


# PRICELIST - EFFECTIVE 1 JANUARY 2026 - 1 JANUARY 2027

 <b>KJ TRAINING</b>			Per person, per course at KJ Training All prices include a manual, stationery, certificate, refreshments and lunch.		
			Duration in Days	Excl. VAT Price	Incl. VAT Price
	<b>Computer Literacy</b>		3	5 500.00	6 325.00
Spreadsheets	<b>Excel</b>	Level 1: Basic	2	3 750.00	4 312.50
		Level 2: Intermediate	2	3 750.00	4 312.50
		Level 3: Data Management	2	6 000.00	6 900.00
		Level 4: Complex Formulas	2	6 000.00	6 900.00
		Excel Master Class	3	8 250.00	9 487.50
		Visual Basic for Applications	3	8 250.00	9 487.50
Word Processing	<b>Word</b>	Level 1: Basic	2	3 750.00	4 312.50
		Level 2: Intermediate	2	3 750.00	4 312.50
		Level 3: Advanced	2	6 000.00	6 900.00
Graphics	<b>PowerPoint</b>	Level 1: Basic	1	1 900.00	2 185.00
		Level 2: Intermediate	2	3 750.00	4 312.50
		Level 3: Advanced	2	6 000.00	6 900.00
	<b>Visio CorelDRAW</b>		2	5 500.00	6 325.00
			3	8 250.00	9 487.50
Database	<b>Access</b>	Level 1: Basic	2	3 750.00	4 312.50
		Level 2: Intermediate	2	6 000.00	6 900.00
		Level 3: Advanced	2	6 000.00	6 900.00
Email	<b>Outlook</b>	Level 1: Mail	1	1 900.00	2 185.00
		Level 2: Personal Management	1	1 900.00	2 185.00
	<b>Project</b>	Level 2: Intermediate	2	6 000.00	6 900.00
		Level 3: Advanced	2	6 000.00	6 900.00
	<b>Power BI Intermediate</b>		2	6 000.00	6 900.00
	<b>Power BI Advanced</b>		2	6 000.00	6 900.00
	<b>Customised Courses (One-on-one)</b>		1	6 000.00	6 900.00
Soft Skill Workshops	<b>Communication</b>	Business & Telephone Etiquette	1	2 750.00	3 162.50
		Customer Service	1	2 750.00	3 162.50
		Presenting with PowerPoint	2	5 500.00	6 325.00
		Presenting Skills	1	2 750.00	3 162.50
		Assertiveness Skills	1	2 750.00	3 162.50
	<b>Writing Skills</b>	Business Writing & Minute Taking	2	5 500.00	6 325.00
		Business Writing Skills	1	2 750.00	3 162.50
		Grammar Essentials	1	2 750.00	3 162.50
		Minute Taking	1	2 750.00	3 162.50
	<b>Development</b>	Leadership & Supervisory Skills	2	5 500.00	6 325.00
		Stress Management	1	2 750.00	3 162.50
		Time Management	1	2 750.00	3 162.50
		Conflict Management	1	2 750.00	3 162.50
		Negotiation Skills	1	2 750.00	3 162.50
		Emotional Intelligence	1	2 750.00	3 162.50
		Professional Office Assistant	1	2 750.00	3 162.50

## On-Site Training

KJ Training provides on-site training which is ideal for companies with their own training facilities.

**Standard Basic and Intermediate Computer Courses: R13 000.00 per day, excluding VAT. (Maximum of 8 learners)**

The above price includes a manual, certification and a free telephonic help-line.

You will need to supply the training room, computer/work-station for each learner, refreshments and lunch.

**Specialised and Advanced Computer Courses: R17 000.00 per day, excluding VAT. (Maximum of 8 learners)**

The above price includes a manual, certification and a free telephonic help-line.

You will need to supply the training room, computer/work-station for each learner, refreshments and lunch.

**Soft Skill Workshops: R17 000.00 per day, excluding VAT (8 learners, additional learners pro-rata)**

The above price includes a manual, certification and a free telephonic help-line.

You will need to supply the training room, refreshments and lunch.

## Saturday Training