

 KJ TRAINING		Cost per person per course / workshop Excluding VAT	Duration	September 2026				October 2026				November 2026				December 2026			
Computer Literacy		R 5 500.00	3	2-4					7-9			4-6				2-4			
Excel	Level 1: Basic	R 3 750.00	2		7-8				5-6			2-3			30	1			
	Level 2: Intermediate	R 3 750.00	2			14-15	30	1		19-20			16-17				7-8		
	Level 3: Data Management	R 6 000.00	2		7-8					12-13			9-10					14-15	
	Level 4: Complex Formulas	R 6 000.00	2	1			21-22								23-24		7-8		
	Visual Basic for Applications	R 8 250.00	3	2-4											25-27				
	Master Class	R 8 250.00	3		9-11					14-16			11-13						
Word	Level 1: Basic	R 3 750.00	2				21-22		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				28-29					26-27			23-24			14-15	
PowerPoint	Level 1: Basic	R 1 900.00	1				23									4			
	Level 2: Intermediate	R 3 750.00	2						7-8			4-5				2-3			
	Level 3: Advanced	R 6 000.00	2		9-10					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	1															
	Level 2: Intermediate	R 6 000.00	2							12-13			9-10						
	Level 3: Advanced	R 6 000.00	2			14-15				19-20				16-17					
Outlook	Level 1: Mail	R 1 900.00	1				23		9			6							
	Level 2: Personal Management	R 1 900.00	1		11					16			13				10		
Project	Level 2: Intermediate	R 6 000.00	2							21-22				18-19					
	Level 3: Advanced	R 6 000.00	2			16-17													
PowerBI	Level 1: Basic	R 6 000.00	2																
	Level 2: Intermediate	R 6 000.00	2			16-17				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																