

Code	Course Name	Duration	Cost	Course Outline
<a href="#">3-Month Course Access. Click here to view all available courses and register.</a>				
<b>Soft Skills (Short Courses)</b>				
<b>Small Business and Entrepreneurship</b>				
EL-SBEB	Small Business and Entrepreneurship Bundle	Self Paced	R 2,999.00	
EL-IN	Intrapreneurship	6 Hours	R 299.00	<a href="#">Link</a>
EL-MA	Marketing for small businesses	10 Hours	R 299.00	<a href="#">Link</a>
EL-BM	Basic Business Management - Boot Camp for Business Owners	10 Hours	R 299.00	<a href="#">Link</a>
EL-CO	Communications for Small Business Owners	8 Hours	R 299.00	<a href="#">Link</a>
EL-KL	Klickstarting your business with Crowdsourcing	6 Hours	R 299.00	<a href="#">Link</a>
EL-BUCO	Building a Consulting Business	6 Hours	R 299.00	<a href="#">Link</a>
EL-BUOB	Building an Online Business	6 Hours	R 299.00	<a href="#">Link</a>
EL-EC	eCommerce Management	8 Hours	R 299.00	<a href="#">Link</a>
EL-WR	Writing a Business Plan	8 Hours	R 299.00	<a href="#">Link</a>
EL-GL	Global Business Strategies	10 Hours	R 299.00	<a href="#">Link</a>
EL-ON	Online Tools for Small Business	6 Hours	R 299.00	<a href="#">Link</a>
EL-EPN	Entrepreneurship 101	10 Hours	R 299.00	<a href="#">Link</a>
<b>The Modern Sales Person</b>				
EL-TMSP	The Modern Sales Person Bundle		R 3,999.00	
EL-WR	Writing Reports and Proposals	6 Hours	R 299.00	<a href="#">Link</a>
EL-AL	Active Listening	6 Hours	R 299.00	<a href="#">Link</a>
EL-BL	Body Language: Reading Body Language as a Sales Tool	6 Hours	R 299.00	<a href="#">Link</a>
EL-BR	Branding: Creating and Managing Your Corporate Brand	8 Hours	R 299.00	<a href="#">Link</a>
EL-BRSS	Building Relationships for Success in Sales	6 Hours	R 299.00	<a href="#">Link</a>
EL-CRM	CRM: An Introduction to Customer Relationship Management	6 Hours	R 299.00	<a href="#">Link</a>
EL-CS	Customer Service Training: Managing Customer Service	6 Hours	R 299.00	<a href="#">Link</a>
EL-DW	Dealing With Difficult People	6 Hours	R 299.00	<a href="#">Link</a>
EL-DS	Dynamite Sales Presentations	6 Hours	R 299.00	<a href="#">Link</a>
EL-EP	Effective Planning and Scheduling	8 Hours	R 299.00	<a href="#">Link</a>
EL-PL	Prospecting for Leads Like a Pro	6 Hours	R 299.00	<a href="#">Link</a>
EL-PRB	Public Relations Boot Camp	8 Hours	R 299.00	<a href="#">Link</a>
EL-SS	Social Selling for Small Businesses	6 Hours	R 299.00	<a href="#">Link</a>
EL-TS	Trade Shows: Getting the Most Out of Your Trade Show Experience	6 Hours	R 299.00	<a href="#">Link</a>
EL-TM	Telemarketing: Using the Telephone as a Sales Tool	6 Hours	R 299.00	<a href="#">Link</a>
EL-NFS	Networking for Success	6 Hours	R 299.00	<a href="#">Link</a>
EL-OOS	Overcoming Objections to Nail the Sale	6 Hours	R 299.00	<a href="#">Link</a>
<b>Receptionist</b>				
EL-RC	Receptionist Bundle		R 999.00	
EL-AP	Appreciative Inquiry	6 Hours	R 299.00	<a href="#">Link</a>
EL-SE	Beyond Workplace Politics: Using Social and Emotional Competencies	6 Hours	R 299.00	<a href="#">Link</a>
EL-CS	Communication Strategies	8 Hours	R 299.00	<a href="#">Link</a>
EL-CSS	Critical Elements of Customer Service	8 Hours	R 299.00	<a href="#">Link</a>
EL-DC	Digital Citizenship: Conducting Yourself in a Digital World	6 Hours	R 299.00	<a href="#">Link</a>
EL-DT	Digital Transformation	6 Hours	R 299.00	<a href="#">Link</a>
EL-TM	Time Management	6 Hours	R 299.00	<a href="#">Link</a>

**Soft Skills (Short Courses)**
**Administrator**

EL-ADM	Administrator Bundle		R	3,999.00	
EL-AW	Advanced Writing Skills	6 Hours	R	299.00	<a href="#">Link</a>
WL-BSE	Building Your Self Esteem and Assertiveness Skills	6 Hours	R	299.00	<a href="#">Link</a>
EL-BE	Business Ethics for the Office	8 Hours	R	299.00	<a href="#">Link</a>
EL-COL	Collaboration	6 Hours	R	299.00	<a href="#">Link</a>
EL-CTI	Creative Thinking and Innovation	8 Hours	R	299.00	<a href="#">Link</a>
EL-CIW	Creativity In The Workplace	6 Hours	R	299.00	<a href="#">Link</a>
EL-CM	Crisis Management	8 Hours	R	299.00	<a href="#">Link</a>
EL-CTI	Critical Thinking	8 Hours	R	299.00	<a href="#">Link</a>
EL-DOT	Delegation: The Art Of Delegating Effectively	6 Hours	R	299.00	<a href="#">Link</a>
EL-EI	Emotional Intelligence	6 Hours	R	299.00	<a href="#">Link</a>
EL-GSD	Getting Stuff Done: Personal Development Boot Camp	8 Hours	R	299.00	<a href="#">Link</a>
EL-RS	Research Skills	6 Hours	R	299.00	<a href="#">Link</a>
EL-SIWP	Safety in the Workplace	6 Hours	R	299.00	<a href="#">Link</a>
EL-SAA	Skills for the Administrative Assistant	8 Hours	R	299.00	<a href="#">Link</a>
EL-SM	Stress Management	6 Hours	R	299.00	<a href="#">Link</a>
EL-TMT	The Minute Taker's Workshop	6 Hours	R	299.00	<a href="#">Link</a>
EL-WW	Writing for the Web	6 Hours	R	299.00	<a href="#">Link</a>

**Marketing**

EL-MAR	Marketing Bundle		R	3,999.00	
EL-IM	Basic Internet Marketing	6 Hours	R	299.00	<a href="#">Link</a>
EL-BB	Building a Brand on Social Media	6 Hours	R	299.00	<a href="#">Link</a>
EL-CAI	Conducting Accurate Internet Research	6 Hours	R	299.00	<a href="#">Link</a>
EL-DT	Diversity Training: Celebrating Diversity in the Workplace	6 Hours	R	299.00	<a href="#">Link</a>
EL-ECOM	E-Commerce Management	8 Hours	R	299.00	<a href="#">Link</a>
EL-DPP	GDPR Readiness: Creating a Data Privacy Plan	6 Hours	R	299.00	<a href="#">Link</a>
EL-GMO	GDPR Readiness: Getting the Message Out	6 Hours	R	299.00	<a href="#">Link</a>
EL-GG	Generation Gap: Closing the Gap in the Workplace	6 Hours	R	299.00	<a href="#">Link</a>
EL-DM	Honing and Delivering Your Message	6 Hours	R	299.00	<a href="#">Link</a>
EL-FN	Identifying and Combatting Fake News	6 Hours	R	299.00	<a href="#">Link</a>
EL-IP	Influence and Persuasion	6 Hours	R	299.00	<a href="#">Link</a>
EL-MBB	Making Your Business Better	6 Hours	R	299.00	<a href="#">Link</a>
EL-MS	Marketing and Sales	6 Hours	R	299.00	<a href="#">Link</a>
EL-MSM	Marketing with Social Media	8 Hours	R	299.00	<a href="#">Link</a>
EL-SS	Selling Smarter	6 Hours	R	299.00	<a href="#">Link</a>
EL-SP	Strategic Planning	8 Hours	R	299.00	<a href="#">Link</a>
EL-SMSB	Story Marketing for Small Businesses	6 Hours	R	299.00	<a href="#">Link</a>
EL-CEV	Conference and Event Management	8 Hours	R	299.00	<a href="#">Link</a>
EL-PMW	Promoting a Marketing Webinar	6 Hours	R	299.00	<a href="#">Link</a>
EL-IEM	Introduction to E-Mail Marketing	8 Hours	R	299.00	<a href="#">Link</a>
EL-AD	Creating a Google AdWords Campaign	6 Hours	R	299.00	<a href="#">Link</a>

Soft Skills (Short Courses)

Train The Trainer

EL-TTRN	Train the Trainer Bundle		R	1,999.00	
EL-ASPT	Advanced Skills for the Practical Trainer	16 Hours	R	299.00	<a href="#">Link</a>
EL-BBL	Becoming a Better Learner	6 Hours	R	299.00	<a href="#">Link</a>
EL-FS	Facilitation Skills	8 Hours	R	299.00	<a href="#">Link</a>
EL-GIV	Giving Effective Feedback	6 Hours	R	299.00	<a href="#">Link</a>
EL-MTS	Making Training Stick	6 Hours	R	299.00	<a href="#">Link</a>
EL-MTR	Measuring Training Results	6 Hours	R	299.00	<a href="#">Link</a>
EL-SSTT	Survival Skills for the New Trainer	6 Hours	R	299.00	<a href="#">Link</a>
EL-TPT	The Practical Trainer	6 Hours	R	299.00	<a href="#">Link</a>
EL-TVS	Training with Visual Storytelling	6 Hours	R	299.00	<a href="#">Link</a>
EL-AMTF	Using Activities to Make Training Fun	6 Hours	R	299.00	<a href="#">Link</a>

Supervisory Skills

EL-SS	Supervisory Skills Bundle		R	3,999.00	
EL-AFS	Accounting Skills for New Supervisors	8 Hours	R	299.00	<a href="#">Link</a>
EL-PE	Becoming a Progressive Employer: Setting Trends Instead of Following Them	6 Hours	R	299.00	<a href="#">Link</a>
EL-MM	Becoming Management Material	16 Hours	R	299.00	<a href="#">Link</a>
EL-TT	Being a Team Player	6 Hours	R	299.00	<a href="#">Link</a>
EL-BAM	Budgets and Managing Money	8 Hours	R	299.00	<a href="#">Link</a>
EL-BE	Business Etiquette: Gaining That Extra Edge	6 Hours	R	299.00	<a href="#">Link</a>
EL-BPM	Business Process Management	8 Hours	R	299.00	<a href="#">Link</a>
EL-BSP	Business Succession Planning: Developing and Maintaining a Succession Plan	6 Hours	R	299.00	<a href="#">Link</a>
EL-CAM	Coaching and Mentoring	6 Hours	R	299.00	<a href="#">Link</a>
EL-CL	Conversational Leadership	6 Hours	R	299.00	<a href="#">Link</a>
EL-DS	Design Thinking: An Introduction	6 Hours	R	299.00	<a href="#">Link</a>
EL-DEP	Developing Your Executive Presence	6 Hours	R	299.00	<a href="#">Link</a>
EL-DAW	Disability Awareness: Working with People with Disabilities	8 Hours	R	299.00	<a href="#">Link</a>
EL-ESL	English as a Second Language: A Workplace Communications Primer	6 Hours	R	299.00	<a href="#">Link</a>
EL-FBL	From Boss to Leader	6 Hours	R	299.00	<a href="#">Link</a>
EL-KM	Knowledge Management	8 Hours	R	299.00	<a href="#">Link</a>
EL-LSS	Leadership Skills for Supervisors	6 Hours	R	299.00	<a href="#">Link</a>
EL-MAC	Managing Across Cultures	6 Hours	R	299.00	<a href="#">Link</a>
EL-MDC	Managing Difficult Conversations	6 Hours	R	299.00	<a href="#">Link</a>
EL-MVW	Managing the Virtual Workplace	6 Hours	R	299.00	<a href="#">Link</a>
EL-MIW	Mobbing in the Workplace	6 Hours	R	299.00	<a href="#">Link</a>
EL-PS	The Professional Supervisor	16 Hours	R	299.00	<a href="#">Link</a>

Soft Skills (Short Courses)

HR Skills

EL-HRS	HR Bundle		R	9,999.00	
EL-CAW	Cannabis and the Workplace	6 Hours	R	299.00	<a href="#">Link</a>
EL-CC	Code of Conduct: Setting the Tone for Your Workplace	6 Hours	R	299.00	<a href="#">Link</a>
EL-CRS	Conflict Resolution: Getting Along In The Workplace	8 Hours	R	299.00	<a href="#">Link</a>
EL-HRO	Developing a High Reliability Organization	6 Hours	R	299.00	<a href="#">Link</a>
EL-LL	Developing a Lunch and Learn Program	6 Hours	R	299.00	<a href="#">Link</a>
EL-SP	Developing a Safety Procedures Manual	6 Hours	R	299.00	<a href="#">Link</a>
EL-TNA	Developing a Training Needs Analysis	6 Hours	R	299.00	<a href="#">Link</a>
EL-TP	Developing Your Training Program	8 Hours	R	299.00	<a href="#">Link</a>
EL-EA	Employee Accountability	6 Hours	R	299.00	<a href="#">Link</a>
EL-EDR	Employee Dispute Resolution: Mediation through Peer Review	6 Hours	R	299.00	<a href="#">Link</a>
EL-ER	Employee Recognition: Appreciating Your Workforce	6 Hours	R	299.00	<a href="#">Link</a>
EL-ESS	Encouraging Sustainability and Social Responsibility in Business	6 Hours	R	299.00	<a href="#">Link</a>
EL-EST	Environmental Sustainability: A Practical Approach to Greening Your Organization	6 Hours	R	299.00	<a href="#">Link</a>
EL-HIR	Hiring for Success: Behavioral Interviewing Techniques	8 Hours	R	299.00	<a href="#">Link</a>
EL-HRNHR	Human Resources Training: HR for the Non-HR Manager	16 Hours	R	299.00	<a href="#">Link</a>
EL-KBO	Kickstarting Your Business with Crowdsourcing	6 Hours	R	299.00	<a href="#">Link</a>
EL-MI	Mastering The Interview	6 Hours	R	299.00	<a href="#">Link</a>
EL-NR	Negotiating for Results	8 Hours	R	299.00	<a href="#">Link</a>
EL-NPA	NLP Tools for Real Life	6 Hours	R	299.00	<a href="#">Link</a>
EL-ONBR	Onboarding: The Essential Rules for a Successful Onboarding Program	8 Hours	R	299.00	<a href="#">Link</a>
EL-ORI	Orientation Handbook: Getting Employees Off to a Good Start	8 Hours	R	299.00	<a href="#">Link</a>
EL-PB	Personal Brand: Maximizing Personal Impact	8 Hours	R	299.00	<a href="#">Link</a>
EL-WS	Planning for Workplace Safety	6 Hours	R	299.00	<a href="#">Link</a>
EL-PS	Problem Solving and Decision Making	8 Hours	R	299.00	<a href="#">Link</a>
EL-GAP	Process Improvement with Gap Analysis	6 Hours	R	299.00	<a href="#">Link</a>
EL-SL	Self-Leadership	6 Hours	R	299.00	<a href="#">Link</a>
EL-CHANGE	Successfully Managing Change	6 Hours	R	299.00	<a href="#">Link</a>
EL-ABC	The ABCs Of Supervising Others	8 Hours	R	299.00	<a href="#">Link</a>
EL-TG	Transgender Employees: Creating an Inclusive Work Community	6 Hours	R	299.00	<a href="#">Link</a>
EL-COVID	Understanding and Coping with the COVID-19 Pandemic	6 Hours	R	299.00	<a href="#">Link</a>
EL-WIL	Women and Leadership: Owning Your Strengths and Skills	6 Hours	R	299.00	<a href="#">Link</a>
EL-WTM	Working with the Media: Creating a Positive Working Relationship	6 Hours	R	299.00	<a href="#">Link</a>
WL-ERG	Workplace Ergonomics: Injury Prevention Through Ergonomics	8 Hours	R	299.00	<a href="#">Link</a>
EL-HAR	Workplace Harassment: What It Is and What to Do About It	8 Hours	R	299.00	<a href="#">Link</a>
EL-HNS	Workplace Health and Safety: The Supervisor's Role and Responsibilities	6 Hours	R	299.00	<a href="#">Link</a>
EL-ANGER	Workplace Violence: How to Manage Anger and Violence in the Workplace	16 Hours	R	299.00	<a href="#">Link</a>
EL-BSB	Balanced Scorecard Basics	6 Hours	R	299.00	<a href="#">Link</a>
EL-EPM	Performance Management: Managing Employee Performance	6 Hours	R	299.00	<a href="#">Link</a>
EL-TMP	Creating a Top-Notch Talent Management Program	8 Hours	R	299.00	<a href="#">Link</a>

Soft Skills (Short Courses)

Project Management

EL-PM	Project Management Bundle		R	999.00	
EL-PMF	Project Management Fundamentals	6 Hours	R	299.00	<a href="#">Link</a>
EL-PMUP	Project Management Training: Understanding Project Management	16 Hours	R	299.00	<a href="#">Link</a>
EL-PMOV	Project Management: All You Need to Know	6 Hours	R	299.00	<a href="#">Link</a>
EL-PP	Project Planning: All You Need to Know	6 Hours	R	299.00	<a href="#">Link</a>
EL-SIX	Six Sigma: Entering the Dojo	6 Hours	R	299.00	<a href="#">Link</a>
EL-LEAN	Continuous Improvement with Lean	6 Hours	R	299.00	<a href="#">Link</a>
EL-IMP	Intermediate Project Management	6 Hours	R	299.00	<a href="#">Link</a>
EL-ADVP	Advanced Project Management	6 Hours	R	299.00	<a href="#">Link</a>
EL-LEANIM	Lean Process Improvement	8 Hours	R	299.00	<a href="#">Link</a>

Call Centre

EL-CC	Call Centre bundle		R	199.00	
EL-CC	Call Center Training: Sales and Customer Service Training for Call Center Agents	16 Hours	R	299.00	<a href="#">Link</a>

General

EL-GCB	General Course Bundle		R	14,999.00	
EL-AUP	An Environmental Audit Primer	6 Hours	R	299.00	<a href="#">Link</a>
EL-AM	Anger Management: Understanding Anger	6 Hours	R	299.00	<a href="#">Link</a>
EL-BUSMAN	Basic Business Management: Boot Camp for Business Owners	16 Hours	R	299.00	<a href="#">Link</a>
EL-TM	Building Better Teams	6 Hours	R	299.00	<a href="#">Link</a>
EL-BUL	Bullying in the Workplace	6 Hours	R	299.00	<a href="#">Link</a>
EL-BRW	Business Writing That Works	8 Hours	R	299.00	<a href="#">Link</a>
EL-PR	Conducting Effective Performance Reviews	16 Hours	R	299.00	<a href="#">Link</a>
EL-PUBLIC	Conquering Your Fear of Speaking in Public	6 Hours	R	299.00	<a href="#">Link</a>
EL-JOB	Creating a Dynamite Job Portfolio	6 Hours	R	299.00	<a href="#">Link</a>
EL-CPWE	Creating a Positive Work Environment	6 Hours	R	299.00	<a href="#">Link</a>
EL-WELLNESS	Creating a Workplace Wellness Program	8 Hours	R	299.00	<a href="#">Link</a>
EL-STAFF	Creating Successful Staff Retreats	6 Hours	R	299.00	<a href="#">Link</a>
EL-PROP	Creating Winning Proposals	8 Hours	R	299.00	<a href="#">Link</a>
EL-WEB	Creating Winning Webinars: Getting Your Message Out	6 Hours	R	299.00	<a href="#">Link</a>
EL-IN	Fostering Innovation	6 Hours	R	299.00	<a href="#">Link</a>
EL-JOB	Getting Your Job Search Started	6 Hours	R	299.00	<a href="#">Link</a>
EL-GOAL	Goal Setting	6 Hours	R	299.00	<a href="#">Link</a>
EL-GH	Growth Hacking	6 Hours	R	299.00	<a href="#">Link</a>
EL-NLP	Introduction to Neuro Linguistic Programming	6 Hours	R	299.00	<a href="#">Link</a>
EL-PB	Managing Pressure and Maintaining Balance	6 Hours	R	299.00	<a href="#">Link</a>
EL-MM	Meeting Management: The Art of Making Meetings Work	6 Hours	R	299.00	<a href="#">Link</a>
EL-MOT	Motivation Training: Motivating Your Workforce	6 Hours	R	299.00	<a href="#">Link</a>
EL-PRS	Public Speaking: Presentation Survival School	8 Hours	R	299.00	<a href="#">Link</a>
EL-PS	Public Speaking: Speaking Under Pressure	6 Hours	R	299.00	<a href="#">Link</a>
EL-RM	Risk Management	6 Hours	R	299.00	<a href="#">Link</a>
EL-WSK	Skills You Need for Workplace Success	6 Hours	R	299.00	<a href="#">Link</a>
EL-TBUIL	Team Building: Developing High Performance Teams	16 Hours	R	299.00	<a href="#">Link</a>
EL-HYG	Tough Topics: Talking to Employees about Personal Hygiene	6 Hours	R	299.00	<a href="#">Link</a>
EL-WSM	Working Smarter: Using Technology to Your Advantage	8 Hours	R	299.00	<a href="#">Link</a>

Unit Standard aligned content is available on request.

Note: Self Paced access valid for 3 months from date of activation.