Date: Midrand JHB	Date: Centurion PTA	Date: Pinelands CT
Early Childhood Development Fundamentals (R9100 P/P)	5 Days	1 – 5 Oct '18 12 – 16 Nov '18	17 – 21 Sep '18 29 Oct – 2 Nov '18 3 – 7 Dec '18	Available at Gauteng Campuses Only
Childhood Development Reporting (R7700 P/P)	4 Days	27 – 30 Aug '18 8 – 11 Oct '18 19 – 22 Nov '18	25 – 28 Sep '18 5 – 8 Nov '18 10 – 12 Dec '18 Saturdays: 25 Aug – 15 Sep '18	Available at Gauteng Campuses Only
Managing & Evaluating ECD Service (R7700 P/P)	4 Days	3 – 6 Sep '18 15 – 18 Oct '18 26 – 29 Nov '18	1 – 4 Oct '18 12 – 15 Nov '18 18 – 21 Dec '18 Saturdays: 22 September – 13 October 2018	Available at Gauteng Campuses Only

Caring for babies' toddlers and children (R7700 P/P)	4 Days	10 – 13 Sep '18 22 – 25 Oct '18 3 – 6 Dec '18	8 – 11 Oct '18 19 – 22 Nov '18 Saturdays: 20 Oct – 10 Nov '18	Available at Gauteng Campuses Only
Developing Early Learning Activities (R6600 P/P)	3 Days	13 – 15 Aug '18 17 – 19 Sep '18 29 – 31 Oct '18 10 – 12 Dec '18	15 – 17 Oct '18 26 – 28 Nov '18 Saturdays: 17 Nov – 1 Dec '18	Available at Gauteng Campuses Only
Creating Environment Conducive for Development of Young Children (R5700 P/P)	2 Days	16 – 17 Aug '18 20 – 21 Sep '18 1 – 2 Nov '18 13 – 14 Dec '18	6 – 7 Sep '18 18 – 19 Oct '18 29 – 30 Nov '18 Saturdays: 8 – 15 Dec '18	Available at Gauteng Campuses Only



Contact Us

www.learnfast.co.za

[Click here](#) to see what our clients are saying about us...

	Centurion PTA	Midrand JHB	Pinelands CT
Physical Address	Centurion Gate Shopping Centre Cnr John Vorster Ave and Akkerboom Str 1C – Level 2 Suite 3B/3 Centurion	Oracle Close Halfway Gardens Midrand 1686	001 Howard Terraces Corner Forest and Howard Drives Pinelands Cape Town
Tel Numbers:	+27 12 643 1409	+27 11 262 2054	+27 21 531 6802
Fax:	+27 86 235 8139		
General Enquiries:	info@learnfast.co.za		
Training Enquiries:	training@learnfast.co.za		
Terms and Conditions:	<ol style="list-style-type: none"> Learnfast reserves the right to change this calendar without any notification. For the latest calendar please consult our website www.learnfast.co.za. All the above courses are also offered on a cost effective On-Site basis. All prices include: <ol style="list-style-type: none"> A student training manual A dataset CD with exercises for home study A certificate of completion A minimum of 5 working days is required for cancelations or rescheduling. A full refund will be given if a written request is sent to info@learnfast.co.za a full 5 working days prior to course commencement. 100% of the course fee will apply if cancelation is given with less than 5 working days' notice. Learnfast reserves the right to cancel or postpone any courses if necessary. We will make every effort to inform as timeously as circumstances allow. Click here to see what our clients are saying about us... 		