

 KJ TRAINING		Cost per person per course / workshop Excluding VAT	Duration	October 2026				November 2026				December 2026		
Computer Literacy		R 5 500.00	3		7-9			4-6				2-4		
Excel	Level 1: Basic	R 3 750.00	2		5-6			2-3			30	1		
	Level 2: Intermediate	R 3 750.00	2	1		19-20			16-17				7-8	
	Level 3: Data Management	R 6 000.00	2			12-13			9-10					14-15
	Level 4: Complex Formulas	R 6 000.00	2				26-27			23-24			7-8	
	Visual Basic for Applications	R 8 250.00	3				28-30			25-27				
	Master Class	R 8 250.00	3			14-16			11-13					
Word	Level 1: Basic	R 3 750.00	2		5-6			2-3			30	1		
	Level 2: Intermediate	R 3 750.00	2	1									9-10	
	Level 3: Advanced	R 6 000.00	2				26-27			23-24				14-15
PowerPoint	Level 1: Basic	R 1 900.00	1									4		
	Level 2: Intermediate	R 3 750.00	2		7-8			4-5				2-3		
	Level 3: Advanced	R 6 000.00	2			14-15			11-12				9-10	
Microsoft Visio		R 5 500.00	2											
CorelDRAW		R 8 250.00	3							25-27				
Access	Level 1: Basic	R 3 750.00	2											
	Level 2: Intermediate	R 6 000.00	2			12-13			9-10					
	Level 3: Advanced	R 6 000.00	2				19-20			16-17				
Outlook	Level 1: Mail	R 1 900.00	1		9			6						
	Level 2: Personal Management	R 1 900.00	1			16			13				10	
Project	Level 2: Intermediate	R 6 000.00	2				21-22			18-19				
	Level 3: Advanced	R 6 000.00	2											
PowerBI	Level 1: Basic	R 6 000.00	2											
	Level 2: Intermediate	R 6 000.00	2				21-22			18-19				
Any Soft Skills not Scheduled are Scheduled on Demand														
Assertiveness Skills		R 2 750.00	1	2										
Business & Telephone Etiquette		R 2 750.00	1										10	
Business Writing Skills		R 2 750.00	1				29							
Conflict Management		R 2 750.00	1											
Customer Service		R 2 750.00	1	2										
Emotional Intelligence		R 2 750.00	1											
Finance for Non-Financial Managers		R 5 500.00	2											
Grammar Essentials		R 2 750.00	1				28							
Leadership Skills		R 2 750.00	1											
Minute Taking		R 2 750.00	1				30							
Presenting Skills		R 2 750.00	1											
Negotiation Skills		R 2 750.00	1											
Presenting with PowerPoint		R 5 500.00	2											
Problem Solving		R 2 750.00	1											
Sales Skills		R 2 750.00	1											
Stress Management		R 2 750.00	1											
Time Management		R 2 750.00	1											

 KJ TRAINING		Cost per person per course / workshop Excluding VAT	Duration	January 2027				February 2027				March 2027			
Computer Literacy		R 5 600.00	3		6-8				8-10		22-24		10-12		
Excel	Level 1: Basic	R 3 850.00	2			11-12	25-26		8-9			1-2			30-31
	Level 2: Intermediate	R 3 850.00	2			13-14	27-28			15-16			8-9		
	Level 3: Data Management	R 6 100.00	2				18-19	1-2						15-16	
	Level 4: Complex Formulas	R 6 100.00	2				20-21				22-23				
	Visual Basic for Applications	R 8 350.00	3								24-26				
	Master Class	R 8 350.00	3		6-8				10-12			3-5			
Word	Level 1: Basic	R 3 850.00	2			13-14		1-2				1-2			
	Level 2: Intermediate	R 3 850.00	2			11-12			3-4					17-18	
	Level 3: Advanced	R 6 100.00	2				20-21								30-31
PowerPoint	Level 1: Basic	R 2 000.00	1				29	5						19	
	Level 2: Intermediate	R 3 850.00	2				25-26		11-12			3-4			23-24
	Level 3: Advanced	R 6 100.00	2					3-4					8-9		
Microsoft Visio		R 5 600.00	2												
CorelDRAW		R 8 350.00	3				27-29								23-25
Access	Level 1: Basic	R 3 850.00	2												
	Level 2: Intermediate	R 6 100.00	2										10-11		
	Level 3: Advanced	R 6 100.00	2											15-16	
Outlook	Level 1: Mail	R 2 000.00	1				15	5				5			
	Level 2: Personal Management	R 2 000.00	1				22						12		
Project	Level 2: Intermediate	R 6 100.00	2							17-18					
	Level 3: Advanced	R 6 100.00	2												
PowerBI	Level 1: Basic	R 6 100.00	2				18-19							17-18	
	Level 2: Intermediate	R 6 100.00	2						17-18						
Any Soft Skills not Scheduled are Scheduled on Demand															
Assertiveness Skills		R 2 850.00	1												
Business & Telephone Etiquette		R 2 850.00	1			15									
Business Writing Skills		R 2 850.00	1								25				
Conflict Management		R 2 850.00	1												
Customer Service		R 2 850.00	1												
Emotional Intelligence		R 2 850.00	1												
Finance for Non-Financial Managers		R 5 600.00	2												
Grammar Essentials		R 2 850.00	1				29			19					
Leadership Skills		R 2 850.00	1							19					
Minute Taking		R 2 850.00	1								26				
Presenting Skills		R 2 850.00	1										19		
Negotiation Skills		R 2 850.00	1												
Presenting with PowerPoint		R 5 600.00	2												
Problem Solving		R 2 850.00	1												
Sales Skills		R 2 850.00	1												
Stress Management		R 2 850.00	1											25	
Time Management		R 2 850.00	1												

 KJ TRAINING		Cost per person per course / workshop Excluding VAT	Duration	April 2027				May 2027				June 2027			
Computer Literacy		R 5 600.00	3		5-7		19-21		5-7				9-11		
Excel	Level 1: Basic	R 3 850.00	2		5-6				3-4		24-25		2-3	14-15	30
	Level 2: Intermediate	R 3 850.00	2	1-2	12-13			5-6		17-18	31	1	9-10		
	Level 3: Data Management	R 6 100.00	2		8-9				10-11				7-8		28-29
	Level 4: Complex Formulas	R 6 100.00	2			22-23					31	1		21-22	
	Visual Basic for Applications	R 8 350.00	3				28-30		12-14			2-4			
	Master Class	R 8 350.00	3	1-2		19-21			10-12					23-25	
Word	Level 1: Basic	R 3 850.00	2					3-4						14-15	
	Level 2: Intermediate	R 3 850.00	2		14-15				17-18					21-22	
	Level 3: Advanced	R 6 100.00	2			22-23				24-25					28-29
PowerPoint	Level 1: Basic	R 2 000.00	1		16				21			4			
	Level 2: Intermediate	R 3 850.00	2		8-9	14-15			19-20				7-8		
	Level 3: Advanced	R 6 100.00	2					13-14					17-18		
Microsoft Visio		R 5 600.00	2											17-18	
CorelDRAW		R 8 350.00	3							26-28				23-25	
Access	Level 1: Basic	R 3 850.00	2												
	Level 2: Intermediate	R 6 100.00	2												
	Level 3: Advanced	R 6 100.00	2												
Outlook	Level 1: Mail	R 2 000.00	1					7							
	Level 2: Personal Management	R 2 000.00	1						21				11		
Project	Level 2: Intermediate	R 6 100.00	2		12-13										
	Level 3: Advanced	R 6 100.00	2												
PowerBI	Level 1: Basic	R 6 100.00	2												30
	Level 2: Intermediate	R 6 100.00	2						19-20						
Any Soft Skills not Scheduled are Scheduled on Demand															
Assertiveness Skills		R 2 850.00	1												
Business & Telephone Etiquette		R 2 850.00	1												
Business Writing Skills		R 2 850.00	1				29			27					
Conflict Management		R 2 850.00	1												
Customer Service		R 2 850.00	1												
Emotional Intelligence		R 2 850.00	1												
Finance for Non-Financial Managers		R 5 600.00	2												
Grammar Essentials		R 2 850.00	1				28			26					
Leadership Skills		R 2 850.00	1												
Minute Taking		R 2 850.00	1				30			28					
Presenting Skills		R 2 850.00	1		16										
Negotiation Skills		R 2 850.00	1												
Presenting with PowerPoint		R 5 600.00	2												
Problem Solving		R 2 850.00	1												
Sales Skills		R 2 850.00	1												
Stress Management		R 2 850.00	1												
Time Management		R 2 850.00	1	7											

 KJ TRAINING		Cost per person per course / workshop Excluding VAT	Duration	July 2027				August 2027				September 2027			
Computer Literacy		R 5 600.00	3				26-28	4-6				1-3			
Excel	Level 1: Basic	R 3 850.00	2		12-13			2-3				6-7		22-23	
	Level 2: Intermediate	R 3 850.00	2			21-22		4-5		23-24			13-14		29-30
	Level 3: Data Management	R 6 100.00	2		14-15				12-13			6-7			
	Level 4: Complex Formulas	R 6 100.00	2				26-27			16-17	30-31			20-21	
	Visual Basic for Applications	R 8 350.00	3			21-23						1-3			
	Master Class	R 8 350.00	3		14-16					18-20			8-10		
Word	Level 1: Basic	R 3 850.00	2		7-8			2-3			25-26			20-21	
	Level 2: Intermediate	R 3 850.00	2		5-6					16-17					29-30
	Level 3: Advanced	R 6 100.00	2				29-30		10-11						27-28
PowerPoint	Level 1: Basic	R 2 000.00	1			23				20				17	
	Level 2: Intermediate	R 3 850.00	2		7-8				12-13					22-23	
	Level 3: Advanced	R 6 100.00	2			12-13				18-19			8-9		
Microsoft Visio		R 5 600.00	2												
CorelDRAW		R 8 350.00	3												
Access	Level 1: Basic	R 3 850.00	2												27-28
	Level 2: Intermediate	R 6 100.00	2		5-6						25-26				
	Level 3: Advanced	R 6 100.00	2								30-31			13-14	
Outlook	Level 1: Mail	R 2 000.00	1								27			17	
	Level 2: Personal Management	R 2 000.00	1					6					10		
Project	Level 2: Intermediate	R 6 100.00	2		19-20									15-16	
	Level 3: Advanced	R 6 100.00	2								23-24				
PowerBI	Level 1: Basic	R 6 100.00	2											15-16	
	Level 2: Intermediate	R 6 100.00	2		19-20										
Any Soft Skills not Scheduled are Scheduled on Demand															
Assertiveness Skills		R 2 850.00	1												
Business & Telephone Etiquette		R 2 850.00	1												
Business Writing Skills		R 2 850.00	1				29								
Conflict Management		R 2 850.00	1												
Customer Service		R 2 850.00	1												
Emotional Intelligence		R 2 850.00	1		9										
Finance for Non-Financial Managers		R 5 600.00	2						10-11						
Grammar Essentials		R 2 850.00	1				28								
Leadership Skills		R 2 850.00	1												
Minute Taking		R 2 850.00	1				30								
Presenting Skills		R 2 850.00	1												
Negotiation Skills		R 2 850.00	1												
Presenting with PowerPoint		R 5 600.00	2												
Problem Solving		R 2 850.00	1							27					
Sales Skills		R 2 850.00	1												
Stress Management		R 2 850.00	1		9										
Time Management		R 2 850.00	1												

 KJ TRAINING		Cost per person per course / workshop Excluding VAT	Duration	October 2027				November 2027				December 2027		
Computer Literacy		R 5 600.00	3		6-8			3-5					8-10	
Excel	Level 1: Basic	R 3 850.00	2		4-5			1-2			29-30			
	Level 2: Intermediate	R 3 850.00	2			18-19			15-16				6-7	13-14
	Level 3: Data Management	R 6 100.00	2			11-12			8-9					
	Level 4: Complex Formulas	R 6 100.00	2				25-26				22-23	1-2		
	Visual Basic for Applications	R 8 350.00	3				28-30				24-26			13-14
	Master Class	R 8 350.00	3			13-15			10-12					
Word	Level 1: Basic	R 3 850.00	2		4-5			1-2					6-7	
	Level 2: Intermediate	R 3 850.00	2			20-21					22-23	1-2		
	Level 3: Advanced	R 6 100.00	2				25-26				29-30			
PowerPoint	Level 1: Basic	R 2 000.00	1			22			19			3		
	Level 2: Intermediate	R 3 850.00	2		6-7			3-4					8-9	
	Level 3: Advanced	R 6 100.00	2			13-14			10-11					
Microsoft Visio		R 5 600.00	2			18-19								
CorelDRAW		R 8 350.00	3							24-26				
Access	Level 1: Basic	R 3 850.00	2											
	Level 2: Intermediate	R 6 100.00	2			11-12			8-9					
	Level 3: Advanced	R 6 100.00	2						15-16					
Outlook	Level 1: Mail	R 2 000.00	1		8			5					10	
	Level 2: Personal Management	R 2 000.00	1			15			12			3		
Project	Level 2: Intermediate	R 6 100.00	2						17-18					
	Level 3: Advanced	R 6 100.00	2											
PowerBI	Level 1: Basic	R 6 100.00	2						17-18					
	Level 2: Intermediate	R 6 100.00	2			20-21								
Any Soft Skills not Scheduled are Scheduled on Demand														
Assertiveness Skills		R 2 850.00	1			22								
Business & Telephone Etiquette		R 2 850.00	1											
Business Writing Skills		R 2 850.00	1				28							
Conflict Management		R 2 850.00	1											
Customer Service		R 2 850.00	1											
Emotional Intelligence		R 2 850.00	1	1										
Finance for Non-Financial Managers		R 5 600.00	2											
Grammar Essentials		R 2 850.00	1				27							
Leadership Skills		R 2 850.00	1	1										
Minute Taking		R 2 850.00	1				29							
Presenting Skills		R 2 850.00	1											
Negotiation Skills		R 2 850.00	1											
Presenting with PowerPoint		R 5 600.00	2											
Problem Solving		R 2 850.00	1											
Sales Skills		R 2 850.00	1											
Stress Management		R 2 850.00	1						19					
Time Management		R 2 850.00	1											