



PUBLIC COURSE SCHEDULE: 2018

BOTI - 011-882-8853	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018
Johannesburg												
Leadership, Management, Supervisor, Support Staff Courses												
Executive Assistant, Personal Assistant and/or Administrator Training Development Course	15-17		26-28		7-9		9-11		3-5	15-17		
Closing the Gap between Specialist & Manager	29-31		12-14				2-4			1-3		3-5
New And Middle Manager Training Development Course					2-4			13-15	3-5		19-21	
Executive & Senior Management Training Development Course		19-21			14-16				17-19			
Leadership, Management, Supervisor Courses - All Levels												
Attentive Problem Solving & Creative Thinking Course						11-13				10-12		
Taking Charge As A Leader With Emotional Intelligence, Interpersonal Skills & Conflict Resolution Skills		14-16		11-13		18-20		13-15	26-28		28-30	
People Management: Labour Relations & Law, Employment Equity		21-23			23-25				10-12		7-9	

* Prices Range between R9 923 (Excl VAT) and R10 973 (Excl VAT) / R11 411.45 and (Incl VAT) R12 619 (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
Boti.co.za





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
Johannesburg												
BOTI - 011-882-8853												
Finance And Business Acumen For Non Finance Managers	24-26		7-9		16-18		25-27		12-14		14-16	
Governance & Efficiency in Tendering and Supply Chain Management					30 May - 1 Jun		4-6				5-7	
Corporate Governance and Ethics Training Course				4-6			16-18			29-31		
Business Improvement Courses												
Professional Business Writing and Communication								27-29		24-26		
Mastering Service Level Agreements and Contracts		26-28		18-20		25-27		22-24		22-24		
Solving Problems with Writing Excel Macros with VBA Course					9-11	27-29		20-22		31 Oct - 2 Nov		
Asset Management Training and Basic Finance Course	31 Jan - 2 Feb				21-23		11-13				12-14	
Data, Records and Knowledge Management Training		5-7				6-8	30 Jul - 1 Aug					5-7
Powerful Project Management Course		12-14				4-6		6-8		8-10		10-12

*Prices Range between R9 923 (Excl VAT) and R10 973 (Excl VAT) / R11 411.45 and (Incl VAT) R12 619 (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
Boti.co.za





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

* Prices Range between R9 923 (Excl VAT) and R10 973 (Excl VAT) / R11 411 and (Incl VAT) R12 619 (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

Boti.co.za

