



**PUBLIC COURSE SCHEDULE: 2018**

	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018
<b>Johannesburg</b>												
<b><u>Leadership, Management, Supervisor, Support Staff Courses</u></b>												
<a href="#">Executive Assistant, Personal Assistant and/or Administrator Training Development Course</a>	15-17		26-28		7-9		9-11			15-17		
<a href="#">Closing the Gap between Specialist &amp; Manager</a>	29-31		12-14				2-4			1-3		3-5
<a href="#">New And Middle Manager Training Development Course</a>					2-4			13-15	3-5		19-21	
<a href="#">Executive &amp; Senior Management Training Development Course</a>		19-21			14-16				17-19			
<b><u>Leadership, Management, Supervisor Courses - All Levels</u></b>												
<a href="#">Attentive Problem Solving &amp; Creative Thinking Course</a>						11-13				10-12		
<a href="#">Taking Charge As A Leader With Emotional Intelligence, Interpersonal Skills &amp; Conflict Resolution Skills</a>		14-16		11-13		18-20					28-30	
<a href="#">People Management: Labour Relations &amp; Law, Employment Equity</a>		21-23			23-25				10-12		7-9	

\*Opening Prices Range between R9 923 (Excl VAT) and R10 973 (Excl VAT) / R11 312 and (Incl VAT) R12 509 (Incl VAT) for a 3 Day Course – In addition we offer a 5% Early Bird Discount

Please contact us on Tel: (011) 882-8853,  
Email: [info@boti.co.za](mailto:info@boti.co.za)  
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<b>Johannesburg</b>												
<a href="mailto:info@boti.co.za">BOTI - 011-882-8853</a>												
<a href="#">Finance And Business Acumen For Non Finance Managers</a>	24-26		7-9		16-18		25-27		12-14		14-16	
<a href="#">Governance &amp; Efficiency in Tendering and Supply Chain Management</a>					30 May-1 Jun		4-6				5-7	
<a href="#">Corporate Governance and Ethics Training Course</a>				4-6			16-18			29-31		
<b>Business Improvement Courses</b>								27-29		24-26		
<a href="#">Professional Business Writing and Communication</a>								22-24		22-24		
<a href="#">Mastering Service Level Agreements and Contracts</a>		26-28		18-20		25-27				31 Oct-2 Nov		
<a href="#">Solving Problems with Writing Excel Macros with VBA Course</a>					9-11	27-29		20-22				
<a href="#">Asset Management Training and Basic Finance Course</a>	31 Jan-2 Feb				21-23		11-13				12-14	
<a href="#">Data, Records and Knowledge Management Training</a>		5-7				6-8	30 Jul - 1 Aug					5-7
<a href="#">Powerful Project Management Course</a>		12-14				4-6		6-8		8-10		10-12

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<b>Cape Town</b>												
<a href="#">Closing the Gap between Specialist &amp; Manager</a>	24-26				16-18			15-17			12-14	
<a href="#">Taking Charge As A Leader With Emotional Intelligence, Interpersonal Skills &amp; Conflict Resolution Skills</a>			26-28						19-21			
<a href="#">Finance And Business Acumen For Non Finance Managers</a>		26-28					18-20					10-12
<a href="#">Solving Problems with Writing Excel Macros with VBA Course</a>		19-21				20-22					26-28	
<a href="#">Powerful Project Management Course</a>		5-7			7-9				26-28			3-5
<b>Durban</b>												
<a href="#">Closing the Gap between Specialist &amp; Manager</a>			7-9					1-3				3-5
<a href="#">Taking Charge As A Leader With Emotional Intelligence, Interpersonal Skills &amp; Conflict Resolution Skills</a>		5-7			9-11					17-19		
<a href="#">Finance And Business Acumen For Non Finance Managers</a>					30 May-1 Jun			29-31			21-23	
<a href="#">Powerful Project Management Course</a>		7-9			16-18					3-5	7-9	

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