



bergvliet high  
continuing  
education

TERM 2 2022  
April – June

educator enrichment

adult education

learner enrichment

corporate training



## Term 2 – 2022

### GENERAL INFORMATION

Continuing Education Office – Telephone: 021 – 713 7999

E-Mail: [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za) Website: [www.bhs.org.za](http://www.bhs.org.za)

This prospectus is divided into 4 sections:

- | 1. ADULT<br>ENRICHMENT  | 2. EDUCATOR<br>ENRICHMENT | 3. CORPORATE<br>TRAINING | 4. LEARNER<br>ENRICHMENT |
|---|---------------------------|--------------------------|--------------------------|
| 2. Admission will be on a first-come, first-served basis. <b>Adult enrichment</b> courses are only available to over 16's unless by special arrangement.  |                           |                          |                          |
| 3. All courses are in-person courses which will take place at <b>Bergvliet High School</b> unless otherwise stated.   |                           |                          |                          |
| 4. Term 2 courses begin on <b>3 May 2022</b> . Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays. The programme ends on <b>4 June 2022</b> .  |                           |                          |                          |
| 5. Additional Programmes and Registration forms are available from the foyer of the School, local libraries, or on our website: <a href="http://www.bhs.org.za">www.bhs.org.za</a> 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. <b>NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING.</b>  |                           |                          |                          |
| 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. <b>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.</b>  |                           |                          |                          |
| 13. <b>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.</b>  |                           |                          |                          |

### 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](mailto:kmiles@bhs.org.za)

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## **ADULT ENRICHMENT COMPONENT**

### **ART, CRAFTS & HOBBIES**

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

***Ettienne 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: 10 – 31 May                      Tuesdays                      18:30 – 20:30                      Sessions: 4  
Cost: R460 (to be paid on registration) + R40 kit (needs to be paid in cash to Etienne on the first night)

#### ***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: 14 May                      Saturday                      09:00 – 13:30                      4.5 hours  
Cost: R450 ( to be paid on registration) + R85 for beginner's kit (if required)  
to be paid directly to Jessie on the day

#### ***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 are exactly the same as for the Painting with Oils workshop advertised on page 6. Please note: the acrylic paint will be provided as part of the course fee.

Date: 30 May                      Monday                      18:00 – 20:30                      2.5 Hours                      Cost: R340

## ***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:

- Oil paints: 50 ml White, red, blue, yellow and black. Bring along other colours if you have available.
- Oil painting medium. (Dala is a good product, but there are other makes available on the market)
- Paint brushes.
- Palette knife.
- Palette board for mixing paints. Flat board - piece of white Masonite board 30cm x 30cm from hardware store will work.
- Mineral turpentine – not the artist turpentine, just the normal turpentine you find in the hardware store.
- Stretched canvas – plus minus A3 size.
- Apron, cloth, empty container to wash your brushes.

Date: 23 May                      Monday                      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: 21 May                      Saturday                      09:00 – 13:30                      4.5 Hours  
Cost: R 460 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)

## ***Découpage Tray***

***Wilna du Plessis***

***Crafter, Jewellery Designer***

In this workshop you will découpage a two-cup tray and in the process learn découpage techniques that you can apply to other blanks. All materials will be provided in kit form, which costs R80 and needs to be purchased from Wilna at the workshop. Mid-morning tea and snacks will be provided. Keep an eye on the Continuing Education Facebook page for images of these.

Date: 21 May                      Saturday                      09:00 – 12:30                      3.5 hours  
Cost: R 170 (pay on registration) + Kit Price: R80 (pay cash to Wilna at the workshop)

## ***Mosaic Workshop for Beginners – Coasters***

***Gina Florentino***

***Mosaic Artist***

In this fun workshop you will découpage 4 coasters and in the process learn the mosaic and grouting techniques to get you started on this enjoyable hobby. The course kit costs R100 and needs to be purchased from Gina at the workshop. .

Date: 14 May                      Saturday                      09:00 – 11:30                      2.5 Hours  
Cost: R 190 (pay on registration) + Kit Price: R100 (pay to Gina at the workshop)

## ***Ongoing Mosaic Workshop - Mesh Design***

***Gina Florentino***

***Mosaic Artist***

Learn how to mosaic on 30cm x 30cm mesh, which can then be transferred to any surface. Some knowledge of mosaic techniques will be required to attend this course. The course kit costs R120 and needs to be purchased from Gina at the workshop. Afternoon tea and snacks will be provided.

Date: 14 May                      Saturday                      12:00 – 16:00                      4 Hours  
Cost: R 310 (pay on registration) + Kit Price: R120 (pay to Gina at the workshop)

## **SEWING CROCHETING & BEADING**

### ***Learn to Sew***

***Colleen Mick***

***Sewing Teacher***

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

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

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

Fabric required for the next session will be advised.

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

- Recap basic sewing skills, by threading machine, etc.
- Look at common fabric selections and laying-up of fabric
- Select project (either a bag or a cushion cover), lay-up, cut, mark and sew project

#### **Course Requirements**

- Sewing kit (purchased from instructor @ R75)
- Any sewing tools that you may already have e.g. scissors
- Fabric for session 2 (to be advised in first session)
- You are welcome to use our sewing machines at a hiring cost of R80 for the duration of the course), or bring your own one along. Please indicate which of these options you will choose on your registration form).
- Mid-morning tea/coffee and snacks will be provided.

Date: 14 & 21 May                      Saturdays                      09:00 – 13:30                      2 Sessions  
Cost: R 590 (pay on registration) + Kit Price: R75 (pay to Colleen on Saturday 14 May)

**Please add R80 to your course fee on registration if you need to hire one of our sewing machines.**



## **Crochet Seed Bead Necklace**

**Wilna du Plessis**

**Crafter, Jewellery Designer**

You will love this necklace! 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 necklace will make lovely gift as well. Keep an eye on the Continuing Education Facebook page for images of this necklace. All materials will be provided in kit form, which costs R50 and needs to be purchased from Wilna at the workshop.

Date: 26 May                      Thursday                      18:30 – 20:30                      Sessions: 1  
Cost: R 100 (pay on registration) + Kit Price: R50 (pay cash to Wilna at the workshop)

## **COOKING & BAKING**

### **Vegan Cooking for Beginners**

**Nikki Botha**

**Vegan Chef and Consultant, Cooking Presenter**

Following a vegan diet can have its challenges, especially when you're starting out and aren't sure which vegan products can replace conventional ingredients in recipes etc. This exciting course, run by a chef who has cooked for local and international celebrities, and has her own vegan cheffing consultancy, will provide participants with the basic knowledge of speciality vegan ingredients used to make replacements products and will include practicals in which participants can apply their newfound knowledge – and get to enjoy the meal afterwards! The kit for the full course costs R250 and needs to be paid on registration.

Date: 14 May                      Saturday                      13:00 – 16:00                      3 hours  
Cost: R320 (tuition fee) + Kit Price: R250 = R600 to be paid on registration

### **Vegan Cheese Making**

**Nikki Botha**

**Vegan Chef and Consultant, Cooking Presenter**

Learn the principles making vegan cheese and in the process, you will learn how to make:

- Cottage cheese
- Feta
- Cream cheese, and
- Grateable and melting cheese

Date: 21 May                      Saturday                      14:00 – 16:00                      2 hours  
Cost: R280 (the course fee includes all ingredients)

### **Building a Baking Business**

**Grace Stevens**

**Entrepreneur, Baker, Chef, Teacher**

For those who love baking and would like to start your own sustainable baking business but have no idea of the business side of things, then this course will get you on the road to making your dream come true, making it profitable as well! Grace Stevens has almost two decades of experience in the cake industry, and will give practical advice on how to:

- Work out your costing for each of your products
- Price your products for profit and sustainability.
- How to draw up a business plan
- Identify who your customers are for effective marketing.
- Set business goals and marketing advice.
- Lastly, you will be given the opportunity to ask questions.

Date: 11 May                      Wednesday                      18:00 – 20:30                      2.5 Hours                      Cost: R590

## ***Sugar Paste Roses***

***Grace Stevens***

***Entrepreneur, Baker, Chef, Teacher***

What can be more beautiful than a special cake decorated with roses that are such works of art, that they look real!

**In this hands-on workshop, you will learn how to:**

- Make your own sugar paste,
- How to create lifelike roses from the sugar paste,
- How to dust a sugar rose,
- How to store and transport sugar roses.

**This class includes:**

- Professional tuition by Grace Stevens
- All materials you will need to make your own Rose
- Access to tools, dusting powders, apron and other equipment

**Please bring along a container in which to take your Rose home.**

Date: 18 May

Wednesday

18:00 – 20:30

2.5 Hours

Cost: R490

## ***Making Macarons the Italian way***

***Grace Stevens***

***Entrepreneur, Baker, Chef, Teacher***

**In this hands-on workshop will learn how to:**

- Bake delicious Macarons using the Italian method,
- How to colour the Macarons, and
- How to fill and display the Macarons.

**The class includes:**

- Professional tuition by Grace Stevens
- All materials
- Access to all professional tools, colours, and everything you need to complete you project

**Please bring along a container in which to take your macarons home.**

Date: 14 May

Saturday

09:00 – 12:00

3 Hours

Cost: R490

## ***Mini “Drip” Cake***

***Grace Stevens***

***Entrepreneur, Baker, Chef, Teacher***

Decadent Drip cakes are very popular at the moment! They make the perfect birthday cake or teatime treat, and this mini version is ideal for a smaller group or as a birthday gift.

**In this hands-on workshop you will:**

- Learn how to bake a moist, tender, chocolatey chocolate cake.
- Learn professional techniques to create cakes that taste amazing and keep well so that you can decorate them over a few days,
- Learn how to make decadent chocolate ganache,
- Learn how to fill and stack mini cakes,
- Learn how to make a chocolate drip.

**This workshop includes:**

- Professional tuition by Grace Stevens
- All materials,
- Access to all professional tools, colours, and everything you need to complete your project

**Please bring along a container in which to take your mini cake home.**

Date: 21 May

Saturday

09:00 – 13:00

4 Hours

Cost: R550

**Koesisters to Die For****Grace Stevens****Entrepreneur, Baker, Chef, Teacher**

Learn how to make this Cape Malay delicacy that will make your mouth water!

**This hands-on workshop will include the following:**

- Learn how to bake tender, spicy Koesisters,
- Learn professional techniques to create yeast dough with proven tips and techniques,
- Learn how to shape yeast dough for optimum rise and a tender crumb,
- Learn how to make the fragrant sugar syrup to dip the Koesisters in after they are fried.

**The class includes:**

- Professional tuition by Grace Stevens,
- All materials,
- Access to all professional tools, and everything you will need to complete your project.

**Please bring along a container in which to take your Koesisters home.**

Date: 25 May

Wednesday

18:00 – 20:30

2.5 Hours

Cost: R490

## **BUSINESS, FINANCE, ENTREPRENEURSHIP, RECRUITMENT & CAREERS**

**Small Business Basics – Empowering Yourself to make Good Decisions****Steve Reid****B. Comm. Business Coach,****Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE**

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

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

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

Date: 10 &amp; 12 May

Tues &amp; Thurs

18:30 – 20:30

Sessions: 2

Cost: R320

**Building a Baking Business****Grace Stevens****Entrepreneur, Baker, Chef, Teacher**

For those who love baking and would like to start your own sustainable baking business but have no idea of the business side of things, then this course will get you on the road to making your dream come true, making it profitable as well! Grace Stevens has almost two decades of experience in the cake industry, and will give practical advice on how to:

- Work out your costing for each of your products
- Price your products for profit and sustainability.
- How to draw up a business plan
- Identify who your customers are for effective marketing.
- Set business goals and marketing advice.
- Lastly, you will be given the opportunity to ask questions.

Date: 11 May

Wednesday

18:00 – 20:30

2.5 Hours

Cost: R590

## ***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: 3 – 17 May                      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: 19 – 31 May                      Thurs & Tues                      18:30 – 20:30                      Sessions: 4                      Cost: R580

## ***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: 21 May                      Saturday                      09:00 – 13:00                      Sessions: 1                      Cost: R460

## ***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: 17 & 24 May

Tuesdays

18:30 – 20:30

Sessions: 2

Cost: R460

## ***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: 14 May

Saturday

09:00 – 13:00

4 Hours

Cost: R540

## ***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: 11 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: 260

## **SOFT SKILLS IN THE WORKPLACE, LEADERSHIP & PERSONAL DEVELOPMENT**

### ***Developing a Resilient Mindset as a Business Owner/Entrepreneur***

**Steve Reid**

***B. Comm. Business & Life Coach,***

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

The need for resilience in business owners and entrepreneurs has been sharpened by the ongoing Covid pandemic. But how does one learn how to be resilient?

This empowering course will cover:

- The importance of resilience, and
- Tools to build the entrepreneur's own resilience.

Date: 26 May

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

### ***Honing your People Skills at Work***

**Steve Reid**

***B. Comm. Business & Life Coach,***

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

In almost all jobs, your people skills – also known as “soft skills” – have as much of an impact on your success as your technical skills. That’s especially true when you’re in a leadership role. The importance of having solid people skills transcends industry and profession: so, whether you lead people, aspire to lead people, or work within a team of professionals, you need to apply people skills to achieve your objectives. This short course will help you to apply different strategies to build and leverage your people skills within the workplace.

Date: 5 May

Thursday

18:30 – 20:30

Sessions: 1

Cost: R150

### ***Women in Leadership***

**Loretta Erasmus**

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

This workshop will skill, encourage, motivate, revitalise and above all support women in leadership positions and those aspiring to be.

You will look at:

- What women bring to the workplace;
- Understanding gender differences;
- Communication styles;
- Assertive behaviour and verbal skills;
- Women-specific Management Issues;
- Successful negotiation;
- Maintaining your femininity;
- Work/life balance to improve stress, relationships and productivity.

Date: 12 & 17 May

Thurs & Tues

18:30 – 20:30

Sessions: 2

Cost: R290

### ***Assertiveness Training***

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

Assertiveness is a way of communicating that allows us to express our thoughts, needs and opinions in a respectful way. Being assertive is very different to being aggressive.

Assertiveness helps us establish and maintain healthy boundaries, ask for what we want and need, and give feedback in a way that deepens and enriches relationships. It also prevents conflict.

This experiential workshop introduces the tools and tips of assertiveness while also addressing the limiting beliefs that many of us carry that prevent us from being assertive.

Date: 4 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R150

## ***Self-Discovery through the Enneagram***

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

The Enneagram is a powerful and insightful way of understanding ourselves and others. Describing our typical patterns of behavior, as we all as the 'drivers' behind these behavioural patterns, the Enneagram allows us to reflect on how we 'show up' in the world (both personally and professionally). This then helps us understand why we find some people, some relationships and some situations more challenging than others. Working with the Enneagram also gives us the tools to manage these challenges.

This workshop will introduce the Enneagram model, giving participants an understanding of the diversity of people and beginning the journey of self-discovery through the Enneagram.

Date: 12 May                      Thursday                      18:30 – 20:30                      Sessions: 1                      Cost: R150

## ***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: 9 May                      Monday                      18:30 – 20:30                      Sessions: 1                      Cost: R150

## ***Moving from Debate to Dialogue***

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

Do you find yourself 'debating' issues, where the outcome is inevitably one of winning or losing the argument? How might it be to engage in a dialogue where the outcome includes a mutual exchange of ideas and greater learning for both parties?

This workshop speaks to the inherent difference between debate and dialogue, giving participants the tools to engage in meaningful dialogue that strengthens relationships and leaves all parties richer and wiser.

Date: 24 May                      Tuesday                      18:30 – 20:30                      Sessions: 1                      Cost: R150

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

***Steve Reid***

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

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

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

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

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

Date: 17 & 19 May                      Tues & Thurs                      18:30 – 20:30                      Sessions: 2                      Cost: R290

## ***Finding & Using your Strengths***

**Steve Reid**

***B. Comm. Business & Life Coach,***

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

Have you found your “sweet spot” in your job, or in your life in general? When you understand where your strengths lie, your confidence and ability to be successful increases because you’re doing what you’re good at! This course examines the ground-breaking research on strengths conducted by the Gallup Research company. It will help you to:-

- Understand your own core strengths
- Engage with your own life through your strengths
- Clarify methods to identify what your key tasks/strengths are.

Date: 24 May                      Tuesday                      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 to being a good team player, and team leader.

Date: 18 May                      Wednesday                      18:30 – 20:30                      Sessions: 1                      Cost: R150

## ***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: 10 May                      Tuesday                      18:30 – 20:30                      Sessions: 1                      Cost: R150

## ***Addressing Workplace Bullying & Harassment Awareness***

**Loretta Erasmus**

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

Are you a victim of workplace bullying and harassment? Or a manager of staff who need to deal with the consequences and impact of workplace bullying? At a personal level, employees experience a range of psychological and physical health problems after they are bullied such as anxiety, depression, post-traumatic stress, low self-esteem, strain, humiliation, burnout, and other physical health issues. It is also associated with an increased intention to leave and absenteeism, and decreased job satisfaction and commitment. This workshop will empower you to deal with these behaviours and take positive action.

Date: 19 May                      Thursday                      18:30 – 20:30                      Sessions: 1                      Cost: R150



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

***Steve Reid***

***B. Comm. Business & Life Coach,***

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

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

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

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

Date: 31 May

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: 3 & 5 May

Tues & Thurs

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: 23 & 25 May

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: 23 May

Monday

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: 30 May

Monday

18:30 – 20:30

Sessions: 1

Cost: R150

## **MARKETING YOUR BUSINESS**

### ***Social Media Marketing: Get Socially Sauced for your Small Business***

***Lucille Divine***

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

If you haven't added social media marketing to your business promotional strategy or have opened social media channels and are not utilising them to their full potential, then this introductory course is just for you. It's suitable for those who have little or no previous experience with using social media to amplify your business message.

You'll learn:

#### **Session 1:**

- The real time stats around who is using social media marketing,
- Top social media campaigns that sizzle (local market case study),
- The pros and cons of using social media,
- Social media landscape in South Africa (big data & stats).

#### **Session 2:**

- Introduction to the top social media channels: Meta (Facebook, Instagram & WhatsApp), LinkedIn, Twitter, Pinterest, YouTube,
- How to create a social wheel link or strategy for your business,
- How to determine which social media site is best to position your business on.

You must be computer literate, in other words, you'll need to know the basics like how to open a window, paste, copy and click towards various sites. You'll be given worksheets to write and plan your strategy on and have access to the Google drive presentation slide deck - which you can keep as reference once the course is over.

Dates: 18 & 23 May

Wed & Mon

18:30 – 20:30

Sessions: 2

Cost: R490

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

***Lucille Divine***

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

This hands-on course which will give you a full breakdown on how to create content for your social media channel. It will boost your business and take the pressure off you!

- You'll learn what types of content you can create and what's best suited to your audience.
- You'll walk away with a content marketing plan and have unique insight into when to post your content so that your audience gets to see it - at the right moment.
- You'll learn how to use quick content hacks that help you to create and distribute content across your social media and digital assets, that is customer-centric and showcases your business message and story.

Dates: 25 & 30 May

Wed & Mon

18:30 – 20:30

Sessions: 2

Cost: R490

## ***Finding Free Images/Pictures to use on the Web***

***Renee Moodie***

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

Whether you are designing a flyer for an event, writing a blog post, or creating marketing content for your small business, you will need pictures to illustrate that writing. This useful workshop looks at what copyright is, why it is important, how to search for pictures and demystifying Creative Commons.

Date: 9 May

Monday

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: 14 & 21 May

Saturdays

09:00 – 13:00

8 Hours

Cost: R760

### ***Managing the Files & Folders on your Computer***

***Octavia Chidiywa***

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

***Educators Earn CPDT Points***

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

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

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

Dates: 17 May

Tuesday

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 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: 3 & 5 May

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: 12 & 17 May                      Thurs & Tues                      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: 24 & 26 May                      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 and Pivot Tables using the existing tools in Excel.

Date: 31 May                      Tuesday                      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: 19 May                      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: 4 & 9 May

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: 10 May

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R270

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

***Ross Cohen***

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

If you're looking for a photo or image editor that is more powerful than Microsoft Paint, but not as complex as Photoshop, then Paint.Net is what you're looking for! 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: 4 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R270

## **CODING**

### ***Coding with Python for Absolute Beginners***

***Octavia Chidiyiwa***

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

***Level Up Geek Up Academy***

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

Date: 9 & 11 May

Mon & Wed 18:30 – 20:30

Sessions: 2

Cost: R490

## **TECHNOLOGY & ELECTRONIC DEVICES**

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

***Octavia Chidiyiwa***

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

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

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

Please bring your cell phone along to the course.

Date: 12 May

Thursday

18:30 – 20:30

Sessions: 1

Cost: R270

## **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: 14 May                      Saturday                      09:00 – 13:00                      4 hours                      Cost: R510

### ***How to take & Edit Amazing Photos with your Smartphone 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 Lightroom Mobiles. 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: Lightroom Mobile & 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: 21 May                      Saturday                      09:00 – 13:00                      6 hours                      Cost: R590

### ***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: 4 May                      Wednesday                      18:30 – 20:30                      Sessions: 1                      Cost: R270

## **LANGUAGES, WRITING, LEARNING & RESEARCH**

### ***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: 3 & 10 May

Tuesdays

18:30 – 20:30

Sessions: 2

Cost: R260

### ***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: 4 – 18 May (excluding 16 May)

Wed & Mon

18:30 – 20:00

Sessions: 4

Cost: R470

### ***French Ongoing***

***Gail Oakes***

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

This course is aimed at those who have done a conversational French course or who have a basic knowledge of French and would like to increase their vocabulary and mastery of the language.

Dates: 5 – 19 May

Thurs & Tues

18:30 – 20:00

Sessions: 5

Cost: R580

## **LIFESTYLE, HEALTH, WELLNESS & NEUROSCIENCE**

### ***Understanding & Beating 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: 12 May

Thursday

18:30 – 20:30

Sessions: 1

Cost: R150



## ***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: 14 May

Saturday

09:00 – 12:30

3.5 Hours

Cost: R 280 per individual or R540 per couple

## ***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: 30 May

Monday

18:30 – 20:30

Sessions: 1

Cost: R150

## ***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: 14 & 21 May

Saturdays

09:00 – 16:00

14 hours

Cost: R950

## ***Sleep, Sleep Disorders & Dreaming – Understanding this Essential Part of Life***

***Robyn Jansen van Vuuren***

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

We spend approximately a third of our lives asleep, but what is actually happening to our bodies when we are in this state? What is the evolutionary advantage of sleep? What happens to our ability to function when our sleep cycles get disrupted? How does dreaming work and what do our dreams mean? And what are some of the disorders associated with sleep? This course aims to answer all these questions, and more, about one of the most important aspects of our existence.

Date: 5 May

Thursday

18:30 – 20:30

Sessions: 1

Cost: R150

## ***Intelligence & IQ – The Truth***

***Robyn Jansen van Vuuren***

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

The term “IQ Score” is often used as an indication of how successful society believes an individual will be in his or her life. However, intelligence is a multifaceted construct that is difficult to define and is often misunderstood and misused. This fascinating course aims to equip you with some of the facts about intelligence, and will discuss:

- The history of the concepts of intelligence and IQ,
- Some of the more popular theories of intelligence,
- Alternative theories of intelligence,
- How intelligence is measured, and
- Factors that may affect intelligence.

Date: 25 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R150

## ***The Biology of Memory from a Neuroscientific Perspective***

***Robyn Jansen van Vuuren***

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

Our ability to function effectively in the world is heavily dependent on our ability to remember information. However, memory is a complex construct, consisting of many processes and reliant on the interplay of multiple neurological structures, and it is very easy for it to fail us.

This course will discuss:

- Some of the common models of memory functioning,
- The key processes of encoding, consolidation, and retrieval,
- What happens when we forget information, and
- The neuroscience of memory.

Date: 18 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R150

## **MISCELLANEOUS**

### ***All About Frogs***

***Dalton Gibbs***

***Westlake Nature Reserve – Area Manager South***

Find out all about the different types of frogs found in and around Cape Town and the South-Western Cape; how to make your property frog-friendly and the conservation of frogs.

Date: 4 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R95

## ***Introduction to Worm Farming with Composting Worms (Vermiculture)***

***David Robin***

***Vermiculture by Robin's Nest***

In this informative talk on Vermiculture, you will get to grips with the humble composting worm and learn how to get them to turn the organic waste which you will generate into the best compost in the world! Find out how to run your own worm farm, the hassle-free way. David will help you to understand how to care for your wormies, from setting up a new worm bin, keeping the correct conditions, how to get that "Black Gold" (worm castings) separated from the farm when it is ready to harvest, and how best to use it. Using your organic waste means creating less landfill, and you should no longer need to use chemicals and fertilizers in your soil which will result in healthier, stronger, more pest resistant and higher yielding soil and plants. All this while saving money and doing your bit to "heal the world – one worm at a time!"

Date: 11 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R95

## ***Tree ID: Newlands Forest, Table Mountain National Park***

***Mark Hawthorne***

***Nature Conservation Specialist & Eco Tour Guide***

Enjoy as easy-going hike through the forest and up the Contour Path – and along the way you will learn how to identify indigenous/Afro-montane forest tree species and alien vegetation, as well as Hard Pear and Stinkwood trees.

- **Grade:** Easy to Moderate – All ages welcome
- **Meeting Time:** 09:00
- **Meeting Place:** Helipad – Newlands Forest Station/Volunteer Wildfire Services base
- **What to bring along:** Refreshments and rain gear (if necessary)

Date: 4 June

Saturday

09:00 – 12:00

3 hours

Cost: R95

## ***How to Spot Fake News Online***

***Renee Moodie***

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

What could be worse than unknowingly and embarrassingly sharing something fake on Facebook or other social media platforms? It's when sharing such content has real-life consequences, as in the Covid-19 pandemic. Veteran Cape Times, Cape Argus and IOL journalist Renee Moodie will help you to spot fake news and understand what is behind it

Date: 19 May

Thursday

18:30 – 20:30

Sessions: 1

Cost: R120



## **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.**

**The courses featured in our Soft Skills in the Workplace, Leadership & Personal Development section on pages 13 – 17 are ideal staff development options.**

### ***Train the Trainer***

***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: 17 & 24 May

Tuesdays

18:30 – 20:30

Sessions: 2

Cost: R460

### ***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: 21 May

Saturday

09:00 – 13:00

Sessions: 1

Cost: R460



## **EDUCATOR ENRICHMENT COMPONENT**

### **PERSONAL & PROFESSIONAL GROWTH**

Our full list of **Soft Skills & Personal Development, Lifestyle, Health & Wellness courses** can be found on **pages 13 – 17 & 23 - 25**

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

#### ***Moving from Debate to Dialogue***

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

Do you find yourself 'debating' issues with learners in your classes, where the outcome is inevitably one of winning or losing the argument? How might it be to engage in a dialogue where the outcome includes a mutual exchange of ideas and greater learning for both parties? This workshop speaks to the inherent difference between debate and dialogue, giving participants the tools to engage in meaningful dialogue that strengthens relationships and leaves all parties richer and wiser. It could be a gamechanger for you as a teacher!

Date: 24 May

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

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

**Karen Badenhorst**

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

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

In this course you will look at:

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

How You Will Benefit:

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

How Students Will Benefit:

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

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

Date: 21 May

Saturday

09:00 – 12:30

3.5 Hours

Cost: R430

## ***Intelligence & IQ – The Truth***

***Robyn Jansen van Vuuren***

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

The term “IQ Score” is often used as an indication of how successful society believes an individual will be in his or her life. However, intelligence is a multifaceted construct that is difficult to define and is often misunderstood and misused. This fascinating course aims to equip you with some of the facts about intelligence, and will discuss:

- The history of the concepts of intelligence and IQ,
- Some of the more popular theories of intelligence,
- Alternative theories of intelligence,
- How intelligence is measured, and
- Factors that may affect intelligence.

Date: 25 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R150

## ***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 May

Monday

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: 14 May

Saturday

09:00 – 13:00

4 Hours

Cost: R360

## ***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: 4 May

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: 30 May

Monday

18:30 – 20:30

Sessions: 1

Cost: R150

## ***Commenting Constructively on Student Assignments***

***Robyn Jansen van Vuuren***

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

***5 CPDT points accrue for this course!***

All too often, especially when the pile of marking seems never ending, it is far easier to focus on the negative aspects of student's writing rather than on the positive aspects. However, constantly receiving negative feedback on their assignments is unlikely to result in improved academic writing, and more likely to demoralise students. This course will provide some tips for how to identify the positive aspects of written assignments, and how to provide constructive, rather than negative, feedback to your students. Attendees should bring with them an example of a student assignment that they have recently provided feedback on.

Date: 3 May

Tuesday

18:30 – 20:30

Sessions: 1

Cost: R150

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

The full array of **Computer & Photography** courses can be found on pages 18 - 23.

## ***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: 14 May

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 18 - 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: 3 & 5 May

Tues & Thurs

18:30 – 20:30

Sessions: 2

Cost: R490

## ***Coding with Python for Absolute Beginners***

***Octavia Chidiya***

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

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

Date: 9 & 11 May

Mon & Wed

18:30 – 20:30

Sessions: 2

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  
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: 4 May

Wednesday

18:30 – 20:30

Sessions: 1

Cost: R270



## ***How to take & Edit Amazing Photos with your Smartphone 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: 21 May

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: 14 May

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!**

### ***Social Media Marketing: Get Socially Sauced for your School***

***Lucille Divine***

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

If you haven't added social media marketing to your school's promotional strategy or have opened social media channels and are not utilising them to your full potential, then this introductory course is just for you. It's suitable for those who have little or no previous experience with using social media to amplify your business message. Course details can be found on page 17.

Dates: 18 & 23 May

Wed & Mon

18:30 – 20:30

Sessions: 2

Cost: R490

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

***Lucille Divine***

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

This course will teach you how to create quality, relevant content that will do wonders for your school's Facebook Page, Instagram and Website. Full course details can be found on page 17.

Dates: 25 & 30 May

Wed & Mon

18:30 – 20:30

Sessions: 2

Cost: R490

### ***Finding Free Images/Pictures to use on the Web***

***Renee Moodie***

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

Whether you are designing a flyer for an event, writing a blog post, or creating marketing content for your school, you will need pictures to illustrate that writing. This useful workshop looks at what copyright is, why it is important, how to search for pictures and demystifying Creative Commons.

Date: 9 May

Monday

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 24.

Dates: 14 & 21 May                      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 enable you to plan and facilitate interactive and engaging training that will help your audience to achieve 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 12.

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: 17 & 24 May                      Tuesdays                      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: 21 May                      Saturday                      09:00 – 13:00                      Sessions: 1                      Cost: R460



## **LEARNER ENRICHMENT COMPONENT**

### ***Coding with Python for Absolute Beginners***

***Octavia Chidiya***

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

If you'd like to become a Software Developer some day and would like to see if this career is something you would enjoy, then this introductory course will help you to make an informed decision. This course aims to prepare anyone who would like to be creative, collaborative, a design thinker, and acquire computational thinking skills of the future. No programming background is required. Learning Computer Science, and programming encourages creativity, problem-solving, ethics and collaboration. You will have fun learning Python as a programming language and challenging yourselves to think like computer programmers. Python is used across diverse fields from web and game development to machine learning, AI, scientific computing and academic research. It is easy to learn as a first language and a valuable skill-set to have in any programmer's stack because of its diverse usage making it the versatile language to learn. At the end of this course one should be able to write a basic program using python.

Date: 9 & 11 May                      Mon & Wed                      18:30 – 20:30                      Sessions: 2                      Cost: R490

### ***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: 14 May                      Saturday                      09:00 – 13:00                      4 hours                      Cost: R510

### ***How to Take & Edit Amazing Photos with your Smartphone***

***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 Lightroom Mobile. Course details can be found on page 22.

Date: 21 May                      Saturday                      09:00 – 13:00                      6 hours                      Cost: R590

### ***First Aid: Level 1***

***First Aid Trainer***

***Medical Education Centre***

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 24.

Dates: 14 & 21 May                      Saturdays                      09:00 – 16:00                      14 hours                      Cost: R950



## SECOND 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 SECOND TERM courses you would like to register for:**

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

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

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

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

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

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

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

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

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

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

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