

Course Code Link	Course Name	Duration	Price (Excel VAT)	
3-Month Course Access. Click here to view all available courses and register.				
Course Code	ILT/VILT SoftSkills Courses	Duration	Price	
ILTVILT- AS	Accounting Skills for New Supervisors	2 Days	R	2,250.00
ILTVILT-AL	Active Listening	1 Day	R	1,550.00
ILTVILT-APM	Advanced Project Management	1 Day	R	1,550.00
ILTVILT-ASPT	Advanced Skills for the Practical Trainer	3 Days	R	2,850.00
ILTVILT-AWS	Advanced Writing Skills	1 Day	R	1,550.00
ILTVILT-AEAP	An Environmental Audit Primer	1 Day	R	1,550.00
ILTVILT-AMUA	Anger Management_Understanding Anger	1 Day	R	1,550.00
ILTVILT-AI	Appreciative Inquiry	1 Day	R	1,550.00
ILTVILT-BSB	Balanced Scorecard Basics	1 Day	R	1,550.00
ILTVILT-MBCBO	Basic Business Management_Boot Camp for Business Owners	3 Days	R	2,850.00
ILTVILT-BIM	Basic Internet Marketing	1 Day	R	1,550.00
ILTVILT-BBL	Becoming a better learner	1 Day	R	1,550.00
ILTVILT-BE	Becoming a progressive Employer	1 Day	R	1,550.00
ILTVILT-BMM	Becoming Management Material	1 Day	R	1,550.00
ILTVILT-BTP	Being a Team Player	1 Day	R	1,550.00
ILTVILT-USEC	Beyond Workplace Politics_Using Social and Emotional Competencies	1 Day	R	1,550.00
ILTVILT-BLRBLST	Body Language_Reading Body Language as a Sales Tool	1 Day	R	1,550.00
ILTVILT-BCMYCB	Branding Creating and Managing Your Corporate Brand	2 Days	R	2,250.00
ILTVILT-BMM	Budgets and Managing Money	2 Days	R	2,250.00
ILTVILT-BBSM	Building a Brand on Social Media	1 Day	R	1,550.00
ILTVILT-BCB	Building a Consulting Business	1 Day	R	1,550.00
ILTVILT-BOB	Building an Online Business	1 Day	R	1,550.00
ILTVILT-BBT	Building Better Teams	1 Day	R	1,550.00
ILTVILT-BRSS	Building Relationships for Success in Sales	1 Day	R	1,550.00
ILTVILT-BYSEAS	Building Your Self Esteem and self confidence (Assertiveness Skills)	1 Day	R	1,550.00
ILTVILT-BW	Bullying in the Workplace	1 Day	R	1,550.00
ILTVILT- B	Business Ethics for the Office	2 Days	R	2,250.00
ILTVILT-BEGTEE	Business Etiquette_Gaining That Extra Edge	1 Day	R	1,550.00
ILTVILT- BLB	Business Leadership_Becoming Management Material	3 Days	R	2,850.00
ILTVILT-BPM	Business Process Management	2 Days	R	2,250.00
ILTVILT-DMSP	Business Succession Planning_Developing and Maintaining a Succession Plan	1 Day	R	1,550.00
ILTVILT-BWTW	Business Writing That Works	2 Days	R	2,250.00

ILTVILT-CHDI	Change and How to Deal with It	1 Day	R	1,550.00
ILTVILT-CGIWP	Closing the Generation Gap in the workplace	1 Day	R	1,550.00
ILTVILT-CM	Coaching and Mentoring	2 Days	R	2,250.00
ILTVILT-CCSTYW	Code of Conduct_Setting the Tone for Your Workplace	1 Day	R	1,550.00
ILTVILT-COLAB	Collaboration	1 Day	R	1,550.00
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ILTVILT-CS	Communication Strategies	2 Days	R	2,250.00
ILTVILT- CS	Communications for Small Business Owners	1 Day	R	1,550.00
ILTVILT-CAIR	Conducting Accurate Internet Research	1 Day	R	1,550.00
ILTVILT-CEPR	Conducting Effective Performance Reviews	3 Days	R	2,850.00
ILTVILT-CEM	Conference and Event Management	2 Days	R	2,250.00
ILTVILT-CRGAW	Conflict Resolution_Getting Along in the Workplace	2 Days	R	2,250.00
ILTVILT-CYFSP	Conquering Your Fear of Speaking in Public	1 Day	R	1,550.00
ILTVILT-CIL	Continuous Improvement with Lean	1 Day	R	1,550.00
ILTVILT-CL	Conversational Leadership	1 Day	R	1,550.00
ILTVILT- CD	Creating a Dynamite Job Portfolio	1 Day	R	1,550.00
ILTVILT- CGA	Creating a Google AdWords Campaign	1 Day	R	1,550.00
ILTVILT- CP	Creating a Positive Work Environment	1 Day	R	1,550.00
ILTVILT-CTNTMP	Creating a Top-Notch Talent Management Program	2 Days	R	2,250.00
ILTVILT-CSSR	Creating Successful Staff Retreats	1 Day	R	1,550.00
ILTVILT-CWP	Creating Winning Proposals	2 Days	R	2,250.00
ILTVILT-WGYMO	Creating Winning Webinars Getting Your Message Out	1 Day	R	1,550.00
ILTVILT-CTI	Creative Thinking and Innovation	2 Days	R	2,250.00
ILTVILT-CITW	Creativity in the Workplace	1 Day	R	1,550.00
ILTVILT-CM	Crisis Management	2 Days	R	2,250.00
ILTVILT-CT	Critical Thinking	2 Days	R	2,250.00
ILTVILT-AICRM	CRM - An Introduction to Customer Relationship Management	1 Day	R	1,550.00
ILTVILT-CSTCECS	Customer Service Training - Critical Elements of Customer Service	2 Days	R	2,250.00
ILTVILT-CSTMCS	Customer Service Training - Managing Customer Service	1 Day	R	1,550.00
ILT-Cyber Sec	Cyber Security 1: Fundamentals for Employees	1 Day	R	1,550.00
ILTVILT-DDP	Dealing with difficult people	1 Day	R	1,550.00
ILTVILT-DMC	Dealing with the Media Creating a positive working relationship	1 Day	R	1,550.00
ILTVILT-DTAODE	Delegation - The Art Of Delegating Effectively	1 Day	R	1,550.00

ILTVILT-DT	Developing a Training Needs Analysis	1 Day	R	1,550.00
ILTVILT-DYEP	Developing Your Executive Presence	1 Day	R	1,550.00
ILTVILT-DYTP	Developing Your Training Program	2 Days	R	2,250.00
ILTVILT-DC	Digital Citizenship	1 Day	R	1,550.00
ILTVILT-DT	Digital Transformation	1 Day	R	1,550.00
ILTVILT-DAWPD	Disability Awareness - Working with People with Disabilities	2 Days	R	2,250.00
ILTVILT-CDWN	Diversity Training - Celebrating Diversity in the Workplace	1 Day	R	1,550.00
ILTVILT-DEI	Diversity , Equity and Inclusion	1 Day	R	1,550.00
ILTVILT-DSP	Dynamite Sales Presentations	1 Day	R	1,550.00
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ILTVILT-ECM	E-Commerce Management	2 Days	R	2,250.00
ILTVILT-EPS	Effective Planning and Scheduling	2 Days	R	2,250.00
ILTVILT-EIOD	Emotional Intelligence (One Day)	1 Day	R	1,550.00
ILTVILT-EA	Employee Accountability	1 Day	R	1,550.00
ILTVILT-EDRMPR	Employee Dispute Resolution - Mediation through Peer Review	1 Day	R	1,550.00
ILTVILT- ERA	Employee Recognition Appreciating Your Workforce	1 Day	R	1,550.00
ILTVILT-ESSRB	Encouraging Sustainability and Social Responsibility in Business	1 Day	R	1,550.00
ILTVILT-ESLA	English as a Second Language A Workplace Communications Primer	1 Day	R	1,550.00
ILTVILT-E	Entrepreneurship 101	3 Days	R	2,850.00
ILTVILT-PAGYO	Environmental Sustainability A Practical Approach to Greening Your Organization	1 Day	R	1,550.00
ILTVILT-FS	Facilitation Skills	2 Days	R	2,250.00
ILTVILT-FI	Fostering Innovation	1 Day	R	1,550.00
ILTVILT-FBTL	From Boss to Leader	1 Day	R	1,550.00
ILTVILT-DPP	GDPR Readiness: Creating a Data Privacy plan	1 Day	R	1,550.00
ILTVILT-GMO	GDPR Readiness: Getting the message out	1 Day	R	1,550.00
ILTVILT-PDBC	Getting Stuff Done - Personal Development Boot Camp	2 Days	R	2,250.00
ILTVILT- GYJ	Getting Your Job Search Started	1 Day	R	1,550.00
ILTVILT-GEF	Giving Effective Feedback	1 Day	R	1,550.00
ILTVILT-GBS	Global Business Strategies	3 Days	R	2,850.00
ILTVILT-GS	Goal Setting	1 Day	R	1,550.00
ILTVILT-GH	Growth Hacking	1 Day	R	1,550.00
ILTVILT-HRO	High Reliability Organizations	1 Day	R	1,550.00
ILTVILT-HSBIT	Hiring for Success - Behavioral Interviewing Techniques	2 Days	R	2,250.00
ILTVILT- HD	Honing and Delivering Your Message	1 Day	R	1,550.00
ILTVILT-BLI	How to become a Leader with Integrity	1 Day	R	1,550.00

ILTVILT-FN	Identifying and combating fake news	1 Day	R	1,550.00
ILTVILT-IP	Influence and Persuasion	1 Day	R	1,550.00
ILTVILT-IPM	Intermediate Project Management	1 Day	R	1,550.00
ILTVILT-I	Intrapreneurship	1 Day	R	1,550.00
ILTVILT- IE	Introduction to E-Mail Marketing	2 Days	R	2,250.00
ILTVILT- IN	Introduction to Neuro Linguistic Programming	1 Day	R	1,550.00
ILTVILT-IMTNB	Inventory Management - The Nuts and Bolts	1 Day	R	1,550.00
ILTVILT- KY	Kickstarting Your Business with Crowdsourcing	1 Day	R	1,550.00
ILTVILT-KM	Knowledge Management	1 Day	R	1,550.00
ILTVILT-LSS	Leadership Skills for Supervisors	1 Day	R	1,550.00
ILTVILT-LPI	Lean Process Improvement	2 Days	R	2,250.00
ILTVILT- LS	Logistics and Supply Chain Management	2 Days	R	2,250.00
ILTVILT-MTS	Making Training Stick	1 Day	R	1,550.00
ILTVILT-MYBB	Making Your Business Better	1 Day	R	1,550.00
ILTVILT-MAC	Managing across cultures	1 Day	R	1,550.00
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ILTVILT-MCS	Managing Customer Service	2 Days	R	2,250.00
ILTVILT-MDC	Managing Difficult Conversations	1 Day	R	1,550.00
ILTVILT- MP	Managing Pressure and Maintaining Balance	1 Day	R	1,550.00
ILTVILT-MVW	Managing the Virtual Workplace	1 Day	R	1,550.00
ILTVILT-MS	Marketing and Sales	1 Day	R	1,550.00
ILTVILT-MSB	Marketing for Small Businesses	2 Days	R	2,250.00
ILTVILT-MI	Mastering the Interview	1 Day	R	1,550.00
ILTVILT-MTR	Measuring Training Results	1 Day	R	1,550.00
ILTVILT-TAMMW	Meeting Management - The Art of Making Meetings Work	1 Day	R	1,550.00
ILTVILT-MIW	Mobbing in the Workplace	1 Day	R	1,550.00
ILTVILT- MTM	Motivation Training - Motivating Your Workforce	1 Day	R	1,550.00
ILTVILT-NR	Negotiating for Results	2 Days	R	2,250.00
ILTVILT-NS	Networking for Success	2 Days	R	2,250.00
ILTVILT- NLPT	NLP Tools for Real Life	1 Day	R	1,550.00
ILTVILT-TERSOP	Onboarding – The Essential Rules for a Successful Onboarding Program	2 Days	R	2,250.00
ILTVILT-OH	Orientation Handbook : Getting Employees off to a Good Start	2 Days	R	2,250.00
ILTVILT-OONS	Overcoming Objections to Nail the Sale	1 Day	R	1,550.00
ILTVILT- PMM	Performance Management - Managing Employee Performance	1 Day	R	1,550.00
ILTVILT- PBM	Personal Brand Maximizing Personal Impact	2 Days	R	2,250.00

ILTVILT-PWS	Planning for Workplace Safety	1 Day	R	1,550.00
ILTVILT- PS	Problem Solving & Decision Making	2 Days	R	2,250.00
ILTVILT- PI	Process Improvement with Gap Analysis	1 Day	R	1,550.00
ILTVILT-PD	Progressive Discipline	1 Day	R	1,550.00
ILTVILT-PMW	Promoting a Marketing Webinar	1 Day	R	1,550.00
ILTVILT-PLP	Prospecting for Leads like a Pro	1 Day	R	1,550.00
ILTVILT-PRBC	Public Relations Boot Camp	2 Days	R	2,250.00
ILTVILT- PSP	Public Speaking - Presentation Survival School	2 Days	R	2,250.00
ILTVILT- PSS	Public Speaking - Speaking Under Pressure	2 Days	R	2,250.00
ILTVILT-PPB	Purchasing and Procurement Basics	2 Days	R	2,250.00
ILTVILT-RS	Research Skills	1 Day	R	1,550.00
ILTVILT- R	Respect in the Workplace	1 Day	R	1,550.00
ILTVILT-RM	Risk Management	1 Day	R	1,550.00
ILTVILT-SW	Safety in the Workplace	1 Day	R	1,550.00
ILTVILT-SL	Self-Leadership	1 Day	R	1,550.00
ILTVILT-SS	Selling Smarter	1 Day	R	1,550.00
ILTVILT-SSM	Six Sigma, Entering the Dojo	1 Day	R	1,550.00
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ILTVILT-NES	Skills for the New Employee	1 Day	R	1,550.00
ILTVILT-SM	Social Media and your Business	1 Day	R	1,550.00
ILTVILT- SS	Social Selling for Small Businesses	1 Day	R	1,550.00
ILTVILT-SMSB	Story Marketing for Small Businesses	1 Day	R	1,550.00
ILTVILT-SP	Strategic Planning	2 Days	R	2,250.00
ILTVILT-SM	Stress Management	2 Days	R	2,250.00
ILTVILT-SMC	Successfully Managing Change	1 Day	R	1,550.00
ILTVILT-SSNT	Survival Skills for the New Trainer	1 Day	R	1,550.00
ILTVILT-TBDHPT	Team Building - Developing High Performance Teams	3 Days	R	2,850.00
ILTVILT-TUTST	Telemarketing - Using the Telephone as a Sales Tool	1 Day	R	1,550.00
ILTVILT- TABC	The ABCs of Supervising Others	2 Days	R	2,250.00
ILTVILT-TMTW	The Minute Taker's Workshop	1 Day	R	1,550.00
ILTVILT-TPT	The Practical Trainer	3 Days	R	2,850.00

ILTVILT-TPS	The Professional Supervisor	3 Days	R	2,850.00
ILTVILT-TMGOPP	Time Management - Get Organized for Peak Performance	1 Day	R	1,550.00
ILTVILT-TTTEPH	Tough Topics Talking to Employees about Personal Hygiene	1 Day	R	1,550.00
ILTVILT-TSGM	Trade Shows Getting the Most Out Of Your Trade Show Experience	1 Day	R	1,550.00
ILTVILT-TVVS	Training with Visual Storytelling	1 Day	R	1,550.00
ILTVILT-TECIWC	Transgender Employees Creating an Inclusive Work Community	1 Day	R	1,550.00
ILTVILT-UCCP	Understanding and Coping with the Covid-19 Pandemic	1 Day	R	1,550.00
ILTVILT-UAMTF	Using Activities to Make Training Fun	1 Day	R	1,550.00
ILT-VMES	Vendor Management Essentials	1 Day	R	1,550.00
ILTVILT-WLOYSS	Women and Leadership Owning Your Strengths and Skills	1 Day	R	1,550.00
ILTVILT-WSUTA	Working Smarter - Using Technology to your Advantage	2 Days	R	2,250.00
ILTVILT-WEIPTE	Workplace Ergonomics Injury Prevention Through Ergonomics	2 Days	R	2,250.00
ILTVILT-WIWDAL	Workplace Harassment - What It is and What to Do About It	2 Days	R	2,250.00
ILTVILT-TSRR	Workplace Health and Safety The Supervisor's Role and Responsibilities	1 Day	R	1,550.00
ILTVILT-WSSKSN	Workplace Success Seven Key Skills you'll Need	1 Day	R	1,550.00
ILTVILT-HMAVW	Workplace Violence How to Manage Anger and Violence in the Workplace	3 Days	R	2,850.00
ILTVILT-WW	Workplace Wellness	2 Days	R	2,250.00
ILTVILT-WBP	Writing a Business Plan	2 Days	R	2,250.00
ILTVILT-WW	Writing for the Web	1 Day	R	1,550.00
ILTVILT-WRP	Writing Reports and Proposals	1 Day	R	1,550.00

Note: A minimum of 5 people required to secure any Classroom Based ILT Course