

PRICELIST - EFFECTIVE 1 JANUARY 2026 - 1 JANUARY 2027

 KJ TRAINING		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
	Computer Literacy	3	5 500.00	6 325.00
Spreadsheets	Excel 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	Word 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	PowerPoint 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
	Visio	2	5 500.00	6 325.00
	CorelDRAW	3	8 250.00	9 487.50
Database	Access 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	Outlook Level 1: Mail	1	1 900.00	2 185.00
	Level 2: Personal Management	1	1 900.00	2 185.00
	Project Level 2: Intermediate	2	6 000.00	6 900.00
	Level 3: Advanced	2	6 000.00	6 900.00
	Power BI Level 1: Basic	2	6 000.00	6 900.00
	Level 2: Intermediate	2	6 000.00	6 900.00
Soft Skill Workshops	Assertiveness Skills	1	2 750.00	3 162.50
	Business & Telephone Etiquette	1	2 750.00	3 162.50
	Business Writing & Minute Taking	2	5 500.00	6 325.00
	Business Writing Skills	1	2 750.00	3 162.50
	Conflict Management	1	2 750.00	3 162.50
	Customer Service	1	2 750.00	3 162.50
	Emotional Intelligence	1	2 750.00	3 162.50
	Finance for non-financial managers	2	5 500.00	6 325.00
	Grammar Essentials	1	2 750.00	3 162.50
	Leadership Skills	1	2 750.00	3 162.50
	Minute Taking	1	2 750.00	3 162.50
	Negotiation Skills	1	2 750.00	3 162.50
	Presenting Skills	1	2 750.00	3 162.50
	Presenting with PowerPoint	2	5 500.00	6 325.00
	Sales Skills	1	2 750.00	3 162.50
	Stress Management	1	2 750.00	3 162.50
	Time Management	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 Prices and dates available on request. Classes are kept to a minimum of 4 and a maximum of 8 learners.				