

Public Calendar 2021



Over a hundred courses offered
and tens of thousands trained.



Time to plan your training for the year ahead.

Here's to exploring new skills!

Venues

Virtual Classrooms
Premises in PTA and JHB
Siyanqoba Connect platform

Siyanqoba, as an EOH company, has been awarded a Level 1 BBBEE Contributor Rating with a BBBEE Procurement Recognition Level of 135%.

SETA Accredited Training

If learners would like to be formally assessed and receive credits for the training they attend, there is an additional cost per unit standard. These credits will be uploaded on the National Learner Results Database and can count towards a full qualification.

For more information on each course, please contact

training@siyanqoba.co.za or visit www.siyanqoba.co.za



May 2021

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Managing Conflict	5	6 Project Management	7
10	11 Finance	12 Facilitator Training	13	14
17	18 MDP	19	20 Intro to HR	21
24	25 Customer Service	26 Assessor Training	27	28
31				

Course	Venue	Excl. Assessment	Incl. Assessment	Focus
Managing Conflict	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Leadership Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Project Management	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Finance for Non-Financial Managers	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Facilitator Training	Virtual Classroom	Already included in the price	R 7 500 Excl. VAT	Educator Skills
	Training Venue		R 8 250 Excl. VAT	
Management Development Programme	Virtual Classroom	R 5 900 Excl. VAT	R 7 500 Excl. VAT	Leadership Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	
Introduction to HR	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Customer Services	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Soft Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Assessor Training	Virtual Classroom	Already included in the price	R 7 500 Excl. VAT	Educator Skills
	Training Venue		R 8 250 Excl. VAT	



June 2021

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Emotional Intelligence	2	3	4
7	8 Prioritising Workload	9	10 Advanced Meeting and Minutes	11
14	15	16 Youth Day	17	18
21	22 Business and Report	23	24	25 Office Cleaning and Hygiene
28	29 Confidence	30		

Course	Venue	Excl. Assessment	Incl. Assessment	Focus
Emotional Intelligence	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Leadership Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Prioritising Workload	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Advanced Meeting and Minutes	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Business and Report Writing	Virtual Classroom	R 5 900 Excl. VAT	R 7 500 Excl. VAT	Office Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	
Office Cleaning and Hygiene	Virtual Classroom	R 2 995 Excl. VAT	R 4 000 Excl. VAT	Office Skills
	Training Venue	R 2 995 Excl. VAT	R 5 045 Excl. VAT	
Confidence and Assertiveness	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Soft Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	



July 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			1 Finance	2
5	6 Office Admin	7	8	9
12	13 SDP	14	15 Customer Services	16
19	20 Intro to HR	21 MBA	22	23
26	27 Moderator Training	28	29 Managing Conflict	30

Course	Venue	Excl. Assessment	Incl. Assessment	Focus
Finance for Non-Financial Managers	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Office Administration	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Secretarial Development Programme	Virtual Classroom	R 5 900 Excl. VAT	R 7 500 Excl. VAT	Office Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	
Customer Services	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Soft Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Introduction to HR	Virtual Classroom	R 3 600 Excl. VAT	R 4 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 5 045 Excl. VAT	
MBA for Office Professionals	Virtual Classroom	R 5 900 Excl. VAT	R 7 500 Excl. VAT	Office Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	
Moderator Training	Virtual Classroom	Already included in the price	R 7 500 Excl. VAT	Educator Training
	Training Venue		R 8 250 Excl. VAT	
Managing Conflict	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Leadership Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	



August 2021

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Facilitator Training	4	5 Emotional Intelligence	6
9 National Women's Day	10	11	12	13
16	17 Advanced Meeting and Minutes	18 Assessor Training	19	20
23	24 MBA	25	26	27 Office Cleaning
30	31 Project Management			

Course	Venue	Excl. Assessment	Incl. Assessment	Focus
Facilitator Training	Virtual Classroom	Already included in the price	R 8 250 Excl. VAT	Office Skills
	Training Venue		R 7 500 Excl. VAT	
Emotional Intelligence	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Advanced Meeting and Minutes	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Assessor Training	Virtual Classroom	Already included in the price	R 8 250 Excl. VAT	Soft Skills
	Training Venue		R 7 500 Excl. VAT	
MBA for Office Professionals	Virtual Classroom	R 5 900 Excl. VAT	R 7 500 Excl. VAT	Office Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	
Office Cleaning and Hygiene	Virtual Classroom	R 2 995.00 Excl. VAT	R 4 000 Excl. VAT	Educator Training
	Training Venue	R 2 995.00 Excl. VAT	R 5 045 Excl. VAT	
Project Management	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Leadership Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	



September 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Business and Report	2	3
6	7 MDP	8	9 Managing Conflict	10
13	14 Prioritising Workload	15 Moderator Training	16	17
20	21	22	23	24 Heritage Day
27	28 Office Admin	29	30	

Course	Venue	Excl. Assessment	Incl. Assessment	Focus
Business and Report Writing	Virtual Classroom	R 5 900 Excl. VAT	R 7 5000 Excl. VAT	Office Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	
Managers Development Programme	Virtual Classroom	R 5 900 Excl. VAT	R 7 5000 Excl. VAT	Leadership Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	
Managing Conflict	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Leadership Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Prioritising Workload	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Soft Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Moderator Training	Virtual Classroom	Already included in the price	R 7 500 Excl. VAT	Educator Skills
	Training Venue		R 8 250 Excl. VAT	
Office Administration	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	



October 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			1	
4	5	6	7 Confidence and Assertiveness	8
11	12 Finance	13	14	15
18	19 Intro to HR	20	21	22
25	26 SDP	27	28	29

Course	Venue	Excl. Assessment	Incl. Assessment	Focus
Confidence and Assertiveness	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Finance for Non-Financial Managers	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Leadership Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Introduction to HR	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Leadership Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Secretarial Development Programme	Virtual Classroom	R 5 900 Excl. VAT	R 7 5000 Excl. VAT	Soft Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	



November 2021

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 MBA	3	4	5
8	9 Moderator Training	10	11 Project Management	11
15	16 MDP	17	18 Customer Service	19
22	23 Business and Report	24	25	26
29	30			

Course	Venue	Excl. Assessment	Incl. Assessment	Focus
MBA for Office Professionals	Virtual Classroom	R 5 900 Excl. VAT	R 7 5000 Excl. VAT	Office Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	
Moderator Training	Virtual Classroom	Already included in the price	R 7 500 Excl. VAT	Educator Skills
	Training Venue		R 8 250 Excl. VAT	
Project Management	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Office Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Managers Development Programme	Virtual Classroom	R 5 900 Excl. VAT	R 7 5000 Excl. VAT	Leadership Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	
Customer Services	Virtual Classroom	R 3 600 Excl. VAT	R 5 000 Excl. VAT	Soft Skills
	Training Venue	R 4 950 Excl. VAT	R 7 000 Excl. VAT	
Business and Report Writing	Virtual Classroom	R 5 900 Excl. VAT	R 7 5000 Excl. VAT	Office Skills
	Training Venue	R 7 595 Excl. VAT	R 9 645 Excl. VAT	



December 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Facilitator Training	2	3
6	7 Assessor Training	8	9	10
13	14	15	16 Day of Reconciliation	17
20	21	22	23	24
27	28	29	30	31

Course	Venue	Excl. Assessment	Incl. Assessment	Focus
Facilitator Training	Virtual Classroom	Already included in the price	R 7 5000 Excl. VAT	Educator Skills
	Training Venue		R 8 250 Excl. VAT	
Assessor Training	Virtual Classroom	Already included in the price	R 7 500 Excl. VAT	Educator Skills
	Training Venue		R 8 250 Excl. VAT	



Qualifications 2021

Course	Session	Date	Venue	Date	Venue
NC Business Administration Services NQF Level 2	Session 1	18 – 19 March	Pretoria /Virtual	25 – 26 February	Johannesburg / Virtual
	Session 2	22 – 23 April		13 – 14 April	
	Session 3	04 – 05 May		01 – 02 June	
	Session 4	01 – 02 July		29 – 30 July	
	Price	R 19 995 Excl. VAT	Focus	National Certificate	
FETC Business Administration Services NQF Level 4	Session 1	14 May	Pretoria / Virtual	02 March	Johannesburg / Virtual
	Session 2	04 June		23 April	
	Session 3	09 July		07 May	
	Session 4	13 August		25 June	
	Session 5	17 September		23 July	
	Session 6	01 October		20 August	
	Session 7	22 October		03 September	
	Session 8	26 November		15 October	
	Session 9	03 December		05 November	
	Session 10	10 December		26 November	
	Price	R 21 995 Excl. VAT	Focus	Further Education Training Certificate	
FETC Project Management NQF Level 4	Session 1	13 – 14 April	Pretoria / Virtual	27 – 28 May	Johannesburg / Virtual
	Session 2	20 – 21 May		22 – 23 June	
	Session 3	01 – 02 July		15 – 16 July	
	Session 4	28 – 29 September		03 – 04 August	
	Session 5	19 – 20 October		07 – 08 September	
	Session 6	23 – 24 November		05 – 06 October	
	Price	R 25 995 Excl. VAT	Focus	Further Education Training Certificate	
FETC Generic Management NQF Level 4	Session 1	04 – 05 February	Pretoria / Virtual	16 – 17 March	Johannesburg / Virtual
	Session 2	11 – 12 March		13 – 14 April	
	Session 3	20 – 21 April		11 – 12 May	
	Session 4	18 – 19 May		24 – 25 June	
	Session 5	10 – 11 June		06 – 07 July	
	Session 6	27 – 28 July		31 Aug – 1 Sep	
	Session 7	17 – 18 August		30 Sep – 01 Oct	
	Price	27 995 Excl. VAT	Focus	Further Education Training Certificate	

