

Training Calendar September - October 2021

Please find below and **(CLICK)** on to receive full course outline

<u>MS Excel Intermediate and Advanced 2013</u>	08-10 September	06-08 October
<u>BID Committee Workshop</u>	15-17 September	13-15 October
<u>Standard Operating Procedures - SOP</u>	08-10 September	05-07 October
<u>Financial Accounting</u>	06-08 September	04-06 October
<u>Policy Development and Implementation in the Public Sector</u>	13-15 September	06-08 October
<u>MS Teams and Zoom Training</u>	15-17 September	13-15 October
<u>Managing Remote Teams for Managers</u>	08-10 September	13-15 October
<u>Supply Chain Management</u>	08-10 September	13-15 October
<u>Office Communication Training</u>	20-22 September	11-13 October
<u>Presentation and Public Speaking Skills</u>	15-17 September	13-15 October
<u>Customer Service Training Through Batho Pele</u>	08-10 September	06-08 October
<u>Strategic Leadership Development Training</u>	15-17 September	27-29 October
<u>Business Writing Skills</u>	15-16 September	20-21 October
<u>Business and Report Writing</u>	15-17 September	20-22 October
<u>Fundamentals of Project Management</u>	09-10 September	06-08 October
<u>Project Management</u>	15-17 September	13-15 October
<u>Advanced Project Management</u>	28-30 September	20-22 October
<u>Finance for Non-Financial Managers</u>	09-10 September	07-08 October
<u>PFMA – Public Finance Management ACT</u>	20-22 September	11-13 October
<u>Technical Report Writing</u>	13-15 September	13-15 October
<u>OHS Act 16.2 Appointment Responsibilities and Legal Issues</u>	13-15 September	04-06 October
<u>Monitoring and Evaluation</u>	20-22 September	25-27 October
<u>Occupational Health and Safety</u>	08-10 September	13-15 October
<u>Change Management</u>	08-10 September	13-15 October
<u>Strategic Thinking Training</u>	15-17 September	20-22 October
<u>Conflict Management</u>	06-07 September	11-12 October
<u>Secretariat and Governance Oversight Training</u>	08-10 September	20-22 October
<u>Report Writing Skills</u>	27-29 September	27-29 October
<u>Fleet Management</u>	08-10 September	27-29 October
<u>Record Management</u>	16-17 September	07-08 October
<u>Creative Writing Skills</u>	20-22 September	21-22 October
<u>Asset Management</u>	15-17 September	13-15 October

Contact us today
0861 999 973 or
Email
sales@dmstraining.co.za

Kindly email sales@dmstraining.co.za or Contact us today on 0861 999 973

Kindly email sales@dmstraining.co.za or Contact us today on 0861 999 973 if you require any quotations, documents or RFQ'S.
We offer customise In-House Training Online Virtual or at your Department or our Venue/Hotel.

Training Calendar September - October 2021

Please find below and **(CLICK)** on to receive full course outline

[Secretarial Development Programme](#)

15-17 September

13-15 October

[Risk Management](#)

20-22 September

25-27 October

[Coaching and Monitoring](#)

16-17 September

21-22 October

[Contract Management](#)

15-17 September

27-29 October

[Concise dashboard reporting in excel](#)

29-30 September

28-29 October

[CV Writing and Interviewing Skills](#)

09-10 September

14-15 October

[Microsoft Intermediate and Advance Excel](#)

09-10 September

07-08 October

[Organisational Design and Process](#)

15-17 September

20-22 October

[Stakeholder Management](#)

08-10 September

20-22 October

[The Fundamentals of the Modern Leadership](#)

13-15 September

06-08 October

[Emotional Intelligence](#)

21-23 September

13-15 October

[Microsoft Excel Advanced](#)

13-14 September

18-19 October

[Microsoft Project Training](#)

15-16 September

20-21 October

[Quality Management Systems](#)

20-22 September

27-29 October

[Meeting Minute Taking](#)

08-10 September

20-22 October

[POPI Act Training](#)

09-10 September

21-22 October

Face to Face Training Covid 19 Safety Measures in Place.

**We are going above and beyond to make
Training with us as safe as possible by implementing
certain measures at your Department or Our Venue/Hotels.**

OR

**Online Virtual Based Training Via Zoom or MS Teams
Training is facilitated in real-time, providing the benefit of
hands on learning.**

**Delegates interact with the facilitator and each other, as with
any other classroom experience.**

Kindly email sales@dmstraining.co.za or Contact us today on 0861 999 973

Contact us today
0861 999 973 or
Email
sales@dmstraining.co.za

Kindly email sales@dmstraining.co.za or Contact us today on 0861 999 973
if you require any quotations, documents or RFQ'S.
We offer customise In-House Training Online Virtual or at your
Department or our Venue/Hotel.