



bergvliet high
continuing
education

TERM 1 2022
February - March

educator enrichment

adult education

learner enrichment

corporate training



Term 1 – 2022

GENERAL INFORMATION

Continuing Education Office – Telephone: 021 – 713 7999

E-Mail: kmiles@bhs.org.za Website: www.bhs.org.za

This prospectus is divided into 4 sections:

- | 1. ADULT
ENRICHMENT | 2. EDUCATOR
ENRICHMENT | 3. CORPORATE
TRAINING | 4. LEARNER
ENRICHMENT |
|---|---------------------------|--------------------------|--------------------------|
| 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 courses are in-person courses which will take place at Bergvliet High School unless otherwise stated. | | | |
| 4. Term 1 courses begin on 7 February 2022 . Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays. The programme ends on 17 March 2022 . | | | |
| 5. Additional Programmes and Registration forms are available from the foyer of the School, local libraries, or on our website: 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 have your temperature taken on arrival, sanitise your hands and wear a mask at all times. | | | |

REGISTRATION

- 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).
- 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.**
- NO PHONE-BOOKINGS WILL BE ACCEPTED**
- Please Note: The registration form can be found at the back of this prospectus.
- For **registration enquiries**, contact the Continuing Education office: **021 713 7999**, Katharine Miles: **082 409 2195** or e-mail: kmiles@bhs.org.za

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ADULT ENRICHMENT COMPONENT

ART, CRAFTS & HOBBIES

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: 17 – 10 March

Thursdays

18:30 – 20:30

Sessions: 4

Cost: R530 + R40 (cost of some materials) = R550

Advanced Drawing: Using Tone to Create Form – A Practical Study of Portraits

Etienne Short

B.A. Artist & Teacher

This exciting course is for those already delving into the world of drawing with a special interest in drawing portraits; specifically using tone to create form (much like painting). The two main areas of focus will cover creating form via the process of drawing in tones and layering, and secondly, examining and using the ratios hidden within our faces to assist in making accurate observations of subject matter. The course will employ charcoal as the main medium; an incredibly forgiving medium which shares many properties with paint, making it ideal for practising the properties of tone-to-form art. The course materials are in kit form, which costs R40. This kit needs to be purchased from Etienne on the first night.

Dates: 9 & 16 Feb, 2 & 9 March

Wednesdays

18:30 – 20:30

Sessions: 4

Cost: R530 (to be paid on registration) + R40 kit (needs to be paid in cash to Etienne on the first night)

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: 8 March

Tuesday

18:00 – 20:30

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: 15 March Tuesday 18:00 – 20:30 2.5 Hours Cost: R340

Seascape in Acrylics

Saroj Shukla

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

Participants will use acrylic paints on canvas to create a seascape. The purpose of this session is to enable you to express your own individual creativity while having fun. You will be guided step by step in this experience, and will take home a seascape painting done on canvas. Everyone is welcome to join – no prior knowledge of painting is necessary. All the materials will be provided in kit form, which you will purchase from Saroj on the day. The kit consists of the canvas, acrylic paints, brushes, palette knife, gel medium texture paste and other materials required for the session. Please let us know if you already have these materials at home and would prefer to bring your own along. Reference pictures will also be sourced, however, you may bring your own picture if you like. Mid-morning tea and snacks will be provided.

Date: 5 March Saturday 09:00 – 13:30 4.5 Hours
Cost: R 490 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)

Starting out with Watercolours – Be Inspired!

Jessie Colman

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

If you are starting out with Watercolours, then this is the ideal course for you! In this practical workshop, you will explore this magical medium and ample guidance will be given. The aim of this workshop is to have fun, create and be inspired. With a basic preparation of understanding colour mixes, using the colour wheel, an understanding of simple techniques, as well as taking inspiration from projected images, we will create our own artworks.

Visual material will be provided to inspire creativity. 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 R85.00 (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 (medium) round watercolour brush should be purchased prior to the Workshop.
- A note book for colour notes and a pencil is required by all participants.

Date: 26 February Saturday 09:00 – 13:30 4.5 hours
Cost: R490 (to be paid on registration) + R85 for beginner's kit (if required)
to be paid directly to Jessie on the day

Mosaic Workshop – Creating a Designer Tray

Gina Florentino

Mosaic Artist

There is nothing more beautiful (and durable) than a mosaic tray and this course will give you the opportunity to create your own bespoke 280 x 220 tray and learn the techniques so that you can make others as gifts for friends. It is perfect as a focal point in your home, or as a personalized gift for a friend. The course kit costs R180 and needs to be purchased from Gina at the workshop. Mid-morning tea and snacks will be provided.

Date: 5 March Saturday 09:00 – 13:00 4 Hours
Cost: R 240 (pay on registration) + Kit Price: R180 per item (pay to Gina at the workshop)

Crochet Seed Bead Choker

Wilna du Plessis

Crafter, Jewellery Designer

You will love this choker! It is chic and fun and can be dressed up or down depending on the beads you choose. You will work with crochet cotton and seed beads and no previous crochet experience is necessary. The choker will make lovely gift as well. Keep an eye on the Continuing Education Facebook page for images of this choker. All materials will be provided in kit form, which costs R50 and needs to be purchased from Wilna at the workshop.

Date: 10 February Thursday 18:30 – 20:30 Sessions: 1
Cost: R 100 (pay on registration) + Kit Price: R50 (pay cash to Wilna at the workshop)

Serviette Découpage Coasters

Wilna du Plessis

Crafter, Jewellery Designer

Learn the beautiful art of découpage with serviettes and in the process create 4 tastefully distressed coasters that will be a talking point in your lounge. Keep an eye on the Continuing Education Facebook page for images of these coasters. All materials will be provided in kit form, which costs R50 and needs to be purchased from Wilna at the workshop.

Date: 17 February Thursday 18:30 – 20:30 Sessions: 1
Cost: R 100 (pay on registration) + Kit Price: R50 (pay cash to Wilna at the workshop)

Butterfly Découpage Light Jar

Wilna du Plessis

Crafter, Jewellery Designer

Create the most perfect light jar for loadshedding – it is so beautiful that you will want to use it every night. You will learn how to work with tissue paper and modge podge in this fun workshop. All materials will be provided in kit form, which costs R50 and needs to be purchased from Wilna at the workshop. Keep an eye on the Continuing Education Facebook page for images of the Light Jar.

Date: 24 February Thursday 18:30 – 20:30 Sessions: 1
Cost: R 100 (pay on registration) + Kit Price: R50 (pay cash to Wilna at the workshop)

Découpage Clam Shell Jewellery Holders

Wilna du Plessis

Crafter, Jewellery Designer

Use clam shells to make 2 unusual and beautiful jewellery holders for yourself, or as gifts. All materials will be provided in kit form, which costs R35 and needs to be purchased from Wilna at the workshop. Keep an eye on the Continuing Education Facebook page for images of these.

Date: 3 March Thursday 18:30 – 20:30 Sessions: 1
Cost: R 100 (pay on registration) + Kit Price: R35 (pay cash to Wilna at the workshop)

Macramé Friendship Bracelet with Beads

Wilna du Plessis

Crafter, Jewellery Designer

Have fun learning macramé techniques and in the process you will make a special friendship bracelet with beads. All materials will be provided in kit form, which costs R25 and needs to be purchased from Wilna at the workshop. Keep an eye on the Continuing Education Facebook page for images of these.

Date: 10 March Thursday 18:30 – 20:30 Sessions: 1
Cost: R 100 (pay on registration) + Kit Price: R25 (pay cash to Wilna at the workshop)

SEWING & CROCHETING

Sewing for Beginners: Level 2

Colleen Mick

Sewing Teacher

The course is ideal for beginners who have a basic sewing machine knowledge or have attended a previous sewing class, but want to progress to the next level.

In session 1 you will learn:

- Recap on basic sewing operations, e.g. threading and stitching straight lines,
- Be introduced to general sewing techniques, e.g. zips, buttonholes, hems, binding, elastication etc.
- Explore tools and equipment used to perform these techniques,
- Prepare and apply these techniques on fabric (provided by the instructor).
- Select projects for session 2. Fabric and trims required for the second session, will be advised.
- Possible projects for session 2: zipped sewing & kit bag; half apron; buttoned scatter cushion cover; bowl covers (set of 3); or napkins (set of 6)
-

In session 2 you will:

- Assess fabric selections and measure, but, mark and sew project as decided in session 1

Course Requirements

- Sewing kit from previous class (or to be purchased from instructor @ R75)
- Fabric for session 2 (to be advised in first session)
- Bring your own sewing machine (or hire one of ours at R80 for both sessions)
- Any other trims can be obtained by the instructor – at a fee.
- Mid-morning tea/coffee and snacks will be provided.

Date: 26 Feb & 5 March Saturdays 09:00 – 13:30 2 Sessions
 Cost: R 590 (pay on registration) + Kit Price: R75 (pay to Colleen on Saturday 26 Feb)
 Please add R80 to your course fee on registration if you need to hire one of our sewing machines.

Crochet for Beginners

Abigail Gilbey

Crochet Teacher

Become a part of the crochet craze! Crochet can be a fun and relaxing hobby to get into, whether it be while watching your favourite show or keeping busy on a road trip. In our beginner course, you will be learning the basics - from chaining the first stitch to diving into how to create your very own blanket from granny squares. You will also be taught how to sew the squares into a blanket using the whip stitch. Once you have mastered this, you will move on to learning a range of different stitches.

Course requirements: Size 4 crochet hook and a double knit (DK) yarn in a colour of your choice. (We recommend Charity or Family Knit, but any will do).

Dates: 8 – 22 February Tuesdays 18:30 – 20:30 Sessions: 3 Cost: R 260

Crochet Ongoing: Zero-Waste Bath Accessories***Abigail Gilbey******Crochet Teacher***

In this course you will be taking a more eco-friendly and sustainable approach to crocheting by making zero-waste bath accessories. Over the three weeks you will be making reusable cotton exfoliating face “scrubbies”, soap saver pouches and face cloths. By making your own reusable items, less stress is placed on our planet. Why not use your new skill “for good”. These will also make great gifts. This course is for those who already know the basics of crocheting.

Course requirements: Size 3 crochet hook and 2 balls of **Vinnis Nikkim** pure cotton yarn in a colour of your choice.

Dates: 28 Feb – 14 March

Mondays

18:30 – 20:30

Sessions: 3

Cost: R 260

BUSINESS, FINANCE, ENTREPRENEURSHIP, RECRUITMENT & CAREERS

Customer Service Essentials – The Lifeblood of any Successful Business***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. Mid-morning tea and snacks will be provided.

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: 5 March

Saturday

09:00 – 13:00

Sessions: 1

Cost: R460

Practical Bookkeeping/Accounting***Clive Stevens******Accounting Teacher***

This popular “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: 8 – 22 February

Tues & Thurs

18:30 – 20:30

Sessions: 5

Cost: R 670

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: 24 Feb, 3, 8 & 10 March Thurs & Tues 18:30 – 20:30 Sessions: 4 Cost: R580

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.

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

Date: 26 February Saturday 09:00 – 13:00 4 Hours Cost: R540

Train the Trainer/Teacher

Jennifer Ritchie

Training Management Diploma , Teacher, Career Coach & Consultant,

During this course you will learn and apply all the principles and techniques of professional facilitation. These include:

- differentiating between different types of learning and development,
- understanding adult learning principles and the elements of training,
- learning to apply the components of training process and present training.
- You will work through the technical elements of voice and of effective formal communication and learn to handle typical challenges and problems.

The course is interactive and involves skills practice and an assessment. Companies are encouraged to send supervisors and line managers who handle workplace teams.

Jennifer Ritchie has a Training Management Diploma and worked for over a decade as a National Trainer in retail and as a Training Manager in FMCG.

Date: 7 & 9 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R460

How to Succeed in Finding & Getting the Job you Want!

Jennifer Ritchie

Recruitment Specialist/Career Coach, Trainer & Consultant

Finding suitable employment is challenging at every level, furthermore it requires technical understanding of recruitment practice and job market realities which are not easily acquired. Jennifer is an experienced career coach who specialises in assisting job seekers to understand and apply all the steps in finding the right job at the right time. Course content covers job market realities, a foolproof step by step process to follow and techniques to succeed. Specifics include job search strategies, CV drafting, cover letter basics, interview preparation and principles and techniques to ensure you are the successful candidate. This is an invaluable course for anyone to whom career success and progression are non-negotiable.

Date: 15 March

Tuesday

18:30 – 20:30

Sessions: 1

Cost: 260

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: 10, 17 & 24 February

Thursdays

18:30 – 20:30

Sessions: 3

Cost: R460

Labour Law for Employees

Christopher Bennett

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

This 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: 3 & 10 March

Thursdays

18:30 – 20:30

Sessions: 2

Cost: R290

The RICA Act & Social Media in the Workplace

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: 17 March

Thursday

18:30 – 20:30

Sessions: 1

Cost: R160

SOFT SKILLS IN THE WORKPLACE, MANAGEMENT COURSES & PERSONAL DEVELOPMENT

Assertiveness for Women

Anthea Swift B. Sc. Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

What are the messages that you were ‘taught’ around being a *good woman*, and how are these messages and beliefs serving you now, as an adult woman in 2021/2022? This experiential and thought-provoking workshop offers participants an opportunity to reflect on the beliefs that they carry around. It offers you the opportunity to explore ways to recognise and remedy self-deprecating beliefs and behaviours and find ways to enhance and celebrate authenticity and wisdom. You will gain the skills to assertively ask for what you want and need, which will enable healthy relationships.

Date: 16 February

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R160

Self-Awareness & Emotional Intelligence

Anthea Swift B. Sc. Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

Emotional Intelligence can be learnt. We can become more emotionally intelligent. When we practise the skills of EQ, our personal and professional relationships become easier and life becomes less stressful. During these times of increased uncertainty and complexity, the skills of EQ are becoming more and more important. This experiential workshop introduces the different competencies of EQ, while focusing particularly on the competence of Self-Awareness which is the most fundamental of all EQ competencies. Participants will leave with tools to better understand and manage themselves and others.

Date: 2 March

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R160

Team Development

Anthea Swift B. Sc. Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

“The whole is greater than the sum of its parts”. This famous quote epitomizes the value of teams, of harnessing different perspectives and knowing that you are not alone when facing adversity.

However, teams can also be challenging. We often find ourselves forced to work with people that we would probably never choose to work with. And yet we have to. How can we become a good team player even when we struggle with members of our team?

Introducing some of the concepts and skills of Systems Thinking, this workshop offers insight into the advantages of working with people that challenge us, as well as giving us the skills and tools to being a good team player, and team leader.

Date: 8 March

Tuesday

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: 22 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

Negotiation Skills

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

For most of us, negotiation is an everyday occurrence. For some this skill comes easily, others struggle with it! We negotiate when asking the boss for a raise, discussing the terms of a contract, bargaining with a seller at a market for the best price, encouraging our children to eat their vegetables, working out a conflict with your loved ones, asking the boss to leave early, etc. This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small.

Date: 28 Feb & 2 March

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R290

Conflict Management & Dealing with Difficult People

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Conflict is an unavoidable part of life. Sometimes it's good, and other times it can have a very negative impact. Why are people overcome with fear when dealing with conflict? Most often, conflict occurs when dealing with difficult people. This interaction can lead to anxiety, anger, a feeling of helplessness, depression, irritability, defensiveness, low morale, and a loss of productivity. Fixing the problem may depend on you. These participatory workshops will provide you with the tools to proactively engage others to resolve conflicts and effect positive change.

Date: 7 & 9 March

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R290

Barriers to Effective Communication

Dr Ian Johnson

PhD, MA, B Com Hons. B. A. B.A. Hons Lecturer, Researcher, Editor

Communication is effective only if it has the desired effect. This means that a sender's message should be received and interpreted correctly by the receiver. Effective communication is essential in every aspect of our daily lives, and even more so in business settings where miscommunication can have disastrous consequences. Miscommunication can result in poor productivity, targets not being met, financial loss for the business, as well as frustration and tension between staff and customers alike. In communication, a 'barrier' refers to anything that distorts a message or prevents it from being received as intended by the sender. This course will describe various communication barriers that people experience at work, and it will offer some practical solutions to successfully navigate these barriers.

Date: 24 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R150

How to Listen Intentionally***Dr Ian Johnson******PhD, MA, B Com Hons. B. A. B.A. Hons Lecturer, Researcher, Editor***

Listening is a skill that is often taken for granted. Most people focus on communicating their own views, as opposed to listening more intently to what others have to say. Effective listening skills can make a huge difference to the performance of students and workers alike. It can also help improve relationships between people, particularly in the workplace. This course will focus on the importance of listening when communicating with people at work.

Date: 3 March Thursday 18:30 – 20:30 Sessions: 1 Cost: R150

Mindfulness – A Stress & Anxiety Management Technique***Marleen Curtis******B.A. Organisational Psychology******Internationally Certified Personal, Professional & Team Coach***

We live in an ever-changing world of constant interruption, information overload and instant gratification. To cope, our minds are constantly busy evaluating the past and worrying about the future. All these factors cause anxiety and stress and affect our physical and mental health, our relationships and ultimately our happiness. Mindfulness is a simple and practical method of attending to the present in an open and accepting manner. Mindfulness incorporates not only our thinking and mental state but affects and is affected by our physical state. This talk will explain what mindfulness is, how it assists with anxiety and stress management and includes simple and practical everyday mindfulness exercises.

Date: 10 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R150

Procrastination – The Thief of Time***Marleen Curtis******B.A. Organisational Psychology******Internationally Certified Personal, Professional & Team Coach***

Procrastination is one of the most identified negative habits - we all procrastinate to some extent. Often, the habit of procrastination creates a lot of stress and unhappiness in our lives and relationships. This talk helps to identify some of the most common reasons for procrastination with action steps to tackle it. And once the first positive step is made, the world is your oyster!

Date: 17 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R150

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: 8 & 10 February Tues & Thurs 18:30 – 20:30 Sessions: 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: 15 & 17 February

Tues & Thurs

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: 22 & 24 February

Tues & Thurs

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: 3 March

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. This course contains essential IT skills, as well as other personal assistant skills. Course details can be found on page 11.

Date: 26 February

Saturday

09:00 – 13:00

4 Hours

Cost: R540

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: 9 February

Wednesday

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: 28 February

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 20 for course details.

Date: 16 & 21 February

Wed & Mon

18:30 – 20:30

Sessions: 2

Cost: R490

MARKETING YOUR BUSINESS

How to Market your Business Online

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.

Date: 28 Feb & 3 March

Mon & Thurs

18:30 – 20:30

Sessions: 2

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.

Date: 8 & 10 March

Tues & Thurs

09:00 – 13:30

Sessions: 2

Cost: R490

Writing Engaging Content for the Web

Renee Moodie

B.A. (Hons) H.D.E. Journalism Coach/Trainer

If you run a small business website, maintain a blog, or manage a Facebook Page, you'll know that panic that sets in when you need to write something and publish it. In this two-hour workshop, Veteran Cape Times, Cape Argus and IOL journalist, Renee Moodie will share tips and tricks for generating writing ideas, finding pictures and making your content interesting. Please note, this is a lecture, NOT a computer course.

Date: 9 March

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R150

COMPUTER & IT 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: 26 Feb & 5 March Saturdays 09:00 – 13:00 8 Hours Cost: R760

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: 8 & 10 February Tues & Thurs 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: 15 & 17 February Tues & Thurs 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: 22 & 24 February

Tues & Thurs

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: 3 March

Thursday

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: 16 & 21 February

Wed & Mon

18:30 – 20:30

Sessions: 2

Cost: R490

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: 9 February

Wednesday

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: 28 February

Monday

18:30 – 20:30

Sessions: 1

Cost: R270

TECHNOLOGY

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: 17 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R190

PHOTOGRAPHY

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: 26 February Saturday 09:00 – 13:00 4 hours Cost: R510

How to take & Edit Amazing Photos with your Cell Phone Camera

Julian Goldswain

B. Tech (Photography), Professional Photographer & Lecturer

Don't miss out on recording memorable moments because you've forgotten to bring your camera along! For this photography course you won't need an expensive camera, or a complicated lens – all you'll need is a smartphone or an iPhone! Learn the tips and tricks involved with taking good photos on your mobile device and then editing the photos on Snapseed. Unlock your creativity and discover the world around you from a new point of view. You will also do an Instawalk at a secret location (wear comfortable shoes and weather appropriate clothing).

You will need the following apps on your mobile device: Snapseed, Camera Plus & Instagram.

Make sure that your mobile device is fully charged and bring your charger along just in case. The course fee includes mid-morning tea and snacks.

Date: 5 March Saturday 09:00 – 13:00 6 hours Cost: R590

Using Adobe Lightroom Classic

Craig Murray

Photographer/ Photography Lecturer

Do you feel like you are drowning when you are trying to organize all your digital photos? If the answer is yes, Adobe Lightroom Classic is the answer you are looking for to help bring order to the chaos. Often rivalled but never beaten, Lightroom Classic will let you organise your photos into a logical system that suits your style whilst also letting you do basic to semi-advanced photo editing. Other features include photo book layout and advanced photo layout and printing. In this course you will learn enough of the basics of Lightroom to get you started on the road to photo management. Please note that you will need to bring along your Adobe account details should you already have an account or alternatively have access to your email so that you can sign up for an account at the start of the course. The course fee includes mid-morning tea and snacks.

Date: 5 March Saturday 09:00 – 13:00 4 hours Cost: R490

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: 15 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

ACADEMIC WRITING, WRITING, LEARNING & NEUROSCIENCE***Writing a Research Proposal & Thesis*****Dr Ian Johnson****PhD, MA, B Com Hons. B. A. B.A. Hons - Lecturer, Researcher, Editor**

Candidates pursuing higher degrees often experience difficulties with the technical aspects of writing a research proposal and a thesis. Although they may have expert supervision to help them with their research, the responsibility for presenting their work in the correct way is theirs alone. The key principle is that the candidate is responsible for writing the main text and also for the technical presentation. To meet this need, this course will clarify the technical requirements for writing a research proposal and a thesis. A blended learning approach will be used during which fundamental research principles will be clarified. Immediately thereafter, candidates will have the opportunity to apply this new information to their work-in-progress with direct access to individual coaching from the facilitator. For this reason, candidates should bring along their research proposals/ theses/laptops to these interactive, practical sessions.

Date: 10 – 22 February

Thurs & Tues

18:30 – 20:30

Sessions: 4

Cost: R350

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: 7 March

Monday

18:30 – 20:30

Sessions: 1

Cost: R150

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: 14 March

Monday

18:30 – 20:30

Sessions: 1

Cost: R150

Writing Engaging Content for the Web

Renee Moodie

B.A. (Hons) H.D.E. Journalism Coach/Trainer

If you run a small business website, maintain a blog, or manage a Facebook Page, you'll know that panic that sets in when you need to write something and publish it. In this two-hour workshop, Veteran Cape Times, Cape Argus and IOL journalist, Renee Moodie will share tips and tricks for generating writing ideas, finding pictures and making your content interesting. Please note, this is a lecture, NOT a computer course.

Date: 9 March

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R150

Editing your Own Writing

Renee Moodie

B.A. (Hons) H.D.E. Journalism Coach/Trainer

You've written a story, a novel or a blog post. You can't afford an editor, so you have to do it yourself. But how? Freelance editor and proof-reader Renee Moodie (who has 30 years of experience garnered at the Cape Times, Cape Argus and IOL) will tell you how to unleash your inner red pen.

Date: 15 March

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

How do We Learn Best? Understanding Behaviour Acquisition

Robyn Jansen van Vuuren

M.A. Psychological Research

One of our most important abilities as humans is the ability to learn. But how do people learn best? Why do "time outs" work better than spankings? How can we train our dogs to do tricks? This course aims to investigate some of the major theories around learning, the different ways in which we can acquire behaviour, and how reward and punishment systems can work to our advantage.

Date: 10 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R150

Understanding Brain-Behaviour Relationships

Robyn Jansen van Vuuren

M.A. Psychological Research

The brain one of the most fascinating (and arguably the most important) organs in our body. But how does it actually work? What happens when it stops working optimally? This course will focus on brain-behaviour relationships, and will introduce you to some of the basics of neuroanatomy (i.e., the different neural structures and their functions) as well as discuss some of examples of what can happen to us when our brain is damaged by trauma such as strokes.

Date: 17 March

Thursday

18:30 – 20:30

Sessions: 1

Cost: R150

LANGUAGES

Introduction to French

Gail Oakes

B.A. B.Ed. French Teacher

Whether your motivation for learning to speak French is to travel in France, or simply to enjoy speaking this beautiful language, you will love every minute of this fun course. Gail is an experienced and dynamic French teacher who uses skits and dialogue in a non-threatening way, to teach you how to speak the language. You will be amazed at how quickly you pick it up and how much you enjoy the experience!

Dates: 10 Feb – 17 March

Thursdays

18:30 – 20:00

Sessions: 6

Cost: R690

Introduction to German

Regina Bailey

German Teacher & Translator

There is nothing more exciting than getting your tongue around a new language! 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: 10 Feb – 17 March

Thursdays

18:30 – 20:00

Sessions: 6

Cost: R690

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.

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: 17 Feb – 10 March

Thursdays

18:30 – 20:00

Sessions: 4

Cost: R690

LIFESTYLE, HEALTH, WELLNESS & BEAUTY

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/coffee and snacks will be provided.

Date: 5 March

Saturday

09:00 – 12:30

3.5 Hours

Cost: R 280 per individual or R540 per couple

Understanding the Psycho-Physiological Basis of Stress

Robyn Jansen van Vuuren

M.A. Psychological Research

Educators earn CPDT points

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: 21 February

Monday

18:30 – 20:30

Sessions: 1

Cost: R150

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: 15 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

Mindfulness – A Stress & Anxiety Management Technique

Marleen Curtis

B.A. Organisational Psychology

Internationally Certified Personal, Professional & Team Coach

We live in an ever-changing world of constant interruption, information overload and instant gratification. To cope, our minds are constantly busy evaluating the past, and worrying about the future. All these factors cause anxiety and stress and affect our physical and mental health, our relationships and ultimately our happiness. Mindfulness is a simple and practical method of attending to the present in an open and accepting manner. Mindfulness incorporates not only our thinking and mental state but affects and is affected by our physical state. This talk will explain what mindfulness is, how it assists with anxiety and stress management and includes simple and practical everyday mindfulness exercises.

Date: 10 February

Thursday

18:30 – 20:30

Sessions: 1

Cost: R150

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 March

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,
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,
- Tea/Coffee and midmorning snacks. Please bring your own lunch.

Dates: 26 Feb & 5 March Saturdays 09:00 – 16:00 14 hours Cost: R950

Making Faces Flourish – the Basics of Everyday Make-up**Sian Gibbs****Make-Up Artist**

Learn all the tips and tricks about doing your make-up for the day, or the night, with an emphasis on creating beautiful eyes! You will need to bring the following items along: a mirror, base, 2 blending brushes; 1 angled line brush; 2 or 3 eye shadows (black, dark brown and white/light shimmer/beige), mascara and your lipstick.

Date: 15 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R160

THE OUTDOORS & GARDENING**Birds & Birding – An Introduction to Birding in Cape Town****Dalton Gibbs****Westlake Nature Reserve/Area Manager South**

Birdwatching is such an exciting world to explore, and you needn't go further than your backyard to encounter the most amazing birds! Dalton, who is not only very knowledgeable about all aspects of birds and bird life, but is also passionate about the subject, will introduce you to the birds that can be found in the South Western Cape and what you need to do to keep them in your garden! In addition to the lecture, you will be given the opportunity to see the birds in their natural environment by going on field trips to Strandfontein (Saturday 19 February from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 26 February from 09:00 – 12:00). These field trips will be arranged at the first session advertised below. No age restriction applies to this course, so bring the whole family along! The course fee includes the in-house session, as well as the field trips. Please note, however, that you will need to cover the gate fee at Rondevlei.

Date: 15 February Tuesday 18:30 - 20:30 Sessions: 1
19 & 26 February Saturdays 09:00 – 12:00 2 Field Trips Cost: R380

Create your Own Bonsai**Debra Harris****Bishopsford Bonsai**

Enjoy the magic of Bonsai in our hands-on *Create your own Bonsai* workshop. A jam-packed course designed to teach you about basic bonsai design, styling, different species suitable for bonsai, potting, pruning your Bonsai and other bonsai related topics. You will design and pot a bonsai to take home, as well as learn how to care for it. It will be facilitated by passionate individuals with decades of experience. Try something new, find out how relaxing and therapeutic the art of Bonsai can be. The bonsai kit needs to be purchased from Debra on the evening at a cost of R150.

Date: 16 February Wednesday 18:30 – 20:30 Sessions: 1
Cost: R 300 (pay on registration) + Kit Price: R150 (pay cash to Debra at the workshop)

Home Composting**Melanie Ludwig****Owner: Zero to Landfill Organics**

Why not find out how to stop wasting valuable nutrients in the landfill and rather how to put them into your soil! Learn how to recycle organic waste generated in your home back into your garden to create your own compost. This course will cover what and how to compost, and tips on how to make it hygienic and easy.

Date: 9 March

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R95

MISCELLANEOUS**Researching your Family History****David Slingsby****Chairman: Family History Society**

Ever wondered where your family originated from? Genealogy is a fast-growing hobby and this course is designed to get you started. You will learn how to:

- Research Family History in South Africa and the United Kingdom
- Find pertinent information on the internet and local facilities,
- Look at how to preserve and file historical documents.

Dates: 8 & 15 March

Tuesdays

18:30 – 20:30

Sessions: 2

Cost: R320

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.

21 Feb – 14 March

Mondays

18:30 – 20:30

Sessions: 4

Cost: R410

Event Management**Sian Gibbs****Diploma: Events & Project Management****Earn CPDT points**

Take the stress out of planning an event, by finding out how to plan and manage the process successfully. You will look at:

What event management entails; Basic guidelines for event management; Event planning process: Organisation and timing. An essential event management resource booklet will be provided.

Date: 8 March

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R180

Waitron Training**Kate Raw****B. Tech Hospitality PGCE**

Being a waitron can provide a good source of income while you're still studying, but there are only so many jobs available, and the certificate which you will receive on completion of this course, will make you a lot more marketable and ensure that you get the job you want! You will learn what is required to be a waitron in casual restaurants and bars, as well as fine dining establishments. Mid-morning tea/coffee and snacks will be provided.

Date: 5 March

Saturday

09:00 – 13:30

4.5 Hours

Cost: R340



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.**

Team Development

Anthea Swift B. Sc. Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

“The whole is greater than the sum of its parts”. This famous quote epitomizes the value of teams, of harnessing different perspectives and knowing that you are not alone when facing adversity.

However, teams can also be challenging. We often find ourselves forced to work with people that we would probably never choose to work with. And yet we have to. How can we become a good team player even when we struggle with members of our team?

Introducing some of the concepts and skills of Systems Thinking, this workshop offers insight into the advantages of working with people that challenge us, as well as giving us the skills and tools of being a good team player, and team leader.

Date: 8 March

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R160

The RICA Act & Social Media in the Workplace

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: 17 March

Thursday

18:30 – 20:30

Sessions: 1

Cost: R160

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: 10, 17 & 24 February

Thursdays

18:30 – 20:30

Sessions: 3

Cost: R460

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: 3 & 10 March

Thursdays

18:30 – 20:30

Sessions: 2

Cost: R290

Customer Service Essentials – The Lifeblood of any Successful Business

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. Mid-morning tea and snacks will be provided.

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: 5 March

Saturday

09:00 – 13:00

Sessions: 1

Cost: R460

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: 22 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

Conflict Management & Dealing with Difficult People

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Conflict is an unavoidable part of life. Sometimes it's good, and other times it can have a very negative impact. Why are people overcome with fear when dealing with conflict? Most often, conflict occurs when dealing with difficult people. This interaction can lead to anxiety, anger, a feeling of helplessness, depression, irritability, defensiveness, low morale, and a loss of productivity. Fixing the problem may depend on you. These participatory workshops will provide you with the tools to proactively engage others to resolve conflicts and affect positive change.

Date: 7 & 9 March

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R290

Negotiation Skills

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

For most of us, negotiation is an everyday occurrence. For some this skill comes easily, others struggle with it! We negotiate when asking the boss for a raise, discussing the terms of a contract, bargaining with a seller at a market for the best price, encouraging our children to eat their vegetables, working out a conflict with your loved ones, asking the boss to leave early, etc. This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small.

Date: 28 Feb & 2 March

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R290



EDUCATOR ENRICHMENT COMPONENT

USEFUL SKILLS WHEN APPLYING FOR PROMOTION POSTS

How to get Shortlisted: Is your CV Shortlist-Ready?

Stephen Price

B.Sc. H.D.E. B.Ed. Principal

This practical course is aimed at educators who want to be departmental heads, deputies or principals. Before one even gets to the interview, one has to be shortlisted first. This means your CV has to “speak” on your behalf before you get a chance to do so. Stephen, with 20 years recruitment experience in education, will give you a bird’s eye view of a shortlisting process which will highlight how your CV measures up. Bring your CV along to the session so that you can make notes as you go along.

Date: 16 February

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R220

Other useful courses to attend when applying for promotion posts include:

The course listed below in the *Personal & Professional Growth* section

Finding your way around CEMIS

Changing Behaviour through Progressive Discipline

Computer courses such as MS PowerPoint, and MS Excel

PERSONAL & PROFESSIONAL GROWTH

Our full list of **Soft Skills & Personal Development, Lifestyle, Health & Wellness** courses can be found on **pages 13 – 17 & 25 - 27**

Assertiveness for Women

Anthea Swift B. Sc. Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

Are you struggling to control your classes? This experiential and thought-provoking workshop offers participants an opportunity to reflect on the beliefs that they carry around regarding assertiveness. It offers you the opportunity to explore ways to recognise and remedy self-deprecating beliefs and behaviours and find ways to enhance and celebrate authenticity and wisdom. You will gain the skills to act assertively in all environments, which will not only improve your classroom management, but also your relationships in general.

Date: 16 February

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R160

Self-Awareness & Emotional Intelligence

Anthea Swift B. Sc. Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

Emotional Intelligence can be learnt. We can become more emotionally intelligent. When we practise the skills of EQ, our personal and professional relationships become easier and life becomes less stressful. During these times of increased uncertainty and complexity, the skills of EQ are becoming more and more important. This experiential workshop introduces the different competencies of EQ, while focusing particularly on the competence of Self-Awareness which is the most fundamental of all EQ competencies. Participants will leave with tools to better understand and manage themselves and others. So, if you're on the school management team, or you are preparing to apply for a promotion position, then these skills will stand you in good stead.

Date: 2 March Wednesday 18:30 – 20:30 Sessions: 1 Cost: R160

Barriers to Effective Communication

Dr Ian Johnson

PhD, MA, B Com Hons. B. A. B.A. Hons Lecturer, Researcher, Editor

Communication is effective only if it has the desired effect. This means that a sender's message should be received and interpreted correctly by the receiver. Effective communication is essential in every aspect of our daily lives, and even more so in the school setting where miscommunication can have disastrous consequences. Course details can be found on page 14

Date: 24 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R150

How to Listen Intentionally

Dr Ian Johnson

PhD, MA, B Com Hons. B. A. B.A. Hons Lecturer, Researcher, Editor

Listening is a skill that is often taken for granted. Most people focus on communicating their own views, as opposed to listening more intently to what others have to say. Effective listening skills can make a huge difference to the performance of students and workers alike. It can also help improve relationships between people, particularly in the workplace. This course will focus on the importance of listening when communicating with people at work.

Date: 3 March Thursday 18:30 – 20:30 Sessions: 1 Cost: R150

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 and staff 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: 22 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R150

Conflict Management & Dealing with Difficult People

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Teachers earn SACE CPDT points for this course

Whether with learners in your class, parents or other staff members. Conflict is an unavoidable part of life. Sometimes it's good, and other times it can have a very negative impact. Why are people overcome with fear when dealing with conflict? Most often, conflict occurs when dealing with difficult people. This interaction can lead to anxiety, anger, a feeling of helplessness, depression, irritability, defensiveness, low morale, and a loss of productivity. Fixing the problem may depend on you. These participatory workshops will provide you with the tools to proactively engage others to resolve conflicts and effect positive change.

Date: 7 & 9 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R290

Negotiation Skills – Making your Classroom a Win-Win Environment

Loretta Erasmus

M. Phil. Management Coaching / Business Coach

Teachers are involved in negotiation with learners and colleagues all day! From encouraging learners to focus in class, dress correctly and do their homework, to making correct choices in life. There is no more room for the old fashion "because I said so" attitude – it is all about all parties "buying in" to the idea for it to work. This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small.

Date: 28 Feb & 2 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R290

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: 21 February Monday 18:30 – 20:30 Sessions: 1 Cost: R150

Mindfulness – A Stress & Anxiety Management Technique

Marleen Curtis

***B.A. Organisational Psychology
Internationally Certified Personal, Professional & Team Coach***

We live in an ever-changing world of constant interruption, information overload and instant gratification. To cope, our minds are constantly busy evaluating the past and worrying about the future. All these factors cause anxiety and stress and affect our physical and mental health, our relationships and ultimately our happiness. Mindfulness is a simple and practical method of attending to the present in an open and accepting manner. Mindfulness incorporates not only our thinking and mental state but affects and is affected by our physical state. This talk will explain what mindfulness is, how it assists with anxiety and stress management and includes simple and practical everyday mindfulness exercises.

Date: 10 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R150

Team Development

Anthea Swift *B. Sc. Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach*

“The whole is greater than the sum of its parts”. This famous quote epitomizes the value of teams, of harnessing different perspectives and knowing that you are not alone when facing adversity.

However, teams can also be challenging. We often find ourselves forced to work with people that we would probably never choose to work with. And yet we have to. How can we become a good team player even when we struggle with members of our team?

Introducing some of the concepts and skills of Systems Thinking, this workshop offers insight into the advantages of working with people that challenge us, as well as giving us the skills and tools of being a good team player, and team leader.

Date: 8 March Tuesday 18:30 – 20:30 Sessions: 1 Cost: R160

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: 10, 17 & 24 February Thursdays 18:30 – 20:30 Sessions: 3 Cost: R460

CLASSROOM MANAGEMENT & LEARNER-RELATED COURSES

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: 9 February Wednesday 18:30 – 20:30 Sessions: 1 Cost: R220

How to Support Primary School Children with Barriers to Learning

Rene Fahrenfort

Barriers to Learning Trainer & 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. Mid-morning tea and snacks will be provided.

Date: 26 February Saturday 09:00 – 13:00 4 Hours Cost: R340

How to Support Children who suffer from Dyscalculia

Rene Fahrenfort

Barriers to Learning Trainer & Educator

Dyscalculia is an often unrecognised barrier to learning which affects children's ability to do maths. It can have a serious impact on a child's abilities in the classroom, and on their self-esteem in general. This workshop is aimed at primary school teachers and support staff. It is interactive and there will be opportunities for discussion and questions.

Date: 2 March

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R170

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: 15 February

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

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: 14 March

Monday

18:30 – 20:30

Sessions: 1

Cost: R150

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 26.

Date: 5 March

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 16 - 20.

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: 26 February Saturday 09:00 – 13:00 4 hours Cost: R640

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, MS PowerPoint
Course details can be found on pages 19 - 21.

Finding your Way around CEMIS

Stacey Ford

School Registrar & CEMIS trainer

CEMIS is the school management system that the Western Cape Education Department (WCED) utilises to register and track learners registered at Public Schools in the Province. Each school has a unique EMIS/CEMIS number, and each learner is issued a unique number when registered on the system for the first time and this number follows the learner throughout.

In this course we will cover, amongst other things:

- Adding a new learner
- Transferring a learner in or out
- Setting up classes and allocating an educator
- Adding and removing educators
- Producing various reports: Learner Control, Learners per subject, Subjects per learner
- Understanding Error reports
- Subject Change requests
- Grade change requests
- Assessment Accommodations: immigrant learners and learners with barriers to learning
- Capturing Term Performance
- Capturing Quarterly Learner Attendance (QLAR) / Learner Screening
- Surveys – Annual Survey, Educator Survey
- Administration reports: Establishments/ Norms and Standards/ School fee exemptions
- Textbook retrieval

This comprehensive course will take the stress out of working with CEMIS and enable you to “get on with the job!!

Date: 7 & 9 March Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Presentation using MS PowerPoint

Emmerentia Jansen

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

Teachers earn SACE CPDT points for this course

Find out how to create exciting presentations that will amaze your classes in this course. Details can be found on page 20.

Date: 16 & 21 February Wed & Mon 18:30 – 20:30 Sessions: 2 Cost: R490

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! So, if you prefer Microsoft to Google, then this one's for you! Course details can be found on page 21.

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

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 21.

Date: 28 February Monday 18:30 – 20:30 Sessions: 1 Cost: R270

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 education. It's ideal for mark sheets and keeping track of results. Computer literacy is a pre-requisite for attending this course.

Dates: 8 & 10 February Tues & Thurs 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: 15 & 17 February Tues & Thurs 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. Details can be found on page 20.

Dates: 22 & 24 February Tues & Thurs 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. It is perfect for Principals, Deputies and Heads of Grades/Subjects who need to analyse and compare large amounts of data!

Date: 3 March Thursday 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

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 21.

Date: 17 February Thursday 18:30 – 20:30 Sessions: 1 Cost: R190

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
Educators Earn 5 CPDT points***

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. It is perfect for teachers who need to add images to worksheets or exam/test papers. You won’t look back!

Date: 15 February Tuesday 18:30 – 20:30 Sessions: 1 Cost: R270

How to take & Edit Amazing Photos with your Cell Phone Camera

Julian Goldswain

B. Tech (Photography), Professional Photographer & Lecturer

Parents love to be part of their children’s school journey! Sometimes special moments happen unexpectedly, and you don’t have a camera handy, but being able to take a good photo with your cell phone is just as good. In this course, you will find out how to take and edit photos with your cell phone and upload them directly onto the school’s website or Social Media pages. Course details can be found on page 22.

Date: 5 March Saturday 09:00 – 13:00 6 hours Cost: R590

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? 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. Course details can be found on page 22.

Date: 26 February

Saturday

09:00 – 13:00

4 hours

Cost: R490

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!

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: 28 Feb & 3 March

Mon & Thurs

18:30 – 20:30

Sessions: 2

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 18.

Date: 8 & 10 March

Tues & Thurs

18:30 – 20:30

Sessions 2

Cost: R490

Writing Engaging Content for the Web

Renee Moodie

B.A. (Hons) H.D.E. Journalism Coach/Trainer

If you manage the school's Social Media pages and need some time for creating content, then you will find this workshop very. In this two-hour workshop, Veteran Cape Times, Cape Argus and IOL journalist, Renee Moodie will share tips and tricks for generating writing ideas, finding pictures and making your content interesting. Please note, this is a lecture, NOT a computer course.

Date: 9 March

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R150

MISCELLANEOUS

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 26.

Dates: 26 Feb & 5 March

Saturdays

09:00 – 16:00

14 hours

Cost: R950

Train the Trainer/Teacher

Jennifer Ritchie

Training Management Diploma , Teacher, Career Coach & Consultant,

This course is designed to help you to explore tools and techniques that will help you to plan and facilitate interactive and engaging training that will help your audience in achieving their intended learning outcomes. It is suitable for anyone new to training, as well as those who are looking to refresh their current training practice. Course details can be found on page 11.

Jennifer Ritchie has a Training Management Diploma and worked for over a decade as a National Trainer in retail and as a Training Manager in FMCG.

Date: 7 & 9 March

Mon & Wed

18:30 – 20:30

Sessions: 2

Cost: R460

Customer Service Essentials

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Front office staff, Principal's PA's, Finance staff and the Registrar all need to deal with parents on a daily basis, and the treatment they get from you will determine how they view the school. 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. Whether in business, or schools, good service remains relevant, and this course will enable you to give the best service possible.

Mid-morning tea and snacks will be provided.

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

Date: 5 March

Saturday

09:00 – 13:00

Sessions: 1

Cost: R460

Xhosa for Beginners

Dr Tessa Dowling

***Ph.D. Senior Lecturer in African Languages
Educators earn 10 CPDT points***

Learn how to speak this fascinating language and be able to engage with the Xhosa speakers in your school with confidence. Course details can be found on page 24.

Date: 23 Feb – 16 March

Tuesdays

18:30 – 20:00

Sessions: 4

Cost: R690

The RICA Act & Social Media in the Workplace

Christopher Bennett

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

Management of schools often have to address the use of misuse of social media at schools, from a staff and learner perspective. 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.

Date: 17 March

Thursday

18:30 – 20:30

Sessions: 1

Cost: R160

Event Management**Sian Gibbs****Diploma: Events & Project Management**

Whether you've been assigned the task of planning the matric dance, or the school's centenary, why not take the stress out of planning an event, by finding out how to plan and manage the process successfully. You will look at: What event management entails; Basic guidelines for event management; Event planning process, and organisation and timing.

Date: 8 March

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R180

Planning & Project Managing a Matric Dance**Kate Raw****B. Tech Hospitality PGCE Teacher in charge of Matric Dance**

Have you been tasked with planning your school's matric dance? This practical session will empower you to be able to plan the entire dance from booking a venue to the guests arriving, with all the finer details in between. What could have been a very stressful portfolio for you, will in fact be lots of fun, once you are equipped with the information and skills to do the job!

Date: 7 February

Monday

18:30 – 20:30

Sessions: 1

Cost: R210

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: 3 & 10 March

Thursdays

18:30 – 20:30

Sessions: 2

Cost: R290

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

Are you interested in adopting Photography as a hobby? Find out more about this exciting course on page 22.

Date: 26 February

Saturday

09:00 – 13:00

4 hours

Cost: R510

How to take & Edit Amazing Photos with your Cell Phone Camera**Julian Goldswain****B. Tech (Photography), Professional Photographer & Lecturer**

For this photography course you won't need an expensive camera, or a complicated lens – all you'll need is a smartphone or an iPhone! Learn the tips and tricks involved with taking good photos on your mobile device and then editing the photos on Snapseed. Course details can be found on page 22.

Date: 5 March

Saturday

09:00 – 13:00

6 hours

Cost: R590

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: 7 March Monday 18:30 – 20:30 Sessions: 1 Cost: R150

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: 14 March Monday 18:30 – 20:30 Sessions: 1 Cost: R150

Waitron Training

Kate Raw

B. Tech Hospitality PGCE

Being a waitron can provide a good source of income while you're still studying, but there are only so many jobs available, and the certificate which you will receive on completion of this course, will make you a lot more marketable and ensure that you get the job you want! You will learn what is required to be a waitron in casual restaurants and bars, as well as fine dining establishments. Mid-morning tea/coffee and snacks will be provided.

Date: 5 March Saturday 09:00 – 13:30 4.5 Hours Cost: R340

Memory Training Techniques

Eileen Meilech

President & CEO of Memory Excellence

Find out how to absorb facts more easily, remember things faster, retain information and study more easily. Course details can be found on page 26.

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

First Aid: Level 1

First Aid Trainer

**Medical Education Centre
Earn 10 CPDT points**

If you want to join the first aid team at school, or want to apply for medicine and need to have a first aid certificate, then this is the course for you! More course details can be found on page 26.

Dates: 26 Feb & 5 March Saturdays 09:00 – 16:00 14 hours Cost: R950



FIRST TERM 2022: 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 FIRST 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	
Total enclosed:		R
Please indicate whether you would like to be placed on our free electronic mailing list. Only select this option if you have NOT been receiving the prospectus via e-mail.		<div style="display: flex; justify-content: space-between; width: 100%;"> Yes No </div>

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

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.