



## Primeserv HR Solutions

### National Public Course Schedule 2018

**NATIONAL CONTACT CENTRE**  
**087 195 0603**  
[marketing@primeservhrsolutions.co.za](mailto:marketing@primeservhrsolutions.co.za)  
[www.primeserv.co.za](http://www.primeserv.co.za)

### Business Administration Courses

	Gauteng Johannesburg	Western Cape Cape Town	Eastern Cape Port Elizabeth	Eastern Cape East London	KZN Durban	COST Per/Person
<b>Customer Care</b>	23 – 24 May 2018 23 – 24 Oct 2018	09 – 10 May 2018 20 – 21 Nov 2018	09 – 10 May 2018 16 – 17 Oct 2018	17 – 18 July 2018 28 – 29 Sept 2018	23 – 24 May 2018 23 – 24 Oct 2018	R 3 000.00
<b>Frontline/Reception Skills</b>	16 – 17 April 2018 24 – 25 July 2018 02 – 03 Oct 2018	22 – 23 Feb 2018 05 – 06 June 2018 28 – 29 Sept 2018	19 – 20 Mar 2018 20 – 21 Sept 2018	09 – 10 May 2018 16 – 17 Oct 2018	05 – 06 Mar 2018 05 – 06 June 2018 11 – 13 Sept 2018	R 4 200.00
<b>Minute Taking</b>	07 May 2018 06 Aug 2018 06 Nov 2018	10 May 2018 16 Oct 2018	06 April 2018 05 Oct 2018	09 May 2018 17 Oct 2018	14 May 2018 14 Aug 2018 13 Nov 2018	R 2 100.00
<b>Executive Assistant</b>	21 – 25 May 2018 04 – 08 Sept 2018 13 – 17 Nov 2018	05 – 09 Mar 2018 07 – 11 May 2018 13 – 17 Aug 2018	14 – 18 May 2018 12 – 16 Nov 2018	21 – 25 May 2018 04 – 08 Sept 2018 13 – 17 Nov 2018	07 – 11 May 2018 13 – 17 Aug 2018	R 10 500.00
<b>HR for non-HR Managers</b>	09 – 10 May 2018 16 – 17 Oct 2018	14 – 15 Feb 2018 28 – 29 May 2018 04 – 06 Sept 2018	23 – 25 May 2018 19 – 21 Nov 2018	14 – 15 Feb 2018 22 – 23 May 2018 04 – 06 Sept 2018	09 – 10 May 2018 16 – 17 Oct 2018	R 6 300.00
<b>Telephone Skills</b>	14 May 2018 13 Aug 2018 13 Nov 2018	17 Jan 2018 30 May 2018 29 Aug 2018	20 April 2018 19 Oct 2018	07 May 2018 06 Nov 2018	14 May 2018 14 Aug 2018 13 Nov 2018	R 2 100.00
<b>Office Admin Skills</b>	09 – 10 May 2018 16 – 17 Oct 2018	18 – 19 Jan 2018 12 – 13 April 2018 01 – 02 Aug 2018	08 – 09 Mar 2018 06 – 07 Sept 2018	16 – 17 April 2018 02 – 03 Oct 2018	09 – 10 May 2018 16 – 17 Oct 2018	R 4 200.00
<b>Report Writing</b>	10 April 2018 16 July 2018 15 Oct 2018	22 Jan 2018 21 June 2018 23 Oct 2018	05 Mar 2018 04 Sept 2018	06 June 2018	10 April 2018 16 July 2018 15 Oct 2018	R 2 100.00
<b>Office Organisational Skills</b>	05 – 06 Mar 2018 05 – 06 June 2018 11 – 13 Sept 2018	27 – 28 Feb 2018 12 – 13 June 2018 06 – 07 Nov 2018	19 – 20 Feb 2018 16 – 17 July 2018	21 – 22 May 2018 16 – 18 Oct 2018	16 – 17 April 2018 24 – 25 July 2018 02 – 03 Oct 2018	R 4 200.00
<b>Emotional Intelligence (EQ)</b>	25 – 26 June 2018	07 – 08 June 2018	19 – 20 June 2018	02 – 03 Aug 2018	25 – 26 June 2018	R 4 200.00
<b>Powerful Presentation Skills (workshop)</b>	19 – 20 June 2018	06 – 07 Mar 2018 23 – 24 May 2018	08 – 09 Mar 2018 06 – 07 Sept 2018	09 – 10 May 2018	19 – 20 June 2018	R 4 200.00
<b>Interpersonal &amp; Communication Skills for Administrator</b>	27 – 29 Mar 2018 26 – 27 June 2018 28 – 29 Sept 2018	05 – 07 Feb 2018 04 – 06 April 2018 13 – 15 Nov 2018	21 – 23 Feb 2018 06 – 08 Aug 2018	19 – 21 Feb 2018 16 – 18 Oct 2018	27 – 28 Mar 2018 26 – 27 June 2018 18 – 19 Sept 2018	R 6 300.00

Primeserv offers any of our skills programmes or qualifications as onsite in-house training for groups of 12 or more.

#### Why Primeserv HR Solutions?

- Level 1 BBBEE Contributor
- National footprint – we take learning to learners
- Flexibility – you can enroll for a full qualification (four intake dates per annum) OR individual skills programmes on our PUBLIC course schedule
- We offer Learning Solutions, General HR Consulting Services and a wide range of business related qualifications and skills programmes
- Accredited with SSETA, ETDPSETA, WRSETA, PSETA, LGSETA, TETA, CETA, DOE, DOT, and DOL



redefining hr to deliver results™

integrated business support services