



bergvliet high  
continuing  
education

TERM 2 2021  
May – June

educator enrichment

adult education

learner enrichment

corporate training



## Term 2 – 2021

### GENERAL INFORMATION

**Continuing Education Office – Telephone: 021 – 713 7999 Fax 021 7150631**

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This prospectus is divided into 4 sections:

- |                            |                               |                              |                              |
|----------------------------|-------------------------------|------------------------------|------------------------------|
| 1. <b>ADULT ENRICHMENT</b> | 2. <b>EDUCATOR ENRICHMENT</b> | 3. <b>CORPORATE TRAINING</b> | 4. <b>LEARNER ENRICHMENT</b> |
|----------------------------|-------------------------------|------------------------------|------------------------------|
2. Admission will be on a first-come, first-served basis. **Adult enrichment** courses are only available to over 16's unless by special arrangement.
  3. All the courses will be held at **Bergvliet High School** unless otherwise stated. In the event of a second lockdown situation in Cape Town, some of these courses might be offered online. You will be given the option to convert to this platform.
  4. Term 2 courses begin on **17 May**. Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays. The programme ends on **24 June 2021**.
  5. Additional Programmes and Registration forms are available from the foyer of the School, local libraries, or on our website: [www.bhs.org.za](http://www.bhs.org.za) under "Continuing Ed".
  6. Details published herein are subject to change to fit in with school activities. Changes are unlikely and, as far as possible will be made by mutual arrangement.
  7. Course participants will be advised wherever possible of programme disruptions caused by unscheduled power outages and affected courses will be rescheduled.
  8. All courses at Bergvliet High School, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses.
  9. Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded.
  10. **NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING.**
  11. Please note the dates and starting times carefully. Parking is available in the School grounds on a first-come, first-served basis and although precautions will be taken to ensure the safety of your vehicle, the School and the Continuing Education Programme will not be held responsible for any loss or damage to vehicles parked in or around the school grounds.
  12. Gift vouchers are available for all courses.
  13. **For your convenience, we are available to present most of the course advertised in this prospectus at your place of work to groups of 10 or more. Please contact us if you would like to discuss this option.**
  13. **Please note: Full Covid protocols are in place and will be strictly adhered to. You will be required to complete a questionnaire on arrival, sanitise your hands and wear a mask at all times.**

### REGISTRATION

1. Registration at the Finance office of the School is on an **ONGOING BASIS during the school term**, Mondays – Fridays from 08:30 – 15:30 (excluding Public Holidays).
2. **DIRECT DEPOSITS** – All Electronic Banking details can be found on the Registration Forms at the back of the Prospectus. **Electronic Payments should be made payable to BERGVLIET HIGH SCHOOL. EFT, Debit or Credit Card payments are accepted.**
3. **NO PHONE-BOOKINGS WILL BE ACCEPTED**
4. Please Note: The registration form can be found at the back of this prospectus.
5. For **registration enquiries**, contact the Continuing Education office: **021 713 7999**, Katharine Miles: **082 409 2195** or e-mail: [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)

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## **ADULT ENRICHMENT COMPONENT**

### **ART, CRAFTS & SEWING**

#### ***Learn to Draw***

***Jessie Colman***

***B.Sc. Advanced Certificate in Fine Art /Dip SBA/ Artist & Art Teacher***

Our Learn to Draw course is a respite from a busy week. It is perfect for anyone who has not drawn at all, as well as for those who have done some drawing but want to explore other ways of seeing and doing. Working with pencil, charcoal, and graphite, you will capture a range of visual materials whilst learning the fundamentals of shading, proportion, and composition. You will receive plenty of guidance and friendly interaction. You can look forward to:

- Getting started with warm up exercises and sketches
- Developing different techniques
- Capturing various qualities of pencils, charcoals and paper.

Equipment for the first session will be provided and you will be advised regarding materials for further sessions then.

Dates: 25 May – 15 June

Tuesdays

18:30 – 20:30

Sessions: 4

Cost: R510 + R40 (cost of some materials) = R550

#### ***Watercolour Inspiration – Explore & Enjoy the Magic of Watercolours***

***Jessie Colman***

***B.Sc. Advanced Certificate in Fine Art /Dip SBA/ Artist & Art Teacher***

Explore this magical medium using simple techniques which you will be shown if you are a beginner or, be challenged to experiment and fine tune if you are more experienced.

The aim of the workshop is to have fun, create and be inspired. Colour vibration, detail, abstract shapes, movement etc. will be explored.

Visual material will be provided to inspire creativity. Finish off the Workshop with a lively discussion about the work. Mid-morning tea will be provided.

Course requirements are as follows:

- Beginners can purchase a kit especially for the workshop, consisting of paint and paper for R85 (to be paid in cash directly to Jessie on the day). Please bring 2 water jars and a white ceramic dinner plate to be used as a palette and one inexpensive size 6 round watercolour brush should be purchased prior to the Workshop.
- Those who already have equipment, need to bring their watercolour paints, brushes, palette, 2 water jars and 300-gram paper along to the workshop.
- A notebook for colour notes and a pencil is required by all participants.

Date: 29 May

Saturday

09:00 – 13:30

4.5 hours

Cost: R470 ( to be paid on registration) + R85 for beginner's kit (if required)  
to be paid directly to Jessie on the day

## ***Painting with Oils***

***Adrian van Staden***

***Artist & Art Teacher***

In this workshop you will paint an “easy style” landscape in oil colours using a brush technique combined with a palette knife. You will be guided along the way and will complete your landscape painting during the workshop. So, whether you’re a complete beginner, or someone who is already experimenting with oils, you will love this experience! Course requirements will be advised on registration.

Date: 2 June                      Wednesday                      18:30 – 21:00                      2.5 Hours                      Cost: R340

## ***Mixed Media: Combining Acrylics & Oils***

***Adrian van Staden***

***Artist & Art Teacher***

This exciting mixed media workshop will give you the opportunity to learn the techniques required to paint with acrylics and oils combined. Course requirements will be advised on registration. Please note: the acrylic paint will be provided as part of the course fee.

Date: 9 June                      Wednesday                      18:30 – 21:00                      2.5 Hours                      Cost: R340

## ***Beadweaving - Earrings***

***Patricia Fahrenfort***

***Beading Teacher***

If you enjoy working with beads, then you’ll love learning the art of bead weaving in this exciting workshop in which you will make a pair of beautiful double hooped earrings. The workshop is aimed at absolute beginners. Please bring the following items along to the course:

- A container to hold the beads
- A small pair of scissors
- A head lamp if you need extra light

The other course requirement will be available for purchase in kit form at a cost of R80, which you will need to buy from Patricia at the workshop. Mid-morning tea and snacks will be served.

Date: 29 May                      Saturday                      09:00 – 13:00                      4 Hours  
Cost: R 280 (pay on registration) + Kit Price: R80 (pay to Patricia at the workshop)

## ***Beadweaving – “Hedgehog” ring***

***Patricia Fahrenfort***

***Beading Teacher***

If you’re a beginner or intermediate beader, then you will love this course. This funky ring is made using peyote stitch and has “hedgehog” bead tufts on top. Examples of the beadwork can be found on the BHS Continuing Education Facebook Page. Please bring the following items along to the course:

- A container to hold the beads
- A small pair of scissors
- A head lamp if you need extra light

The other course requirement will be available for purchase in kit form at a cost of R80, which you will need to buy from Patricia at the workshop. Mid-morning tea and snacks will be served.

Date: 5 June                      Saturday                      09:00 – 13:00                      4 Hours  
Cost: R 280 (pay on registration) + Kit Price: R80 (pay to Saroj at the workshop)

## ***Tie & Dye Workshop for Beginners***

***Saroj Shukla***

***B.A. Fine Art/ Graphic Design and Photography Dip/ ACE/ PGCE/Art Teacher***

Tie dyed “hippie” t-shirts are in fashion at the moment, but they cost a fortune in the shops! Join this workshop and learn how to make your own unique t-shirt using a spiral or circular design. Please bring your own white cotton t-shirt along, as well as a 2 litre ice cream tub. The rest of the course requirements will be available in kit form. You will need to pay Saroj R80 cash for the kit at the workshop. Mid-morning tea and snacks will be provided.

Date: 5 June

Saturday

09:00 – 12:30

3.5 Hours

Cost: R 180 (pay on registration) + Kit Price: R80 (pay to Saroj at the workshop)

## ***Learn to Sew***

***Colleen Mick***

***Sewing Teacher***

The course is ideal for the absolute beginner. You will learn how to use the sewing machine, threading the machine, how to sew straight lines and ultimately sewing various small projects.

### **In session 1 you will learn:**

- The introduction to sewing - exploring the tools, equipment and parts of the sewing machine
- The practical application of threading the sewing machine
- To sew on paper and fabric - the basic stitches used on the machine
- To measure and sew an easy mask by applying the basic skills
- How to cut, mark and sew a mask with a moderate level of difficulty - the fabric will be provided as part of the kit

Fabric required for the next session will be advised.

### **In session 2 you will:**

- Recap basic sewing skills, by threading machine, etc.
- Look at common fabric selections and laying-up of fabric
- Select project (choice of 2), lay-up, cut, mark and sew project

### **Course Requirements**

- Sewing kit (purchased from instructor @ R70)
- Any sewing tools that you may already have – you are welcome to bring your own scissors and sewing machine or use ours
- Fabric for session 2 (to be advised in first session)

Date: 29 May & 5 June

Saturdays

09:00 – 13:30

2 Sessions

Cost: R 580 (pay on registration) + Kit Price: R70 (pay to Colleen on Saturday 29 May)

## **BUSINESS, FINANCE & ENTREPRENEURSHIP**

### ***Customer Service Essentials***

***Jennifer Ritchie***

***Recruitment Specialist/Career Coach, Retail Trainer & Consultant***

Excellent customer service is the lifeblood of any successful business and in the DNA of every successful employee: it is a non-negotiable element in business today, yet it is often assumed rather than trained, evaluated, and rewarded. This two-hour workshop covers the basics, from customer needs, to moments of truth, the circle of service, how to deal with angry customers and how to retain customers.

For companies requiring group training, separate courses exist for delivery crew and drivers, managers, and credit staff. These contain post course assessments and monitoring measures.

Jennifer Ritchie is a Trainer and Coach with specialist expertise in developing, training and measuring Customer Service in staff teams.

Date: 1 June                                      Tuesday                                      18:30 – 20:30                                      Sessions: 1                                      Cost: R260

### ***Practical Bookkeeping/Accounting***

***Clive Stevens***

***Accounting Teacher***

This comprehensive “hands-on” course will cover:

- Accounting Terms
- Subsidiary Journals (8 journals)
- Posting to General Ledger, Debtor’s Ledger & Creditor’s Ledger
- Extracting a Trial Balance

This course is ideal for:

- Those in business and who like to understand the accounting side of the business in order to make informed decisions,
- Those who have/are thinking of starting their own business, or
- Those who want to upskill themselves in order to find a job.

Certificates of attendance will be issued on completion of the course.

Dates: 19 May – 2 June                                      Wed & Mon                                      18:30 – 20:30                                      Sessions: 5                                      Cost: R 650

### ***Introduction to Business Accounting***

***Clive Stevens***

***Accounting Teacher***

This course is ideal for anyone running their own business, or someone in management who is required to understand the financial aspects of business. It is a practical course covering the basic requirements for setting up business accounts, viz:

- Bank reconciliation;
- Inventory;
- VAT;
- PAYE;
- Stock control;
- Year-end adjustment and
- Preparing financial statements for your bank.

Certificates of attendance will be issued.

Dates: 7, 9, 14 & 21 June                                      Mon & Wed                                      18:30 – 20:30                                      Sessions: 4                                      Cost: R560

## ***Strategic Management – Pointing your Business in the Right Direction***

***Christopher Swart***

***B.Sc. M. En. Programme in Project Management***

Is your business floundering because of a lack of long-term strategic planning – a lack of “vision”? Strategy is the direction and scope of an organisation over the long-term. In other words, strategy is about:

- Direction: Where the business is trying to get to in the long term.
- Markets/Scope: Which markets should a business compete in and what kinds of activities are involved in such markets?
- Advantage: How can the business perform better than the competition in those markets?
- Resources: What resources (skill, assets, finance, relationships, technical competence, and facilities) are required in order to be able to compete?
- Environment: What external, environmental factors affect the businesses’ ability to compete?
- Stakeholders: What are the values and expectations of those who have power in and around the business?

Strategic management gives a business and the people that work in it, direction, hope and vision and is therefore a recipe for success!

Dates: 18 & 20 May

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R 290

## ***Project Management – Planning for Success!***

***Christopher Swart***

***B.Sc. M. En. Programme in Project Management***

- Part One: The Triple Constraint

The essence of Project Management is the ability to manage the relationship between the tasks / activities / work of a project to be completed on time and within budget. To do this you need to understand this relationship known as the “triple constraint”. In part one of this course you will explore the notion that success in a project is none other than to follow a set of instructions similar to that of a recipe. However, this recipe needs to be reliable and accurate.

- Part Two: Scope Management

Scope Management is the process to complete a “to do” list within the project plan, or the “project recipe”. Why is this the cornerstone to project success? We explore the typical pitfalls in defining the tasks to be completed, and how this is related to what needs to be delivered, and why so many projects fail at this level.

- Part Three: Time Management

In Project Management we plan to start each task identified on time, and to finish it within the estimated timeframe planned. Inevitably this will not happen, but we need to adjust our planning continuously to still finish the project as close as possible to the initial estimate for completion. We explore the tools that Project Managers use to do this, such as the Gantt Chart.

- Part Four: Cost Management

When we need to estimate the budget for a project, that estimate need to be as accurate as possible. For this we use the ABC of Cost Management, i.e. Activity Based Costing. Together with the cost of equipment and materials, this will constitute our budget, but we then have to control this budget. We explore the tools for doing this.

- Finally: Variance at Completion

What are the classical mistakes for not finishing a project within the estimated time? And why do projects inevitably run over budget? We look at ways to avoid this and the tools readily available to manage this process.

Dates: 24 May – 7 June

Mon & Wed

18:30 – 20:30

Sessions: 5

Cost: R 650

## **How to Start your Own Business**

**Steve Reid**

**B. Comm. Business Coach,**

**Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE**

Leaving a stable job, with a guaranteed salary can be a daunting concept, and not for the fainthearted, but it can also be the most rewarding decision you will ever make, and this course will empower you to make an educated decision. You will explore:

- What kind of business has good growth potential?
- The 7 key questions to answer before starting a business.
- Understanding the compliance requirements in starting a business.
- Building a strong business model (horse) and a resilient entrepreneur (jockey).
- Putting it together with a business model canvas.

Finally, you will have the opportunity to have your questions answered by a business coach and an entrepreneurial guest who is “out in the field”. Tea and mid-morning snacks will be provided.

Date: 5 June

Saturday

09:00 – 13:00

4 hours

Cost: R350

## **IMPROVING YOUR JOB PROSPECTS – RECRUITMENT & CAREERS**

### **Get the Job you Want!**

**Jennifer Ritchie**

**Recruitment Specialist/Career Coach, Trainer & Consultant**

A comprehensive and practical workshop, facilitated by a career coach, trainer and consultant on understanding the elements that lead to finding a satisfying and rewarding job. Components include a skills analysis, individual career goals and an action plan, appropriate CV formatting and compilation, interview understanding and preparation, self-marketing basics, and invaluable techniques to get out there in a way which elicits results and ensures success. The course fee includes a helpful reference book.

Date: 25 May

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R250

### **Professional Interview Techniques**

**Jennifer Ritchie**

**Recruitment Specialist/Career Coach, Trainer & Consultant**

If you are asked to attend an interview, it means you have met the paper-based requirements for a position, yet so often the process goes no further, and feedback is seldom given. Succeeding in an interview requires specific recruitment process understanding, a particular approach and basic preparation techniques. You need to know where to start, how to articulate your value add, how to deal with competency-based questions and come through having scored higher than other shortlisted candidates. The workshop equips you with all these critical techniques in a way which will leave you motivated and determined to prove your worth and build on your career success.

Date: 27 May

Thursday

18:30 – 20:30

Sessions: 1

Cost: R250

### **LinkedIn – Getting your Professional Profile Online**

**Octavia Chidiya**

**B.Sc. Computer Science, Technical Support Manager, Computer Trainer**

Why have a boring CV when you can have a live resume feed on LinkedIn! LinkedIn is a social media application that allows you to create an online resume, connect with colleagues and network with like-minded individuals worldwide. It is an ideal platform for job seekers, employers, or those looking to expand their business visibility. Learn how to create a LinkedIn profile that will attract employers and invite networking and job opportunities. Bring along your CV detail and a digital photograph of yourself to upload to the LinkedIn account that you create.

Date: 17 June

Thursday

18:30 - 20:30

Sessions: 1

Cost: R270

## ***Personal Assistant Skills***

***Emmerentia Jansen***

***B. A. H.D.E. Computer Trainer***

This comprehensive course was developed to equip office workers and Personal Assistants in the workplace. You will learn everything that is required to do the job well! So, if you're thinking of going back to work after being at home bringing up children, or you want to move up the ranks, then you'll love this course. Certificates will be issued on completion of the course will cover:

- Workplace etiquette
- Effective Telephone skills with a practical telephone test
- Planning and organizing to get the job done by listing your plans in order of importance, action lists and writing your Action plan
- Time Management and optimizing your resources and planners using schedules, action plans and planners for goal setting
- Stress Management tips
- Good customer service versus bad customer service
- Dealing with difficult customers
- How to take messages by filling in the message forms
- Basic MS Word skills in order to type Business documents.

Date: 1 & 3 June

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R490

## ***Finding Remote & Freelance Work***

***Octavia Chidiywa***

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

The job market is in a bad way all around the world, and we have all been touched by retrenchments and salary cuts. On top of it all, we need to stay at home as much as possible. This is, however, where remote and freelance work comes into its own! Find out where and how to find this type of work and you will have the best of both worlds.

Dates: 15 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

## **LABOUR LAW**

### ***Labour Law for Employers***

***Christopher Bennett***

***PST Grad Dip HR /Commissioner for CCMA/ Labour Relations Practitioner***

The COVID-19 pandemic has had an unprecedented impact on many businesses, resulting in many implementing courses of action not previously anticipated, such as retrenchments, short time, lay-off and salary cuts, if not a combination of all of these. Without challenging the necessity of such measures, many have been implemented in breach of the law. This four-week course will deal with how these measures can be lawfully put in place.

In addition, the course will address disciplinary procedures, including determining when discipline is, and is not, an appropriate response to a situation in the workplace. It will also deal with Probation and Incapacity procedures (poor performance and ill-health).

The course will further address the issue of unfair discrimination disputes.

Basic employment rights and the extent to which these may be varied will be addressed.

Finally, the role of the CCMA and Bargaining Councils in dispute resolution will form an integral part of the discussion of these subjects.

Date: 24 May – 14 June

Wednesdays

18:30 – 20:30

Sessions: 4

Cost: R510

## ***Labour Law for Employees***

***Christopher Bennett***

***PST Grad Dip HR /Commissioner for CCMA/ Labour Relations Practitioner***

The two-week course will focus on matters of particular interest to employees, namely their basic employment rights, as well as the subjects which currently affect many employees, being retrenchment, short time and lay-off. It will deal with disciplinary and other processes, from an employee's perspective.

Finally, the role of the CCMA and Bargaining Councils in dispute resolution will form an integral part of the discussion of these subjects.

Date: 26 May – 2 June      Tuesdays      18:30 – 20:30      Sessions: 2      Cost: R270

## ***Social Media in the Workplace – Use & Abuse***

***Christopher Bennett***

***PST Grad Dip HR /Commissioner for CCMA/ Labour Relations Practitioner***

This informative two-hour seminar will deal with the impact of social media on the workplace, primarily from a standpoint of how social media and similar electronic communication systems can, or cannot without consequences, be used in the workplace. It will consider the impact on the workplace of The Regulation of Interception of Communications and Provision of Communication-Related Information Act (*RICA*) on the monitoring of workplace use of electronic communications. Finally, this will address the matter of privacy of social media and electronic communication both during and outside of work time. It is of interest to both employers and employees, as well as the everyday person.

Date: 22 June      Tuesday      18:30 – 20:30      Sessions: 1      Cost: R140

## **LEADERSHIP/MANAGEMENT SKILLS**

### ***Leading from Within: Becoming an Emotionally Intelligent Leader***

***Steve Reid***

***B. Comm. Business Coach,***

***Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE***

Emotionally intelligent leadership is critical to motivating, engaging, and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 3 June      Thursday      18:30 – 20:30      Sessions: 1      Cost: R160

### ***Practical Leadership Tools***

***Milena Gevers***

***M. Social Science / Integral, Leadership & Confidence Coach***

There are many differing perspectives on what good leadership is or is not. And when we look at the world, we can see that just because someone might be appointed in a leadership position, it does not automatically mean they are a good leader. It's the actions they take as a leader to carry a vision forward, the presence with which they can inspire their teams/ group/ class that lead to their ripple effect into communities, the industry or even society at large. In this course, you will unpack leadership by understanding the purpose of a clear vision and, using self-reflection as a tool to gain clarity on one's unique leadership potential within one's own context.

Date: 10 June      Thursday      18:30 – 20:30      Sessions: 1      Cost: R140

## ***The Role of Collaboration in the Workplace***

***Milena Gevers***

***M. Social Science / Integral, Leadership & Confidence Coach***

Managers are often caught in a tricky dynamic of being pressured to achieve work outcomes on deadlines but needing a team of people to give you a required level of performance in order to do so. What easily happens is that managers feel without a choice but to prioritise the former for business purposes, which often makes the latter a continuous struggle around productivity, often leading to micro-management. This workshop looks at effective collaboration and ways to build a work culture that is based on more connection, empathy, trust and accountability, therefore supporting performance improvements, increased productivity and longer staff retention rates.

Date: 19 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R140

## ***Being an Effective Team Member & Managing Effective Teams***

***Loretta Erasmus***

***M. Phil. Management Coaching / Business Coach***

Managers often overlook team development. This can lead to low morale, low performance and high staff turnover. This participatory workshop will enable course participants to practice key skills needed to address the inevitable challenges that arise in teams, notably, appreciating individual differences, communicating collaboratively, and managing conflict. The course will explore:

- Characteristics of effective teams,
- The four stages of team development,
- Individual differences and roles within the team,
- Building and maintaining teams.

Date: 17 June

Thursday

18:30 – 20:30

Sessions: 1

Cost: R140

## ***Mastering the Art of Public Speaking***

***Steve Reid***

***B. Comm. Business Coach,***

***Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE***

The fear of public speaking is listed as one of the most intimidating of all fears! This course will help you to prepare off-stage so that you can be well prepared on-stage. You will cover:

- A method to be exceptionally clear (Fog cutting arrow)
- Tools to increase your confidence and impact
- Ways to overcome fear and lack of confidence
- Tools to build a compelling talk
- A “pop up” opportunity to apply your learning. (Pitch your idea)

Short videos and exercises make this two-night session a practical, yet positive experience.

Date: 8 & 15 June

Tuesdays

18:30 – 20:30

Sessions: 2

Cost: R320

## **"SOFT SKILLS" IN THE WORKPLACE**

### ***How to Manage your Time & Improve your Productivity***

**Steve Reid**

**B. Comm. Business Coach,**

**Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE**

Time management skills, like other soft skills, are in high demand. Employees who manage their time well are more productive, more efficient, and more likely to meet deadlines. They focus on the most important and time-sensitive tasks and limit the amount of time wasted on non-essential duties.

Time management means working efficiently, and employers in every industry look for staff that can make optimal use of the time available to them on the job. In this **introduction to time management** you will:-

- Discuss why growth in this soft skill is important
- Assess your current status in 5 areas of Time Management. (Goal setting; Prioritising; Scheduling; Managing interruptions and Procrastination)
- Be given tools to implement within your own context that will improve your time management

Date: 21 June

Monday

18:30 – 20:30

Sessions: 1

Cost: R160

### ***Managing Diversity in the Workplace***

**Loretta Erasmus**

**M. Phil. Management Coaching / Business Coach**

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can sometime be a challenge but one that can easily be overcome. This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 20 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R140

### ***Using Creative Co-operation to Resolve Conflict***

**Karen Badenhorst**

**B.A. (MW) Hons/ Social worker/ Communication Skills Trainer**

Conflict is an unavoidable part of life but how it is dealt with will define your levels of stress and ultimately your happiness at home or at work.

This workshop will look at:

- Ways of working with others that will reduce problems and conflict;
- Different ways to deal with conflict;
- The negative effect of using power in interpersonal or work relationships;
- and steps to resolve conflict amicably.

You and your company will benefit in the following ways:

- There will be less absenteeism, increased productivity and reduced stress
- Higher creativity, better decisions, more flexibility and resilience in your teams
- Management will spend less time overcoming resistance, refereeing squabbles and overseeing people.

Date: 8 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R320

## **ESSENTIAL IT SKILLS FOR THE WORKPLACE**

### ***MS Excel – Getting Started with Spreadsheets***

***Cedric Goliath***

***Network Administrator and IT Trainer  
Educators Earn CPDT points***

A basic knowledge of Excel is essential in most jobs. You can use Excel to analyse numbers, keep track of data and graphically represent your information. This course will introduce you to Microsoft Excel. You will learn the basics of data entry and formatting, as well as basic functions and formulae. Computer literacy is a pre-requisite for attending this course.

Dates: 19 & 24 May                      Wed & Mon                      18:30 – 20:30                      Sessions: 2                      Cost: R490

### ***MS Excel – Intermediate***

***Cedric Goliath***

***Network Administrator and IT Trainer  
Educators Earn CPDT points***

In this ongoing course you will learn how to work with the following in Excel:

- Conditional formatting
- Sorting and filtering
- Cell comments
- Freezing columns and rows
- Working with multiple worksheets/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

Dates: 26 & 31 May                      Wed & Mon                      18:30 – 20:30                      Sessions: 2                      Cost: R490

### ***MS Excel – Applying Advanced Formulae & Functions***

***Cedric Goliath***

***Network Administrator and IT Trainer  
Educators Earn CPDT points***

If you need to be able to work with Advanced features of Excel, then you will benefit from this course which will cover the following:

- Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate
- Filtering Data in a list including Advanced filtering and Custom sorting;
- What-if Analysis: Goal seeking; Scenario Manager;
- Adding Subtotals to a list;
- Using Pivot Tables including Pivot chart and Slicers;
- Recording and using Macros

Dates: 2 & 7 June                      Wed & Mon                      18:30 – 20:30                      Sessions: 2                      Cost: R490

### ***Creating an Excel Dashboard & Pivot Tables***

***Cedric Goliath***

***Network Administrator and IT Trainer***

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. On this course you will learn how to create Dashboards using the existing tools in Excel.

Date: 9 June                      Wednesday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

## **OneDrive – Cloud Storage for All Devices!**

**Craig Murray**

**Computer Lecturer/ Head: IT Infrastructure & Network Administration**

Microsoft OneDrive is one of the best kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! Learn about some of the hidden features like using online versions of Word, Excel and PowerPoint, right in the browser without needing any software installed! Bring along some files on a flash drive or have some files on your device so that you can upload them to the cloud and see just how easy it is to get your files into the cloud. Participants should ideally have access to a Hotmail, Outlook.com, Xbox Live or any other Microsoft account so that you can sign into OneDrive and get going – if you do not have an account, one can be set up for you on the evening. You will need to arrive at least 15 minutes early to get this sorted out.

Date: 8 June                                      Tuesday                                      18:30 – 20:30                                      Sessions: 1                                      Cost: R270

## **An Introduction to Google Drive – Store, Share, Create & Collaborate Any Document from Any Device, Anywhere**

**Susan Stein**

**B. Ed Hons. (Technology) Computer Trainer  
Educators Earn 5 CPDT points**

Given the current situation where many people are working from home, having a free “storage facility in the cloud”, which everyone can access, is essential. Find out how to make Google Drive work for you! Course details can be found on page 24.

Date: 19 May                                      Wednesday                                      18:30 – 20:30                                      Sessions: 1                                      Cost: R270

## **Google Drive – Exploring Advanced Features**

**Susan Stein**

**B. Ed Hons. (Technology) Computer Trainer**

Find out all about:

- Advanced search options in Google Drive: searching by owner; type; name
- Using extensions and add-ons: Doc tools; speech recognition; table of contents; g(Math)
- Using Google Keep to transfer data between devices: Images and text stored on phones or iPads can be transferred directly to Google Docs; drag & drop text and images; make notes in Keep and transfer to Google Docs
- Downloading & converting Google Docs files
- Text editing with Google Docs: bullets, fine tuning images and searching (by colour); find and replace, hyperlinks; voice typing; automatically substituting text; reverting to earlier versions of a document & flagging and starring files.

Date: 24 May                                      Monday                                      18:30 – 20:30                                      Sessions: 1                                      Cost: R270

## **Microsoft Forms**

**Craig Murray**

**Computer Lecturer/ Head: IT Infrastructure & Network Administration**

Microsoft Forms is a hidden gem, part of some Office 365 subscriptions but also available to anyone with a Hotmail/Live/Outlook.com account. Build detailed surveys that you can send out to people and/or customers that range from simple and straightforward to in depth and detailed. Best of all, Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms.

Date: 14 June                                      Monday                                      18:30 – 20:30                                      Sessions: 1                                      Cost: R270

**Presentation using MS PowerPoint****Emmerentia Jansen****B. A. H.D.E. Computer Trainer****Earn CPDT points**

Presentations can be a crutch that presenters hang onto so that they don't forget what they have to say, or they can be powerful tools that support memorable presentations. We all want to create presentations that inspire others and this Introduction to PowerPoint will help you to do that! See page 26 for course details.

Date: 7 &amp; 9 June

Mon &amp; Wed

18:30 – 20:30

Sessions: 2

Cost: R490

**How to Create Powerful Interactive Presentations using Google Slides****Susan Stein****B. Ed Hons. (Technology) Computer Trainer****Earn CPDT points**

Google Slides is a programme used for creating online presentations, which can be used in any field of work. In this course you will learn how to create a presentation that is non-linear, interactive and creative. You will find out how to create: Multiple choice quizzes; Guided information presentations, and Triggers that will allow people to get information or answer question by clicking on a picture, shape or word. Please ensure that you have a Google or Gmail account set up prior to attending the course.

Date: 15 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

**Personal Assistant Skills****Emmerentia Jansen****B. A. H.D.E. Computer Trainer**

This comprehensive course was developed to equip office workers and Personal Assistants in the workplace. You will learn everything that is required to do the job well! So, if you're thinking of going back to work after being at home bringing up children, or you want to move up the ranks, then you'll love this course. This course contains essential IT skills, as well as other personal assistant skills. Course details can be found on page 12.

Date: 1 &amp; 3 June

Tues &amp; Thurs

18:30 – 20:30

Sessions: 2

Cost: R490

**MARKETING YOUR BUSINESS OR SCHOOL****Online Marketing for Business****Lee Bergman****Graphic Designer, Marketing & Communications, Trainer**

During this course, you'll learn all the elements of online marketing for your small business. You will cover:

- Introduction to Online Marketing
- Website design and development
- Web analytics
- Search Engine Optimisation (SEO)
- Online copywriting and content creation
- Online advertising and Pay Per Click
- Social media
- Email marketing
- Digital marketing strategy

This is an introductory course and suitable for those who have little or no previous experience of the subject. You should be computer literate and be interested in how a business can use online marketing. The course fee includes mid-morning tea & snacks.

Date: 29 May

Saturday

09:00 -13:30

4.5 hours

Cost: R490

## ***Social Media Marketing for Business/Schools***

***Lee Bergman***

***Graphic Designer, Marketing & Communications, Trainer***

This course will give you the foundation to create an impressive social media strategy for your business and brand. You will cover:

- Building and managing a Facebook Page
- Introduction to Instagram, LinkedIn, Pinterest
- Writing a Social Media Business Strategy
- Learn to use third-party applications that can help you execute your social media strategy - Hootsuite, Bitly, Phonto, Cinegraphic and more
- Content Strategy and Planning
- E-commerce on Social Media
- Running ads on Social Media
- Latest Social Media Trends
- Time-saving tips and tricks for using social media
- Hashtag management

This is an introductory course and suitable for those who have little or no previous experience of the subject. You need to have a personal Facebook account. The course fee includes mid-morning tea/coffee and snacks.

Date: 5 June

Saturday

09:00 – 13:30

4.5 hours

Cost: R490

## ***Facebook for Business or Schools***

***Octavia Chidiya***

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

People come to Facebook to discover what's happening in the world right now, to share information instantly, and to connect with people and businesses around the globe. With hundreds of millions of users and over 500 million Facebook messages being sent each day, this platform offers a great opportunity for businesses to reach a global audience of new and existing customers. No matter what type of business you are — from a large retailer to a freelance designer — you can use Facebook to build meaningful connections with a relevant and engaged audience. These connections can lead to actions across a network of loyal customers for your business. In this workshop you will learn about:

- Creating a Facebook business profile/page
- Creating compelling content
- Advertising your business on Facebook
- Using Facebook Page insights.

**Please note:** You must have a personal Facebook account to attend this course. Please don't forget to bring your login details along.

Date: 21 June

Monday

19:00 – 21:00

Sessions: 1

Cost: R270

## ***Creating a World-Class Brand Identity for your Business***

***Lucille Divine***

***Graphic Designer, Marketing & Communications, Trainer***

More than ever before, people are entering the entrepreneur or small business space. Technology is making it increasingly easy to develop businesses quickly, allowing people to explore this global opportunity to create businesses or personal brands of value - fast.

In this DIY Brand You Blueprint course you'll create a brand style guide that incorporates your brand vision, voice and visuals, giving your brand personality and character. You'll also walk away with a brand strategy that allows you to quickly identify who your target audience is and how to get in front of them, as well as who your competitors are. You'll learn how to use marketing tools that help you to market and promote your business brand online.

Dates: 18 & 20 May

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R490

## **Marketing: How to Create Customer Content**

**Lucille Divine**

**Graphic Designer, Marketing & Communications, Trainer**

Imagine feeling confident with the type of content you are posting, knowing that you've created valuable content that your audience wants to see at the right time - content that your audience resonates with and supports, by sharing & engaging with it.

That's why content marketing is such an important part of your business marketing nowadays. It can literally lead your audience through your sales funnel, edging them closer to your sales offers or conversions.

You don't have to struggle with creating quality content or thinking about when or where to post it, once you've gone through this training course. You'll learn what types of content you can create and what's best suited to your audience. You'll walk away with a content marketing plan and have unique insight into when to post your content so that your audience gets to see it - at the right moment. You'll learn how to use quick content hacks that help you to create and distribute content across your social media and digital assets, that is customer-centric and showcases your business message and story.

Dates: 25 & 27 May

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R490

## **COMPUTER & ELECTRONIC DEVICES FOR SENIORS**

Pensioners qualify for a **10% discount**  
on the courses in the **Computers & Electronic Devices for Seniors** section.

### **Computers for Beginners**

**Cedric Goliath**

**Network Administrator and IT Trainer**

**Educators Earn CPDT points**

Do you want to know how to?

- Operate a computer with confidence
- Use MS Word to create/type documents
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devices so that you will know how to for example download photos from your camera

Those who are "self-taught" and have "gaps" in their knowledge, will also benefit from this course. You won't look back! Tea/coffee and mid-morning snacks will be provided.

Dates: 29 May & 5 June

Saturdays

09:00 – 13:00

8 Hours

Cost: R760

### **Finding your Way Around Windows 10**

**Octavia Chidiya**

**B.Sc. Computer Science, Technical Support Manager, Computer Trainer**

Struggling to get to grips with Windows 10? Windows 10 does what it set out to do: Bring the Windows 7-style interface into the tiled universe. It is, in many ways, what Windows 8 should've been. It has all the advancements from Windows 8 - security, stability, power saving, and on and on - with much of the Windows 7 interface fully integrated. This course will cover the differences between Win 7 and Win 10 and will take you through a journey of the main features and changes in Win 10 from an interface change, ease of use, compatibility and security.

Date: 3 June

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

## ***Tidying up your Desktop - Managing the Files & Folders on your Computer***

***Octavia Chidiya***

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

***Educators Earn CPDT Points***

Is your desktop a mess? Do you struggle to find documents which you have stored on your computer? Do you want to save yourself time and trouble by organising the files and folders on your computer? In this session you will look at:

- How to manage files on your computer
- Directory structure and hidden files
- Important files and folders
- Naming and file system tips

Course participants should have a basic level of computer literacy to benefit from this course.

Dates: 14 June

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

## ***Mastering your Android Smartphone!***

***Octavia Chidiya***

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

If you're holding your shiny new Android smartphone and wondering how to get the most from it, then you've come to the right place. Whether this is your first smartphone, you've just hopped over from an iPhone, or you've had several Android handsets, we've pulled together some of the best Android tips and tricks to help you get the most from your new phone. Android is an ever-changing beast with many faces, which means that few Android devices are alike, but all Android devices have the same foundation. So, starting at the beginning, here's how to master your Android gadget. The course will cover but not be limited to the following:

- Sort out your Google account
- Create or import contacts
- Install some Apps from Google play store
- Moving files to and from your phone
- Navigation buttons
- Use Android folders
- How do I take screenshots?
- Choosing the best Android Keyboard
- Data and Wifi, how to avoid unnecessary background downloads

Please bring your cell phone along to the course.

Date: 26 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R270

## ***Being Tech-Savvy! Demystifying the Jargon around Technology***

***Craig Murray***

***Computer Lecturer/ Head: IT Infrastructure & Network Administration***

Do you get confused when your children, grandchildren, friends or family rattle off technology jargon and automatically expect you to understand what they mean? Looking to buy a new TV or a computer only to be absolutely bombarded with jargon and smooth sales talk that leaves you with less clarity than before you entered the shop? Have no idea what type of internet connection you'll need at home and don't know what on earth LTE or fibre is? If you answered yes to any of these questions, then this course is for you. Over the course of the evening, this course will demystify things such as internet connection types, smart TV vs. a normal TV, tablet vs. iPad and help you choose a streaming service that is worth your money amongst other modern marvels. In this relaxed environment, you can ask questions to your heart's content and get answers that won't leave you feeling like you need a PhD in jargon.

The pace of technology is only going to keep accelerating. This is your chance to get clued up, be armed with better information to make the best purchase possible for your money and best of all, show the young whippersnappers that technology is there to benefit everyone!

Date: 20 May

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

## **Facebook for Beginners**

**Octavia Chidiya**

**M.Sc. Computer Science, IT Project Administrator, Computer Trainer**

This course aims to help you to build a Facebook account **from scratch**, fill out your timeline, and personalize your profile with a cover photo. You'll learn the lingo—friends, groups, chats, like, comments, and more—and find out how to build your network. You'll also discover how to post status updates, tag friends, sort your news feed, and hide unwanted updates. Plus, find out how to upload photos and videos to Facebook, and get instructions for adjusting your privacy settings. You'll have hours of fun from Facebook, and you might even find a long-lost friend! You will need to have a Google account to work with Facebook. Please remember to bring your Google Password along, and if you're not sure what this all means, then please come at least 15 minutes early to the course and we will help you to create a Google account.

Date: 10 June

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

## **How to Shop Online – Getting the Best Buys**

**Octavia Chidiya**

**B.Sc. Computer Science, Technical Support Manager, Computer Trainer**

With lockdowns and Covid making us reluctant to go to the shops unnecessarily, online shopping makes complete sense. For those who have not shopped online before, it can be a daunting process, but when you know how to go about it safely, you will be hooked! In this workshop, you will not only find out how to shop online, but also where to get great bargains and the best buys. You will go on an exciting journey through the web as you explore discount sites, online catalogues and word of mouth recommendations. You are guaranteed to save money and trouble by first exploring your buying options on the web.

Date: 22 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

## **COMPUTER SKILLS**

**Please Note: Certificates of completion will be issued on “work-related” computer courses. Teachers receive CPDT points for certain courses.**

### **Computers for Beginners**

**Cedric Goliath**

**Network Administrator and IT Trainer**  
**Teachers earn SACE CPDT points for this course**

Do you want to know how to?

- Operate a computer with confidence
- Use MS Word to create/type documents
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devices so that you will know how to for example download photos from your camera

Those who are “self-taught” and have “gaps” in their knowledge, will also benefit from this course. You won't look back! Tea/coffee and mid-morning snacks will be provided.

Dates: 29 May & 5 June

Saturdays

09:00 – 13:00

8 Hours

Cost: R760

## ***Finding your Way Around Windows 10***

***Octavia Chidiya***

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

Struggling to get to grips with Windows 10? Windows 10 does what it set out to do: Bring the Windows 7-style interface into the tiled universe. It is, in many ways, what Windows 8 should've been. It has all the advancements from Windows 8 - security, stability, power saving, and on and on - with much of the Windows 7 interface fully integrated. This course will cover the differences between Win 7 and Win 10 and will take you through a journey of the main features and changes in Win 10 from an interface change, ease of use, compatibility and security.

Date: 3 June

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

## ***Tidying up your Desktop - Managing the Files & Folders on your Computer***

***Octavia Chidiya***

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

***Educators Earn CPDT Points***

Is your desktop a mess? Do you struggle to find documents which you have stored on your computer? Do you want to save yourself time and trouble by organising the files and folders on your computer? In this session you will look at:

- How to manage files on your computer
- Directory structure and hidden files
- Important files and folders
- Naming and file system tips

Course participants should have a basic level of computer literacy to benefit from this course.

Dates: 14 June

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

## ***MS Excel – Getting Started with Spreadsheets***

***Cedric Goliath***

***Network Administrator and IT Trainer***

A basic knowledge of Excel is essential in most jobs. You can use Excel to analyse numbers, keep track of data and graphically represent your information. This course will introduce you to Microsoft Excel. You will learn the basics of data entry and formatting, as well as basic functions and formulae. Computer literacy is a pre-requisite for attending this course.

Dates: 19 & 24 May

Wed & Mon

18:30 – 20:30

Sessions: 2

Cost: R490

## ***MS Excel – Intermediate***

***Cedric Goliath***

***Network Administrator and IT Trainer***

In this ongoing course you will learn how to work with the following in Excel:

- Conditional formatting
- Sorting and filtering
- Cell comments
- Freezing columns and rows
- Working with multiple worksheets/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

Dates: 26 & 31 May

Wed & Mon

18:30 – 20:30

Sessions: 2

Cost: R490

## **MS Excel – Applying Advanced Formulae & Functions**

**Cedric Goliath**

**Network Administrator and IT Trainer**

If you need to be able to work with Advanced features of Excel, then you will benefit from this course which will cover the following:

- Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate
- Filtering Data in a list including Advanced filtering and Custom sorting;
- What-if Analysis: Goal seeking; Scenario Manager;
- Adding Subtotals to a list;
- Using Pivot Tables including Pivot chart and Slicers;
- Recording and using Macros

Dates: 2 & 7 June

Wed & Mon

18:30 – 20:30

Sessions: 2

Cost: R490

## **Creating an Excel Dashboard & Pivot Tables**

**Cedric Goliath**

**Network Administrator and IT Trainer**

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. At this course you will learn how to create Dashboards using the existing tools in Excel.

Date: 9 June

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R270

## **OneDrive – Cloud Storage for All Devices!**

**Craig Murray**

**Computer Lecturer/ Head: IT Infrastructure & Network Administration**

Microsoft OneDrive is one of the best kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! Learn about some of the hidden features like using online versions of Word, Excel and PowerPoint, right in the browser without needing any software installed! Bring along some files on a flash drive or have some files on your device so that you can upload them to the cloud and see just how easy it is to get your files into the cloud. Participants should ideally have access to a Hotmail, Outlook.com, Xbox Live or any other Microsoft account so that you can sign into OneDrive and get going – if you do not have an account, one can be set up for you on the evening. You will need to arrive at least 15 minutes early to get this sorted out.

Date: 8 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

## **An Introduction to Google Drive – Store, Share, Create & Collaborate Any Document from Any Device, Anywhere**

**Susan Stein**

**B. Ed Hons. (Technology) Computer Trainer  
Educators Earn 5 CPDT points**

Google Drive is a versatile programme that allows you to create folders and share them with business colleagues, friends and family. Photos can be backed up to a folder shared with family and friends. Documents can be created that more than one person can work on at a time and they can be accessed from any smart device. It even has a voice to text function. Whether at work or play – Google Drive will make your life easier and on top of it all – it's free! Please note – this course is aimed at beginners and you will be required to have a Gmail account. Please don't forget to bring your password along.

Date: 19 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R270

## **Google Drive – Exploring Advanced Features**

**Susan Stein**

**B. Ed Hons. (Technology) Computer Trainer**

Find out all about:

- Advanced search options in Google Drive: searching by owner; type; name
- Using extensions and add-ons: Doc tools; speech recognition; table of contents; g(Math)
- Using Google Keep to transfer data between devices: Images and text stored on phones or iPads can be transferred directly to Google Docs; drag & drop text and images; make notes in Keep and transfer to Google Docs
- Downloading & converting Google Docs files
- Text editing with Google Docs: bullets, fine tuning images and searching (by colour); find and replace, hyperlinks; voice typing; automatically substituting text; reverting to earlier versions of a document & flagging and starring files.

Date: 24 May

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

## **Microsoft Forms**

**Craig Murray**

**Computer Lecturer/ Head: IT Infrastructure & Network Administration**

Microsoft Forms is a hidden gem, part of some Office 365 subscriptions but also available to anyone with a Hotmail/Live/Outlook.com account. Build detailed surveys that you can send out to people and/or customers that range from simple and straightforward to highly in depth and detailed. Best of all, Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms.

Date: 14 June

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

## **Google Forms**

**Susan Stein**

**B. Ed Hons. (Technology) Computer Trainer**

Google Forms can be used to create online surveys and quizzes and send them to other people. Manage event registrations; create a quick opinion poll, and much more. With Google Forms, you can create and analyse surveys right in your mobile or web browser—no special software required. You get instant results as they come in, and, you can summarize survey results at a glance with charts and graphs. For those in education, Google Forms can be used to set, fill in and auto mark tests using a Plug in. Once the test is done Google Forms will generate a spreadsheet that can be self-marked. Please make sure you have a Gmail account set up prior to this course.

Date: 31 May

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

## **How to Create Powerful Interactive Presentations using Google Slides**

**Susan Stein**

**B. Ed Hons. (Technology) Computer Trainer**

**Earn CPDT points**

Google Slides is a programme used for creating online presentations, which can be used in any field of work. In this course you will learn how to create a presentation that is non-linear, interactive and creative. You will find out how to create: Multiple choice quizzes; Guided information presentations, and Triggers that will allow people to get information or answer question by clicking on a picture, shape or word. Please ensure that you have a Google or Gmail account set up prior to attending the course.

Date: 15 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

## **Presentation using MS PowerPoint**

**Emmerentia Jansen**

**B. A. H.D.E. Computer Trainer**

**Earn CPDT points**

Presentations can be a crutch that presenters hang onto so that they don't forget what they have to say, or it can be powerful tool that supports memorable presentations. We all want to create presentations that inspire others and this Introduction to PowerPoint will help you to do that! You will cover the following aspects:

- The difference between a slide and a presentation
- Making changes to existing slides
- PowerPoint Toolbars & Drawing Toolbars
- Creating slides in PowerPoint
- Formatting the background of slides
- Adding new slides to the presentation
- Inserting textboxes
- Formatting the slide background using fill effects
- Inserting symbols, clip art and pictures onto slides
- Copying slides from one presentation to another
- Applying transition and animation schemes to a slide
- Setting up a slide show

Date: 7 & 9 June

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R490

## **Introduction to YouTube**

**Octavia Chidiya**

**M.Sc. Computer Science, IT Project Administrator, Computer Trainer**

Did you know that YouTube is good for a whole lot more than funny Cat Videos? YouTube is in fact the world's second biggest search engine and a store of almost infinite knowledge. If you want to begin to dig beneath the surface and learn how to use it effectively, this is the course for you! Some of the things you will be exposed to are:

- Signing in to YouTube
- How to subscribe to other YouTube channels
- How to create your own playlists and share them
- How to upload your own content and control the sharing settings
- Amazing tricks and tips

Please note: This is an **entry-level** course for those starting out on YouTube! You will need a Google or Gmail account to do this course. Please don't to bring your login details and password to the course.

Date: 8 June

Tuesday

19:00 – 21:00

Sessions: 1

Cost: R270

## **Facebook for Beginners**

**Octavia Chidiya**

**M.Sc. Computer Science, IT Project Administrator, Computer Trainer**

This course aims to help you to build a Facebook account **from scratch**, fill out your timeline, and personalize your profile with a cover photo. You'll learn the lingo—friends, groups, chats, like, comments, and more—and find out how to build your network. It's the perfect way to keep contact with friends and find old friends. See page 19 for course details.

Date: 10 June

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

## ***How to Shop Online – Getting the Best Buys***

***Octavia Chidiya***

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

With lockdowns and Covid making us reluctant to go to the shops unnecessarily, online shopping makes complete sense. For those who have not shopped online before, it can be a daunting process, but when you know how to go about it safely, you will be hooked! In this workshop, you will not only find out how to shop online, but also where to get great bargains and the best buys. You will go on an exciting journey through the web as you explore discount sites, online catalogues and word of mouth recommendations. You are guaranteed to save money and trouble by first exploring your buying options on the web.

Date: 22 June                      Tuesday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

## ***Editing your Photos and Images using Paint.Net***

***Ross Cohen***

***B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming  
Advanced Web Development, Delphi Programming for Teachers***

If you're looking for a photo or image editor that is more powerful than Microsoft Paint, but not as complex as Photoshop, then Paint.Net is what you're looking for! See page 29 for course details.

Date: 1 June                      Tuesday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

## ***Finding Remote & Freelance Work***

***Octavia Chidiya***

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

The job market is in a bad way all around the world, and we have all been touched by retrenchments and salary cuts. On top of it all, we need to stay at home as much as possible. This is, however, where remote and freelance work comes into its own! Find out where and how to find this type of work and you will have the best of both worlds.

Dates: 15 June                      Tuesday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

## ***LinkedIn – Getting your Professional Profile Online***

***Octavia Chidiya***

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

Why have a boring CV when you can have a live resume feed on LinkedIn! LinkedIn is a social media application that allows you to create an online resume, connect with colleagues and network with like-minded individuals worldwide. It is an ideal platform for job seekers, employers, or those looking to expand their business visibility. Learn how to create a LinkedIn profile that will attract employers and invite networking and job opportunities. Bring along your CV detail and a digital photograph of yourself to upload to the LinkedIn account that you create.

Date: 17 June                      Thursday                      18:30 - 20:30                      Sessions: 1                      Cost: R270

## **CODING COURSES**

### ***Coding with Python***

***Octavia Chidiyiwa***

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer  
Level Up Geek Up Academy***

This course aims to prepare anyone who would like to be creative, collaborative, design thinker, and acquire computational thinking skills of the future. No programming background is required. Learning computer science, and programming encourages creativity, problem-solving, ethics and collaboration. We will have fun learning Python as a programming language and challenging ourselves to think like computer programmers. How nice is it to create something from ground up? Python is used across diverse fields from web and game development to machine learning, AI, scientific computing and academic research. It is easy to learn as a first language and a valuable skill-set to have in any programmer's stack because of its diverse usage making it the versatile language to learn. At the end of this course you should be able to write a basic program using python.

Date: 18 – 27 May                      Tues & Thurs                      18:30 – 20:30                      Sessions: 4                      Cost: R790

## **TECHNOLOGY & ELECTRONIC DEVICES**

### ***Mastering your Android Smartphone!***

***Octavia Chidiyiwa***

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer***

If you're holding your shiny new Android smartphone and wondering how to get the most from it, then you've come to the right place. A detailed course description can be found on page 21.

Date: 26 May                      Wednesday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

### ***Being Tech-Savvy! Demystifying the Jargon around Technology***

***Craig Murray***

***Computer Lecturer/ Head: IT Infrastructure & Network Administration***

Do you get confused when your children, grandchildren, friends or family rattle off technology jargon and automatically expect you to understand what they mean? Looking to buy a new TV or a computer only to be absolutely bombarded with jargon and smooth sales talk that leaves you with less clarity than before you entered the shop? Have no idea what type of internet connection you'll need at home and don't know what on earth LTE or fibre is? If you answered yes to any of these questions, then this course is for you. Over the course of the evening, this course will demystify things such as internet connection types, smart TV vs a normal TV, tablet vs iPad and help you choose a streaming service that is worth your money amongst other modern marvels. In this relaxed environment, you can ask questions to your heart's content and get answers that won't leave you feeling like you need a PhD in jargon.

The pace of technology is only going to keep accelerating. This is your chance to get clued up, be armed with better information to make the best purchase possible for your money and best of all, show the young whippersnappers that technology is there to benefit everyone!

Date: 20 May                      Thursday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

## **PHOTOGRAPHY & MEDIA**

### ***Introduction to Photography – Getting to Know your Camera***

***Craig Murray***

***Photographer/ Photography Lecturer***

Do you have a digital camera but feel confused by all the options on offer? A Christmas or birthday present that you haven't made good use of yet because the camera seems intimidating? Come along to this course where the basics and foundation of good photography will be presented. Technical terms such as aperture, shutter speed and ISO will be covered, but so will subjects such as good light, framing and composition, as well as getting to grips with your sometimes-confusing camera controls. Camera accessories will also be discussed, for those who want to and are ready to take the next small step forwards on this incredible journey.

Please bring your cameras along to the course, with the camera battery fully charged – you will be taking pictures on the day. You can also bring your camera manual along if you've read something you don't understand and would like some clarity. The course fee includes mid-morning tea and snacks.

Date: 29 May                      Saturday                      09:00 – 13:00                      4 hours                      Cost: R480

### ***Editing your Photos and Images using Paint.Net***

***Ross Cohen***

***B.A. (Hons) H.D.E.    Dip. Comprehensive Computer Programming  
Advanced Web Development, Delphi Programming for Teachers***

If you're looking for a photo or image editor that is more powerful than Microsoft Paint, but not as complex as Photoshop, then Paint.Net is what you're looking for! Paint.Net is a free, easy-to-use photo and image editor, with support for layers. Its user interface, while innovative, is simple and very user-friendly, with unlimited undo, special effects and a wide variety of useful and powerful tools that will enable you to spend many enjoyable hours creating amazing images!

Date: 1 June                      Tuesday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

### ***An Introduction to Google Photos***

***Susan Stein***

***B. Ed Hons. (Technology) Computer Trainer***

In this useful course, you will find out how to use Google Photos to store the photos from all your devices – cell phones, tablets, laptops etc. You will also learn how to manipulate photos, create albums and animations, share photos and sync your photos from different devices. You will need a Gmail account to do this course. If you don't have a Gmail account, Susan will be in the venue 15 minutes early to help you to set one up.

Date: 17 June                      Thursday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

## **DIY WORKSHOPS**

### ***Introduction to Power Tools – for Women***

***Charlie Flanagan***

***Engineer / Master Builder / Consultant / Flanagan Construction/Training***

Power tools make DIY jobs in and around the house so much simpler and easier, but if you don't know what you're doing, working with them can be quite daunting. Find out how to use power tools and their accessories and attachment for home DIY in this informative workshop. The course fee includes mid-morning tea and snacks.

Date: 29 May                      Saturday                      09:00 – 12:00                      3 hours                      Cost: R260

## ***What Every Driver Should Know about His/Her Car***

***Charles Flanagan***

***Flanagan Training***

Everyone who drives needs to be equipped to take care of some basic emergency situations – such as if you get a flat tyre on a deserted road, or your car won't start. This practical course will empower you by teaching you how to:

- Change a tyre
- Jump start a car
- Check: oil levels, the battery, windscreen wipers and brake fluid levels.

This is a part theory, part hands-on course and the numbers are therefore limited to 12, so you will need to register early to avoid disappointment! Please wear comfortable clothing and closed shoes, and bring along a notebook and a pen. Tea & Snacks are included in the course fee.

Date: 29 May                      Saturday                      13:00 – 16:00                      3 hours                      Cost: R260

## **WRITING**

### ***Writing for University***

***Robyn Jansen van Vuuren***

***M.A. Psychological Research***

"There is nothing to writing. All you do is sit down at a typewriter and bleed." Ernest Hemingway... This is how many undergraduate, and high school, students feel about having to engage with academic writing. This workshop aims to make explicit the necessary steps for writing a strong academic essay including (a) a brief discussion of what academic writing expects, (b) analysing the given task (what are you being asked to do), (c) introducing the essay, (d) structuring paragraphs, and (e) concluding the essay. It also provides a brief guideline to referencing, as well as some tips and tricks for making writing a little less painful.

Date: 24 May                      Monday                      18:30 – 20:30                      Sessions: 1                      Cost: R140

### ***How to Write Honestly: Avoiding Plagiarism in Academic Writing***

***Robyn Jansen van Vuuren***

***M.A. Psychological Research***

One of the aspects of academic writing that university students most often struggle with is how to collate information from multiple resources and (re)express it using their own words. This interactive workshop aims to equip students with the necessary information and tools to avoid falling into this common trap. It specifically looks at: exactly what plagiarism is; why students may plagiarise; the role of the internet in plagiarism; how to identify plagiarism; some of the possible consequences of plagiarism; some basic citation and referencing techniques, and some tips for how to avoid plagiarising work.

Date: 21 June                      Monday                      18:30 – 20:30                      Sessions: 1                      Cost: R140

### ***Creative Journaling – Delving Deep!***

***Gillian Leggat***

***B.A. (Hons) M.A. (English) UED Author***

Journaling is so much more than simply keeping a daily diary. It is about following the example of famous people and delving deep into your thoughts and feelings to find out who you really are. It is about looking back at your life and gaining insights from that, and finally, it is about finding out what is really important to you and letting that inspire your creativity.

Dates: 25 May – 15 June                      Tuesdays                      19:00 – 21:00                      Sessions: 4                      Cost: R460

## ***Marketing: How to Create Customer Content***

***Lucille Divine***

***Graphic Designer, Marketing & Communications, Trainer***

Content marketing is an important part of business marketing, and we often struggle with creating suitable content. This course will teach you how to create quality, customer-centric content that will encourage your customers to engage with your business. Full course details can be found on page 20.

Dates: 25 & 27 May      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R490

## **LANGUAGES**

### ***The Psychology of Language Development***

***Robyn Jansen van Vuuren***

***M.A. Psychological Research***

Language is the one cognitive function that sets us apart from all other species, although the ability to communicate effectively is often taken for granted. This course will explore how we acquire this complex aspect of cognition, as well as its various components and its significance for humanity.

Date: 7 June      Monday      18:30 – 20:30      Sessions: 1      Cost: R140

### ***Xhosa for Beginners***

***Dr Tessa Dowling***

***Ph.D. Senior Lecturer in African Languages***

***Educators earn 10 CPDT points***

You've always wanted to learn Xhosa – if only to understand what people are saying about you! But eish, the **time**, those clicks, people speak **so fast!** *Suwar!* (Don't worry!) This course is designed just for you! You will learn how to click – not just with your tongue, but with Xhosa speakers – by using simple vocabulary, phrases and grammar to great advantage. You will also be taught how to **listen** to Xhosa by being exposed to some jokes and songs, and even rugby commentary and make-up tutorials.

We are very fortunate to have Tessa presenting this course. She has been described by a leading language academic as 'both erudite and hilarious'. She holds a PhD in African languages from the University of Cape Town, where she currently lectures. She has received a provincial award for promoting multilingualism and has taught all kinds of adults in fields including politics, business and NGOs, how to speak Xhosa. She has written textbooks for the learning of African languages, as well as English, and is frequently called upon by the media to comment on issues relating to African languages. She writes serious (prize-winning) academic articles and lighter humorous pieces on African languages and is a popular speaker at conferences.

Having begun her study of Xhosa at the age of twenty-five, Tessa is living proof that an English-speaking South African adult can master an African language.

Date: 25 May – 15 June      Tuesdays      18:30 – 20:00      Sessions: 4      Cost: R690

### ***Introduction to French***

***Gail Oakes***

***B.A. B.Ed. French Teacher***

If you've ever wanted to try out this romantic language, without having to commit to an extended course, then we have the answer for you! This short course is ideal for those who will be travelling to France and want to learn the basics in order to be able to get directions, order meals and cope in the airport. You will love every minute of your learning experience with Gail, an experienced French teacher who uses skits and dialogue to equip you to converse on an everyday basis with French speakers.

Dates: 24 May – 21 June      Mondays      18:30 – 20:30      Sessions: 5      Cost: R610

**Introduction to German****Regina Bailey****German Teacher & Translator**

This practical course will equip you to travel confidently overseas by teaching you the vocabulary that you will need to shop, travel, order in a restaurant, cope at the airport, make friends and much more. This course is also suitable for those operating B & B establishments who frequently need to interact with German tourists.

Dates: 25 May – 22 June      Tuesdays      18:30 – 20:30      Sessions: 5      Cost: R610

**LIFESTYLE, HEALTH & WELLNESS****Retirement: Living a Fulfilled Life****Paul Britton****B.Sc. (Forestry) M. Landscape Arch ~ Retired Consultant**

Retirement isn't just about having a financial plan. It's about a life that is rewarding in other ways: with exciting goals, loving relationships and abundant health. This comprehensive workshop will prepare you for this new phase of life by looking at the following:

- Finding out what skills and experience you have to enable you to find a compelling activity to replace the needs formerly met by work and perhaps making some extra cash.
- Personal growth and how important it is to maintain mental health.
- The importance of fun and recreation and involvement in community activities.
- How to maintain sound relationships and avoid the "Grey Divorce".
- Keeping fit and healthy especially mentally (an important aspect for reducing medical bills).
- Sorting out your life's papers (your will, living will and decluttering).
- Where and when should you move house (if ever).
- How to budget to afford all the above and perhaps the need to downscale your lifestyle. This includes discussions on how to save and make use of senior discounts and benefits.

Mid-morning tea and snacks will be provided.

Date: 29 May      Saturday      09:00 – 12:30      3.5 Hours  
Cost: R 280 per individual or R540 per couple

**Training your Memory****Eileen Meilech****President & CEO of Memory Excellence  
Educators Earn CPDT points**

This memory training and study techniques course is geared at all ages, starting at High School level. This practical course will empower you to: study more easily; access your memory; remember things faster; retain information; and remember names. It could be a life-changing experience! So, whether you're struggling to remember things, or wanting to train your brain to remember facts – you'll be empowered by this course. Tea and snacks will be provided.

Date: 5 June      Saturday      09:00 – 13:30      4.5 hours      Cost: R380

**First Aid: Level 1****First Aid Trainer****Medical Education Centre**

Get your Level 1 First Aid certificate. The fee includes:

- Department of Labour accredited certificate (valid for 2 years),
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,
- Tea/Coffee and midmorning snacks. Please bring your own lunch.

Dates: 29 May & 5 June      Saturdays      09:00 – 16:00      14 hours      Cost: R910

## **PERSONAL DEVELOPMENT, PSYCHOLOGY & NEUROSCIENCE**

### ***Understanding the Psycho-Physiological Basis of Stress***

***Robyn Jansen van Vuuren***

***M.A. Psychological Research***

Stress has become accepted as an everyday part of our modern lives, and the (negative) effects of stress on our ability to function effectively have been well documented. But what exactly do we mean when we say “I am so stressed”? What actually counts as a “stressful situation”, and how do our bodies respond physiologically to these situations? What happens to us psychologically when we experience chronic stress? How can we effectively (and ineffectively) deal with stress? This session will aim to answer these questions and equip you with some skills to better understand and handle stress in the future.

Date: 20 May                                      Thursday                                      18:30 – 20:30                                      Sessions: 1                                      Cost: R140

### ***Motivation & Emotion: The Role that Emotions Play in our Everyday Life***

***Robyn Jansen van Vuuren***

***M.A. Psychological Research***

People often wonder why some people are more motivated to succeed in life than others. However, our motivations are often driven by quite primitive needs, such as hunger and emotional fulfilment. The experience of emotions is an integral part of our ability to be healthy, functioning members of society. Emotions affect our relationships and our personal health and can also be important drivers in decision making. This course will discuss what motivates us to engage in certain behaviours, and the role that emotions play in our everyday lives.

Date: 14 June                                      Monday                                      19:00 – 21:00                                      Sessions: 1                                      Cost: R140

### ***How to Manage your Time & Improve your Productivity***

***Steve Reid***

***B. Comm. Business Coach,***

***Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE***

Time management skills, like other soft skills, are in high demand. Employees who manage their time well are more productive, more efficient, and more likely to meet deadlines. They focus on the most important and time-sensitive tasks and limit the amount of time wasted on non-essential duties. Time management means working efficiently, and employers in every industry look for staff that can make optimal use of the time available to them on the job. In this **introduction to time management** you will:-

- Discuss why growth in this soft skill is important
- Assess your current status in 5 areas of Time Management. (Goal setting; Prioritising; Scheduling; Managing interruptions and Procrastination)
- Be given tools to implement within your own context that will improve your time management

Date: 21 June                                      Monday                                      18:30 – 20:30                                      Sessions: 1                                      Cost: R160

### ***Using Creative Co-operation to Resolve Conflict***

***Karen Badenhorst***

***B.A. (MW) Hons/ Social worker/ Communication Skills Trainer***

Conflict is an unavoidable part of life but how it is dealt with will define your levels of stress and ultimately your happiness at home or at work. Find out how to reduce your stress and improve your relationships in this empowering session. Course details can be found on page 15.

Date: 8 June                                      Tuesday                                      18:30 – 20:30                                      Sessions: 1                                      Cost: R320

## ***If you Can't Trust Yourself, then Who can you Trust? Living with OCD***

***Robyn Jansen van Vuuren***

***M.A. Psychological Research***

In December 2009, just as Robyn was trying to finish her Master's thesis, she was diagnosed with Obsessive Compulsive Disorder (OCD). The truth, however, is that she had been living with this disorder since at least 1996 (when she was just 10 years old). She lived in silence and pain for over 13 years until her life had almost completely shut down and she finally reached out and asked for help. She had spent most of her life unable to trust any thought that she had because she wasn't sure whether she had actually performed the actions she was thinking about, or whether they were just imaginings – her mind was like a prison. Getting help was both the scariest and most freeing thing that she has ever done. Mental illness, and especially OCD, is often misunderstood and inaccurately (or at least narrowly) portrayed by popular culture and social media. The aim of Robyn's presentation is to present another (less known and more personal) side of mental illness, and to begin to highlight that mental illness is not something to be ashamed or afraid of, but something that needs to be spoken about and dealt with openly.

Date: 31 May                      Monday                      18:30 – 20:30                      Sessions: 1                      Cost: R140

## ***Mastering the Art of Public Speaking***

***Steve Reid***

***B. Comm. Business Coach,***

***Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE***

The fear of public speaking is listed as one of the most intimidating of all fears! This course will help you to prepare off-stage so that you can be well prepared on-stage. You will cover:

- A method to be exceptionally clear (Fog cutting arrow)
- Tools to increase your confidence and impact
- Ways to overcome fear and lack of confidence
- Tools to build a compelling talk
- A “pop up” opportunity to apply your learning. (Pitch your idea)

Short videos and exercises make this two-night session a practical, yet positive experience.

Date: 8 & 15 June                      Tuesdays                      18:30 – 20:30                      Sessions: 2                      Cost: R320

## **MISCELLANEOUS**

### ***Djembe Drumming***

***David Keuning***

***AfroBeat Drumming***

Learn how to play the djembe/bongo drums in this fun-filled course! You will learn how to: hold the drum; how to tighten and care for it; how to read drum notation and the positions on the drum for the various “notes”, as well as some simple to more challenging rhythms/techniques. All equipment will be provided for use during the course.

Dates: 27 May – 17 June                      Thursdays                      18:30 – 20:30                      Sessions: 4                      Cost: R410



## **CORPORATE TRAINING**

**All courses in this prospectus can be adapted to suit the needs of your workforce.  
Course training prices for larger groups will be negotiated.**

### ***Labour Law for Employers***

***Christopher Bennett***

***PST Grad Dip HR /Commissioner for CCMA/ Labour Relations Practitioner***

The COVID-19 pandemic has had an unprecedented impact on many businesses, resulting in many implementing courses of action not previously anticipated, such as retrenchments, short time, lay-off and salary cuts, if not a combination of all of these. Without challenging the necessity of such measures, many have been implemented in breach of the law. This four-week course will deal with how these measures can be lawfully put in place.

In addition, the course will address disciplinary procedures, including determining when discipline is, and is not, an appropriate response to a situation in the workplace. It will also deal with Probation and Incapacity procedures (poor performance and ill-health).

The course will further address the issue of unfair discrimination disputes.

Basic employment rights and the extent to which these may be varied will be addressed.

Finally, the role of the CCMA and Bargaining Councils in dispute resolution will form an integral part of the discussion of these subjects.

Date: 24 May – 14 June

Mondays

18:30 – 20:30

Sessions: 4

Cost: R510

### ***Social Media in the Workplace – Use & Abuse***

***Christopher Bennett***

***PST Grad Dip HR /Commissioner for CCMA/ Labour Relations Practitioner***

This informative two-hour seminar will deal with the impact of social media on the workplace, primarily from a standpoint of how social media and similar electronic communication systems can, or cannot without consequences, be used in the workplace. It will consider the impact on the workplace of The Regulation of Interception of Communications and Provision of Communication-Related Information Act (RICA) on the monitoring of workplace use of electronic communications. Finally, this will address the matter of privacy of social media and electronic communication both during and outside of work time. It is of interest to both employers and employees, as well as the everyday person.

Date: 22 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R140

### ***Customer Service Essentials***

***Jennifer Ritchie***

***Recruitment Specialist/Career Coach, Retail Trainer & Consultant***

Excellent customer service is the lifeblood of any successful business and in the DNA of every successful employee: it is a non-negotiable element in business today, yet it is often assumed rather than trained, evaluated and rewarded. This two-hour workshop covers the basics, from customer needs, to moments of truth, the circle of service, how to deal with angry customers and how to retain customers.

For companies requiring group training, separate courses exist for delivery crew and drivers, managers and credit staff. These contain post course assessments and monitoring measures.

Jennifer Ritchie is a Trainer and Coach with specialist expertise in developing, training and measuring Customer Service in staff teams.

Date: 1 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R260

## ***Strategic Management – Sowing Vision and Hope***

***Christopher Swart***

***B.Sc. M. En. Programme in Project Management***

Is your business floundering because of a lack of long-term strategic planning – a lack of “vision”? Strategy is the direction and scope of an organisation over the long-term. Are you struggling to get your middle management to “buy into” your vision for the company? This course will give everyone a new perspective on the benefits of strategic planning and will set your business on the road to success. Course details can be found on page 10.

Dates: 18 & 20 May                      Tues & Thurs                      18:30 – 20:30                      Sessions: 2                      Cost: R 290

## ***Project Management – Planning for Success!***

***Christopher Swart***

***B.Sc. M. En. Programme in Project Management***

There is a reason why Project Management is becoming so popular – because by using project management principles and processes, you get the job done sooner, more efficiently, on time, and on budget. Why not find out how to apply these processes to the projects at work – you won’t look back! A detailed course summary can be found on page 10.

Dates: 24 May – 7 June                      Mon & Wed                      18:30 – 20:30                      Sessions: 5                      Cost: R 650

## ***Leading from Within: Becoming an Emotionally Intelligent Leader***

***Steve Reid***

***B. Comm. Business Coach,***

***Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE***

Emotionally intelligent leadership is critical to motivating, engaging and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 3 June                      Thursday                      18:30 – 20:30                      Sessions: 1                      Cost: R160

## ***Practical Leadership Tools***

***Milena Gevers***

***M. Social Science / Integral, Leadership & Confidence Coach***

There are many differing perspectives on what good leadership is or is not. And when we look at the world, we can see that just because someone might be appointed in a leadership position, it does not automatically mean they are a good leader. It’s the actions they take as a leader to carry a vision forward, the presence with which they can inspire their teams/ group/ class that lead to their ripple effect into communities, the industry or even society at large. In this course, you will unpack leadership by understanding the purpose of a clear vision and, using self-reflection as a tool to gain clarity on one’s unique leadership potential within one’s own context.

Date: 10 June                      Thursday                      18:30 – 20:30                      Sessions: 1                      Cost: R140

## ***Managing Diversity in the Workplace***

***Loretta Erasmus***

***M. Phil. Management Coaching / Business Coach***

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can sometime be a challenge but one that can easily be overcome. This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 20 May                      Wednesday                      18:30 – 20:30                      Sessions: 1                      Cost: R140

## ***Using Creative Co-operation to Resolve Conflict***

***Karen Badenhorst***

***B.A. (MW) Hons/ Social worker/ Communication Skills Trainer***

Conflict is an unavoidable part of life but how it is dealt with will define your levels of stress and ultimately your happiness at home or at work.

This workshop will look at:

- Ways of working with others that will reduce problems and conflict;
- Different ways to deal with conflict;
- The negative effect of using power in interpersonal or work relationships;
- and steps to resolve conflict amicably.

You and your company will benefit in the following ways:

- There will be less absenteeism, increased productivity and reduced stress
- Higher creativity, better decisions, more flexibility and resilience in your teams
- Management will spend less time overcoming resistance, refereeing squabbles and overseeing people.

Date: 8 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R320

## ***The Role of Collaboration in the Workplace***

***Milena Gevers***

***M. Social Science / Integral, Leadership & Confidence Coach***

Managers are often caught in a tricky dynamic of being pressured to achieve work outcomes on deadlines but needing a team of people to give you a required level of performance in order to do so. What easily happens is that managers feel without a choice but to prioritise the former for business purposes, which often makes the latter a continuous struggle around productivity, often leading to micro-management. This workshop looks at effective collaboration and ways to build a work culture that is based on more connection, empathy, trust and accountability, therefore supporting performance improvements, increased productivity and longer staff retention rates.

Date: 19 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R140

## ***Being an Effective Team Member & Managing Effective Teams***

***Loretta Erasmus***

***M. Phil. Management Coaching / Business Coach***

Managers often overlook team development. This can lead to low morale, low performance and high staff turnover. This participatory workshop will enable course participants to practice key skills needed to address the inevitable challenges that arise in teams, notably, appreciating individual differences, communicating collaboratively, and managing conflict. The course will explore:

- Characteristics of effective teams,
- The four stages of team development,
- Individual differences and roles within the team,
- Building and maintaining teams.

Date: 17 June

Thursday

18:30 – 20:30

Sessions: 1

Cost: R140



## **EDUCATOR ENRICHMENT COMPONENT**

### **PERSONAL & PROFESSIONAL GROWTH**

Our full list of **Personal Development, Lifestyle, Health & Wellness** courses can be found on  
**pages 33 – 34**

#### ***Using Creative Co-operation to Resolve Conflict***

***Karen Badenhorst***

***B.A. (MW) Hons/ Social worker/ Communication Skills Trainer***

Education is an interaction-intensive profession and therefore conflict is an unavoidable part of life, but how it is dealt with will define your levels of stress and ultimately your happiness at home or at school. This workshop will look at:

- Ways of working with others that will reduce problems and conflict;
- Different ways to deal with conflict;
- The negative effect of using power in interpersonal or work relationships;
- and steps to resolve conflict amicably.

You and your school will benefit in the following ways:

- There will be less absenteeism, increased productivity and reduced stress
- Higher creativity, better decisions, more flexibility and resilience in your teams, and
- Management will spend less time overcoming resistance, refereeing squabbles and overseeing people.

Date: 8 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R320

#### ***Creating a Productive Learning Environment in your Classroom through Effective Communication***

***Karen Badenhorst***

***B.A. (MW) Hons/ Social worker/ Communication Skills Trainer***

The key to effective education is to create a classroom environment that is conducive to learning. Taking into account that so many different personalities have been thrown together in a classroom, this can sometimes be a challenge. But there is hope!

In this course you will look at:

- How to manage all the emotions in the classroom
- How you can talk so that students will listen
- How to set classroom rules so that far less enforcement is necessary
- How to handle discipline problems so that you get relief without damaging the student's self-esteem

How You Will Benefit:

- You'll experience less stress
- Students will have more respect and consideration for you
- Fewer classroom disruptions and conflicts
- Fewer discipline problems

How Students Will Benefit:

- Increased academic achievement
- Increased responsibility and self-control
- More desire to cooperate and learn

Mid-morning tea/coffee and snacks will be provided.

Date: 5 June

Saturday

09:00 – 12:30

3.5 Hours

Cost: R410

## ***Managing Diversity in the Workplace***

***Loretta Erasmus***

***M. Phil. Management Coaching / Business Coach***

*Teachers earn SACE CPDT points for this course*

We all want our schools to be safe environments where learners are treated equally and with respect. We live in a rainbow nation, with many diverse language, religious, ethnic and cultural elements coming into play. How does one manage this diversity effectively in a school environment? This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 20 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R140

## ***Understanding the Psycho-Physiological Basis of Stress***

***Robyn Jansen van Vuuren***

***M.A. Psychological Research***

*CPDT points accrue for this course*

Stress has become accepted as an everyday part of our modern lives, and the (negative) effects of stress on our ability to function effectively have been well documented. But what exactly do we mean when we say “I am so stressed”? What actually counts as a “stressful situation”, and how do our bodies respond physiologically to these situations? What happens to us psychologically when we experience chronic stress? How can we effectively (and ineffectively) deal with stress? This session will aim to answer these questions and equip you with some skills to better understand and handle stress in the future.

Date: 20 May

Thursday

18:30 – 20:30

Sessions: 1

Cost: R140

## ***How to Manage your Time & Improve your Productivity***

***Steve Reid***

***B. Comm. Business Coach,***

***Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE***

Teachers never have enough time to get through what is demanded of them, but using the time that you have more constructively will help a lot. Join this course and pick up tips that will help you to get through the day intact. Course details can be found on page 15.

Date: 21 June

Monday

18:30 – 20:30

Sessions: 1

Cost: R160

## **MANAGEMENT & LEADERSHIP TRAINING**

### ***Labour Law for Employers***

***Christopher Bennett***

***PST Grad Dip HR /Commissioner for CCMA/ Labour Relations Practitioner***

The COVID-19 pandemic has had an unprecedented impact on many schools, resulting in many implementing courses of action not previously anticipated, such as retrenchments, short time, lay-off and salary cuts, if not a combination of all of these. Most schools can't afford a dedicated HR manager, so the principal is expected to be knowledgeable about all HR matters. This course will certainly be useful as far as Labour Law practices are concerned. Full course details can be found on page 12.

Date: 24 May – 14 June

Wednesdays

18:30 – 20:30

Sessions: 4

Cost: R510

## ***Leading from Within - Becoming an Emotionally Intelligent Leader***

**Steve Reid**

**B. Comm. Business Coach,**

**Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE**

Teachers are leaders in their classrooms. The way you conduct yourself on a daily basis influences the lives of the many learners in your classes. At stressful times of the term, one sometimes resorts to a reactive engagement with learners, but emotionally intelligent leadership is critical to motivating, engaging and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work and teacher/learner relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 3 June

Thursday

18:30 – 20:30

Sessions: 1

Cost: R160

## ***The Role of Collaboration in the Workplace***

**Milena Gevers**

**M. Social Science / Integral, Leadership & Confidence Coach**

Collaboration is the key to improving work performance and getting people to “buy into” what management is proposing. SLT’s, Heads of Subjects and HOD’s have a job to do, and getting the co-operation of staff members is paramount to success. Find out how to achieve this through collaboration which creates more connection, empathy, trust and accountability, therefore supporting performance improvements, increased productivity and longer staff retention rates. A detailed course summary can be found on page 14.

Date: 19 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R140

## ***Practical Leadership Tools***

**Milena Gevers**

**M. Social Science / Integral, Leadership & Confidence Coach**

There are many differing perspectives on what good leadership is or is not. And when we look at the world, we can see that just because someone might be appointed in a leadership position, it does not automatically mean they are a good leader. It’s the actions they take as a leader to carry a vision forward, the presence with which they can inspire their teams/ group/ class that lead to their ripple effect into communities, the industry or even society at large. In this course, you will unpack leadership by understanding the purpose of a clear vision and, using self-reflection as a tool to gain clarity on one’s unique leadership potential within one’s own context.

Date: 10 June

Thursday

18:30 – 20:30

Sessions: 1

Cost: R160

## ***Being an Effective Team Member & Managing Effective Teams***

**Loretta Erasmus**

**M. Phil. Management Coaching / Business Coach**

Managers often overlook team development. This can lead to low morale, low performance and high staff turnover. This participatory workshop will enable course participants to practice some key skills needed to address the inevitable challenges that arise in teams, notably, appreciating individual differences, communicating collaboratively, and managing conflict. The course will explore:

- Characteristics of effective teams,
- The four stages of team development,
- Individual differences and roles within the team,
- Building and maintaining teams.

Date: 17 June

Thursday

18:30 – 20:30

Sessions: 1

Cost: R140

## ***Mastering the Art of Public Speaking***

***Steve Reid***

***B. Comm. Business Coach,***

***Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE***

***Teachers earn SACE CPDT points for this course***

Being a good teacher doesn't necessarily mean that you have the confidence to run a school assembly, speak at prize giving, or address the parents at a Grade meeting. With a little practice, however, you can learn these skills! This course will help you to prepare off-stage so that you can be well prepared on-stage. A more detailed course summary can be found on page 14.

Date: 8 & 15 June

Tuesdays

18:30 – 20:30

Sessions: 2

Cost: R320

## ***Strategic Management – Taking your School in the Right Direction***

***Christopher Swart***

***B.Sc. M. En. Programme in Project Management***

Does your school have a stated "vision" that inspires the staff and students? Will your strategic policies benefit the school in the long term? Are you using the resources at your disposal responsibly and intelligently? What gives your school the "edge" over the other schools in the area? Which external factors will affect your ability to "perform"?

School management teams, as well as Governing Body members will benefit from this course which will certainly get you thinking in the right direction! A more detailed course summary can be found on page 10.

Dates: 18 & 20 May

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R 290

## ***Project Management – Planning for Success!***

***Christopher Swart***

***B.Sc. M. En. Programme in Project Management***

School managers – Principals, Deputies, HOD's, Business, and Estate Managers – are constantly required to manage "projects" – but because they are unaware of project management principles, the projects often falter or run over time and budget. This short course will change the way things are done at your school, and ensure that projects are completed professionally, and within the given time and budget constraints.

Dates: 24 May – 7 June

Mon & Wed

18:30 – 20:30

Sessions: 5

Cost: R 650

## **CLASSROOM MANAGEMENT & LEARNER-RELATED COURSES**

### ***How to Support Primary School Children with Barriers to Learning***

***Rene Fahrenfort***

***Educator***

This course is aimed at primary school class teachers and teaching assistants. The course objective is to enable teachers to effectively implement many of the recommendations made in the educational psychologist's report after the child has had a full assessment and the diagnosis is one of dyslexia, dyscalculia, dysgraphia, or dyspraxia.

The indicators for each of these 'dysfunctions' are highlighted and brought home to teachers and teaching assistants. In addition to this, strategies for supporting the diagnosed or affected child are shared. The aim is for teachers to support the child in terms of their needs, the recommendations in the Ed Psych report AND continue to teach the rest of the class with minimum disruption.

Date: 25 May & 1 June

Tuesdays

18:30 – 20:30

Sessions: 2

Cost: R290

## ***Changing Behaviour through Progressive Discipline***

***Stephen Price***

***B.Sc. H.D.E. B.Ed. Principal  
Educators Earn 5 CPDT points***

Keep your cool in class by implementing a progressive discipline model of classroom management, designed to release pupil learner pressure points before they escalate into conflict. Progressive discipline is a style of learner management that focuses on changing behaviour rather than punishment. It is a behaviour modification model which has been used successfully in many schools worldwide and what is significant about it is that instead of simply punishing inappropriate behaviour, it reinforces positive behaviour and actively engages learners and their parents in the process, ensuring accountability on the part of the learner for inappropriate behaviour. Explore this model and maximize control and minimize stress in your classroom.

Date: 27 May                      Thursday                      18:30 – 20:30                      Sessions: 1                      Cost: R180

## ***Understanding OCD and recognising it in the Children you Teach***

***Robyn Jansen van Vuuren***

***M.A. Psychological Research***

In December 2009, just as Robyn was trying to finish her Master's thesis, she was diagnosed with Obsessive Compulsive Disorder (OCD). The truth, however, is that she had been living with this disorder since at least 1996 (when she was just 10 years old). Getting help was both the scariest and most freeing thing that she has ever done. There are many children who sit in your classes every day, who are in the exact situation she was in from age 10 until she finished school. Understanding OCD could equip you to help one of those children to get help earlier rather than later!

Date: 31 May                      Monday                      18:30 – 20:30                      Sessions: 1                      Cost: R140

## ***Teaching your Learners how to Avoid Plagiarism in Academic Writing***

***Robyn Jansen van Vuuren***

***M.A. Psychological Research***

One of the aspects of academic writing that high school and university students most often struggle with is how to collate information from multiple resources and (re)express it using their own words. This interactive workshop aims to equip students with the necessary information and tools to avoid falling into this common trap. It specifically looks at: exactly what plagiarism is; why students may plagiarise; the role of the internet in plagiarism; how to identify plagiarism; some of the possible consequences of plagiarism; some basic citation and referencing techniques, and some tips for how to avoid plagiarising work.

Date: 21 June                      Monday                      18:30 – 20:30                      Sessions: 1                      Cost: R140

## ***Memory Training Techniques***

***Eileen Meilech***

***President & CEO of Memory Excellence  
5 CPDT points accrue for this course!***

Find out how you can help the children in your classes to absorb facts more easily, remember things faster, retain information and study more easily. Course details can be found on page 32.

Date: 5 June                      Saturday                      09:00 – 13:30                      4.5 hours                      Cost: R380

## **INTERACTIVE TECHNOLOGY, COMPUTERS & PHOTOGRAPHY**

The full array of **Computer & Photography courses** can be found on pages 18 - 29.

### ***Interactive Whiteboard Training Course***

**Stephen Price**

***B.Sc. H.D.E. B.Ed. Principal  
Educators Earn CPDT points***

In this popular course, you will look at how to integrate the IWB into your lessons, how to use the IWB, the advanced use of gallery items, and more specifically, you will be shown how to access valuable interactive resources from the Internet, which will save you hours of preparation time and will add a whole new dimension to your lessons. Certificates will be issued on completion of the course. The course includes mid-morning coffee/tea and snacks.

Date: 5 June                                  Saturday                                  09:00 – 13:00                                  4 hours                                  Cost: R630

### ***Coding with Python for CAT Teachers***

**Octavia Chidiya**

***M.Sc. Computer Science, IT Project Administrator, Computer Trainer  
Level Up Geek Up Academy***

This course aims to prepare anyone who would like to be creative, collaborative, design thinker, and acquire computational thinking skills of the future. No programming background is required. Learning computer science, and programming encourages creativity, problem-solving, ethics and collaboration. We will have fun learning Python as a programming language and challenging ourselves to think like computer programmers. How nice is it to create something from ground up? Python is used across diverse fields from web and game development to machine learning, AI, scientific computing and academic research. It is easy to learn as a first language and a valuable skill-set to have in any programmer's stack because of its diverse usage making it the versatile language to learn. At the end of this course one should be able to write a basic program using python.

Date: 18 – 27 May                                  Tues & Thurs                                  18:30 – 20:30                                  Sessions: 4                                  Cost: R790

### ***Being Tech-Savvy! Demystifying the Jargon around Technology***

**Craig Murray**

***Computer Lecturer/ Head: IT Infrastructure & Network Administration***

Tired of being “in the dark” with regard to technology and not able to make informed decisions when buying equipment? The pace of technology is only going to keep accelerating. This is your chance to get clued up, be armed with better information to make the best purchase possible for your money and best of all, understand what the learners in your classes are talking about! A detailed course description can be found on page 28.

Date: 20 May                                  Thursday                                  18:30 – 20:30                                  Sessions: 1                                  Cost: R270

### ***How to Create Online Interactive Activities for Learners***

**Susan Stein**

***B. Ed Hons. (Technology) Computer Trainer  
5 CPDT points accrue for this course!***

Create amazing lessons that will engage your classes!!! In this course you will learn how to make YouTube videos interactive by embedding questions that the students will have to complete. You will also learn how to make interactive slide shows and hyperdocs. You will be creating a Bitmoji Escape Room.

Date: 2 June                                  Wednesday                                  18:30 – 20:30                                  Sessions: 1                                  Cost: R270

**The following Computer Courses are accredited by SACE and you will get CPDT points for attending them:**

Computers for Beginners  
MS Excel Beginners, Intermediate & Advanced  
PowerPoint  
Google Slides  
Google Drive  
Google Drive Advanced  
Google Forms  
YouTube  
Paint.Net

Course details can be found on pages 18 – 29.

## ***Microsoft Forms***

***Craig Murray***

***Computer Lecturer/ Head: IT Infrastructure & Network Administration***

MS Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms. More course details can be found on page 25.

Date: 14 June

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

## ***Social Media in the Workplace – Use & Abuse***

***Christopher Bennett***

***PST Grad Dip HR /Commissioner for CCMA/ Labour Relations Practitioner***

This informative two-hour seminar will deal with the impact of social media on the workplace, primarily from a standpoint of how social media and similar electronic communication systems can, or cannot without consequences, be used in the workplace. It will consider the impact on the workplace of The Regulation of Interception of Communications and Provision of Communication-Related Information Act (RICA) on the monitoring of workplace use of electronic communications. Finally, this will address the matter of privacy of social media and electronic communication both during and outside of work time. It is of interest to both employers and employees, as well as the everyday person.

Date: 22 June

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R140

## **MARKETING YOUR SCHOOL**

Do you want to find out how to **Market your School Online** more effectively?  
**The courses below will bring you up to speed with how to go about that!**

## ***Facebook for Schools***

***Octavia Chidiya***

***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

Create a Facebook page for your school and build meaningful connections with your school community. It is not only a way to broadcast your achievement and what is happening in your school, but it is also a useful marketing tool which will attract new learners to your school. Course details can be found on page 19.

**Please note:** You must have a personal Facebook account to attend this course. Please don't forget to bring your login details along.

Date: 21 June

Monday

19:00 – 21:00

Sessions: 1

Cost: R250

## ***Creating a World-Class Brand Identity for your School***

***Lucille Divine***

***Graphic Designer, Marketing & Communications, Trainer***

Schools employ marketers because we need to have a business approach about marketing ourselves. In this DIY Brand You Blueprint course you'll create a brand style guide that incorporates your brand vision, voice and visuals, giving your brand personality and character. You'll also walk away with a brand strategy that allows you to quickly identify who your target audience is and how to get in front of them, as well as who your competitors are. You'll learn how to use marketing tools that help you to market and promote your school online.

Dates: 18 & 20 May      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R490

## ***Marketing: How to Create Content for your School's Social Media or Website***

***Lucille Divine***

***Graphic Designer, Marketing & Communications, Trainer***

This course will teach you how to create quality, relevant content that will do wonders for your school's Facebook Page, Instagram and Website. Full course details can be found on page 20.

Dates: 25 & 27 May      Tues & Thurs      18:30 – 20:30      Sessions: 2      Cost: R490

## ***Online Marketing for Schools***

***Lee Bergman***

***Graphic Designer, Marketing & Communications, Trainer***

This is an introductory course and suitable for those who have little or no previous experience of the subject. You should be computer literate and be interested in how a school can use online marketing. Course details can be found on page 18.

Date: 29 May      Saturday      09:00 -13:30      4.5 hours      Cost: R490

## ***Social Media Marketing for Schools***

***Lee Bergman***

***Graphic Designer, Marketing & Communications, Trainer***

This course will give you the foundation to create an impressive social media strategy for your school and brand. Course details can be found on page 19.

Date: 5 June      Saturday      09:00 – 13:30      4.5 hours      Cost: R490

## **MISCELLANEOUS**

### ***Xhosa for Beginners***

***Dr Tessa Dowling***

***Ph.D. Senior Lecturer in African Languages***

***Educators earn 10 CPDT points***

You've always wanted to learn Xhosa – if only to understand what people are saying about you! But eish, the **time**, those clicks, people speak **so fast!** *Suwara!* (Don't worry!) This course is designed just for you. You will learn how to click – not just with your tongue, but with Xhosa speakers – by using simple vocabulary, phrases and grammar to great advantage. You will also be taught how to **listen** to Xhosa by being exposed to some jokes and songs, and even rugby commentary and make-up tutorials. A more detailed course summary can be found on page 31.

Date: 25 May – 15 June      Tuesdays      18:30 – 20:00      Sessions: 4      Cost: R690

**First Aid: Level 1****First Aid Trainer****Medical Education Centre****Earn 10 CPDT points**

If you are required to have a First Aid certificate because you are a sports coach, or head of First Aid at your school, then you will find this course useful. Course details can be found on page 32.

Dates: 29 May & 5 June      Saturdays      09:00 – 16:00      14 hours      Cost: R910

**Labour Law for Employees****Christopher Bennett****PST Grad Dip HR /Commissioner for CCMA/ Labour Relations Practitioner**

The two-week course will focus on matters of particular interest to employees, namely their basic employment rights, as well as the subjects which currently affect many employees, being retrenchment, short time and lay-off. It will deal with disciplinary and other processes, from an employee's perspective.

Finally, the role of the CCMA and Bargaining Councils in dispute resolution will form an integral part of the discussion of these subjects.

Date: 26 May – 2 June      Tuesdays      18:30 – 20:30      Sessions: 2      Cost: R270

**LEARNER ENRICHMENT COMPONENT****First Aid: Level 1****First Aid Trainer****Medical Education Centre**

This course is ideal for those who want to be part of the school's first aid team, or who intend pursuing medicine in the future. Course details can be found on page 32.

Dates: 29 May & 5 June      Saturdays      09:00 – 16:00      14 hours      Cost: R910

**Introduction to Photography – Getting to Know your Camera****Craig Murray****Photographer/ Photography Lecturer**

Do you have a digital camera but feel confused by all the options on offer? A Christmas or birthday present that you haven't made good use of yet because the camera seems intimidating? Come along to this course where the basics and foundation of good photography will be presented. Technical terms such as aperture, shutter speed and ISO will be covered, but so will subjects such as good light, framing and composition, as well as getting to grips with your sometimes-confusing camera controls. Camera accessories will also be discussed, for those who want to and are ready to take the next small step forwards on this incredible journey.

Please bring your cameras along to the course, with the camera battery fully charged – you will be taking pictures on the day. You can also bring your camera manual along if you've read something you don't understand and would like some clarity. The course fee includes mid-morning tea and snacks.

Date: 29 May      Saturday      09:00 – 13:00      4 hours      Cost: R480

**Writing for High School University****Robyn Jansen van Vuuren****M.A. Psychological Research**

"There is nothing to writing. All you do is sit down at a typewriter and bleed." Ernest Hemingway... This is how many undergraduate, and high school, students feel about having to engage with academic writing. This workshop aims to make explicit the necessary steps for writing a strong academic essay including (a) a brief discussion of what academic writing expects, (b) analysing the given task (what are you being asked to do), (c) introducing the essay, (d) structuring paragraphs, and (e) concluding the essay. It also provides a brief guideline to referencing, as well as some tips and tricks for making writing a little less painful.

Date: 24 May

Monday

18:30 – 20:30

Sessions: 1

Cost: R140

**How to Write Honestly: Avoiding Plagiarism in Academic Writing****Robyn Jansen van Vuuren****M.A. Psychological Research**

One of the aspects of academic writing that high school and university students most often struggle with is how to collate information from multiple resources and (re)express it using their own words. This interactive workshop aims to equip students with the necessary information and tools to avoid falling into this common trap. It specifically looks at: exactly what plagiarism is; why students may plagiarise; the role of the internet in plagiarism; how to identify plagiarism; some of the possible consequences of plagiarism; some basic citation and referencing techniques, and some tips for how to avoid plagiarising work.

Date: 21 June

Monday

18:30 – 20:30

Sessions: 1

Cost: R140



## SECOND TERM 2021: REGISTRATION FORM

Surname	First Name
Address	
E-Mail	
Telephone (H)	(W) (Cell)

**Where did you hear about us? Please tick the relevant box:**

- ☐ I'm a parent or past pupil/parent of the school  
☐ I'm on the mailing list and receive the CEP newsletter  
☐ Through social media  
☐ Word of mouth  
☐ Other: Please specify

**Please indicate which SECOND TERM courses you would like to register for:**

Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
<b>Total enclosed:</b>		<b>R</b>		
Please indicate whether you would like to be placed on our <b>free</b> electronic mailing list. <b>Only select this option if you have NOT been receiving the prospectus via e-mail.</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table>	Yes	No
Yes	No			

I have read and accept the *Registration and General Information* in this C.E.P. Prospectus:

Signed: \_\_\_\_\_

**THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:**

**EFT, Debit or Credit card payments are acceptable.** EFT payments/Direct Deposits should be made payable to **BERGVLIET HIGH SCHOOL**.

**DIRECT BANKING DETAILS:** ABSA Bank, Account Name: Bergvliet High School

Current Account No: 4078183123 Branch Code: 632005 Reference: CEP + YOUR FULL NAME.

**N.B. Please e-mail this registration form along with proof of payment to:** [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)

Alternatively, you may **register in person** at the School on **weekdays from 08:30 – 15:30, during the school term.**

**PLEASE NOTE: Registration will NOT be acknowledged unless the course is cancelled, in which case you will be notified.**

**Registration Queries:** Contact the CEP Office: 021 713 7999 or Katharine Miles: 082 409 2195.