



bergvliet high
continuing
education



TERM 3 2022

Lifelong Learning Courses for:

Adults | Educators | Corporates | Learners

www.bhs.org.za kmiles@bhs.org.za 021 713 7999

CONTENTS

| | |
|--|----|
| About the Continuing Education Programme | 4 |
| General Information: Terms and Conditions | 5 |
| General Information: Registration Form | 6 |
| ADULT ENRICHMENT | 7 |
| Creativity starts here This term we are offering a wonderful array of courses to stimulate your creative juices. We still have our popular courses, but we have added some absolutely must-do courses that we are sure will attract your interest. This is your opportunity to explore lifelong learning at affordable prices. | |
| CORPORATE TRAINING AND DEVELOPMENT | 28 |
| Empowering your people Customised and targeted training at your place of work for small or large groups. This is ideal for corporate and staff development sessions. | |
| EDUCATOR DEVELOPMENT | 34 |
| Inspiration for Teachers This component aims to inspire teachers to “feed themselves” in order to remain engaged, motivated and au fait with the latest trends in education. | |
| LEARNER SUPPORT PROGRAMMES | 41 |
| Giving you the “tools” to succeed in life We offer life skills courses for learners, as well as Revision Programmes and fun, practical holiday workshops. | |
| LECTURER PROFILES | |



ABOUT THE CONTINUING EDUCATION PROGRAMME

What is the Continuing Education Programme all about?

The Continuing Education Programme was launched in 1989. It is a lifelong learning programme which runs every term at Bergvliet High School and its aim is to enable everyone to continue their education in a meaningful and practical way.

The Continuing Education Programme is accessible to everyone, and our focus is not on making money, but rather on making a difference in people's lives. We aim to provide a service to people, to teach, educate and provide fun and interesting activities that can even lead to people starting their own small businesses, or just inspire you to explore a new hobby or interest.

One of our objectives is to empower the unemployed by enabling them to learn the skills which could improve their chances of finding employment.

What does CEP offer?

More than 100 different short courses are offered per term, to the public, during the week at night, and on Saturdays.

The course categories include:

- Adult Enrichment – for over 18's
- Educator Development – for schools and educators
- Learner Support Programmes - for high school students
- Corporate Training & Development – for our business and corporate clients

We tailor make our corporate workshops to suit your needs

Depending on your staff training or development needs, we will create courses which are customised to your specific needs. We are able to offer training workshops at your place of work for small or large groups. This is ideal for staff training sessions.

ACCREDITED COURSES

Many of our educator courses are
SACE accredited.
PD points can be earned

LEARNER SUPPORT PROGRAMMES

Winter School Programmes
Revision Schools for Gr. 10, 11 & 12

CORPORATE TRAINING & DEVELOPMENT

Speak to us about your specific
needs

ADULT ENRICHMENT

Personal Development, Arts &
Crafts, Computer Courses
and many more

EDUCATOR DEVELOPMENT

Classroom Management, IWB, New
trends in Education, Computers &
Learner-related courses

COMPLETION CERTIFICATES

All participants receive Certificates
of Completion

GENERAL INFORMATION: TERMS & CONDITIONS

Continuing Education Office – Telephone: 021 – 713 7999

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

This prospectus is divided into 4 sections:

- | | ADULT
ENRICHMENT | EDUCATOR
DEVELOPMENT | CORPORATE TRAINING
& DEVELOPMENT | LEARNER SUPPORT
PROGRAMMES |
|-----|---|-------------------------|-------------------------------------|-------------------------------|
| 1. | | | | |
| 2. | Admission will be on a first-come, first-served basis. Adult enrichment courses are only available to over 16's unless by special arrangement. | | | |
| 3. | All courses are in-person courses which will take place at Bergvliet High School unless otherwise stated. | | | |
| 4. | Term 3 courses begin on 1 August 2022 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays or Saturdays. The programme ends on 30 August 2022 . | | | |
| 5. | Additional Programmes and Registration forms are available from the foyer of the School, local libraries, or on our website: www.bhs.org.za under "Continuing Ed". | | | |
| 6. | Details published herein are subject to change to fit in with school activities. Changes are unlikely and, as far as possible will be made by mutual arrangement. | | | |
| 7. | Course participants will be advised wherever possible of programme disruptions caused by unscheduled power outages and affected courses will be rescheduled. | | | |
| 8. | All courses at Bergvliet High School, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses. | | | |
| 9. | Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded. | | | |
| 10. | NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING. | | | |
| 11. | Please note the dates and starting times carefully. Parking is available on the School grounds on a first-come, first-served basis and although precautions will be taken to ensure the safety of your vehicle, the School and the Continuing Education Programme will not be held responsible for any loss or damage to vehicles parked in or around the school grounds. | | | |
| 12. | Gift vouchers are available for all courses. | | | |
| 13. | For your convenience, we are available to present most of the courses 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. | | | |
| 14. | Please note: Full Covid protocols are in place and will be strictly adhered to. You will be required to sanitise your hands and wear a mask at all times. | | | |

GENERAL INFORMATION - 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**
- For registration enquiries, contact the Continuing Education office: **021 713 7999**, Katharine Miles: **082 409 2195** or e-mail: kmiles@bhs.org.za

THIRD 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 THIRD TERM courses you would like to register for:

| | | | | |
|---|------------|---|-----|----|
| Course Title: (see Prospectus) | Course Fee | | | |
| Course Title: (see Prospectus) | Course Fee | | | |
| Course Title: (see Prospectus) | Course Fee | | | |
| Course Title: (see Prospectus) | Course Fee | | | |
| Course Title: (see Prospectus) | Course Fee | | | |
| Total enclosed: | | R | | |
| Please indicate whether you would like to be placed on our free electronic mailing list. Only select this option if you have NOT been receiving the prospectus via e-mail. | | <table border="1"> <tr> <td>Yes</td> <td>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

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

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

CREATIVITY STARTS HERE

LEARN TO DRAW

Jessie Colman

B.Sc. Advanced Certificate in Fine Art; Dip SBA

Artist & Art Teacher

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

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

Equipment for the first session is included in the cost of the course, and you will be advised regarding materials for further sessions then.

Date: Wed 3 – 24 August

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R540

DRAWING: 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 a 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 the 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 cost of the course material has been included in the course fee.

Date: Thurs 4 – 25 August

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R540

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, you will create your 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 notebook for colour notes and a pencil is required by all participants.

Date: Saturday, 13 August

Time: 09:00 – 13:30

Duration: 4.5 hours

Cost: R450 (to be paid on registration) + R85 for the beginner's kit (if required) to be paid directly to Jessie on the day

CREATIVITY STARTS HERE

BIRCH TREE LANDSCAPE IN ACRYLICS

Saroj Shukla
Art Teacher

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

Birch tree landscape is a no-brush artwork. Participants will be using a palette knife to create this work. No previous experience in painting is required for this, so all are welcome to join.

All the materials will be provided in kit form (R150), which you will purchase from Saroj on the day.

Date: Tuesday 16 August

Time: 18:00 – 20:30

Duration: 2.5 hours

Cost: R300 (pay on registration) + Kit Price: R150 (pay to Saroj 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: Saturday, 20 August

Time: 09:00 – 11:30

Duration: 2.5 hours

Cost: R190 (pay on registration) + Kit Price: R100 (pay to Gina at the workshop)

ONGOING MOSAIC WORKSHOP – 2 CUP TRAY

Gina Florentino
Mosaic Artist

Learn how to mosaic a beautiful design of your choice on a 280 x 220cm tray. Some knowledge of mosaic techniques will be required to attend this course.

The course kit costs R150 and needs to be purchased from Gina at the workshop. Afternoon tea and snacks will be provided.

Date: Saturday, 20 August

Time: 12:00 – 16:00

Duration: 4 hours

Cost: R300 (pay on registration) + Kit Price: R150 (pay to Gina at the workshop)

PEWTER EMBOSSEING ART WORKSHOP FOR BEGINNERS

Saroj Shukla
Art Teacher

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

Pewter embossing is about working on a thin, malleable pewter sheet of metal, with handheld tools to create a 3-dimensional decorative design. Embossing involves creating a three-dimensional raised-up image or design, while debossed materials have the required design pressed into them so that the resulting image is indented below the surface.

No previous knowledge of drawing or embossing is required to attend this session. In this basic session, a pre-made design will be transferred to a pewter square. Four different embossing techniques will be taught: debossing/engraving, low relief embossing and two types of high relief embossing. A variety of mark-making tools including pattern rollers will be used to create textures on a background. Black colour will be used to give an antique look to the work. To display the work, the pewter plate will be pasted on a small painted canvas. **All the tools and materials will be provided at the cost of R250, which you will need to pay directly to Saroj on the day.** Mid-morning tea and snacks will be provided.

Date: Saturday 20 August

Time: 09:00 – 13:30

Duration: 4.5 hours

Cost: R490 (pay on registration) + Kit Price: R250 (pay to Saroj at the workshop)

SEWING FOR FUN/BAKING BUSINESS

SEWING ONGOING

Colleen Mick

Sewing Teacher

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

In session 1 you will:

- Recap on basic sewing operations, e.g. threading and stitching straight lines,
- Be introduced to general sewing techniques, e.g. zips, buttonholes, hems, binding, elastication etc.
- Explore tools and equipment used to perform these techniques,
- Prepare and apply these techniques on fabric (provided by the instructor).
- Make a handy cell phone stand.
- Select projects for session 2. Fabric and trims required for the second session will be advised.
- Possible projects for session 2 are a beach bag or buttoned scatter cushion covers.

In session 2 you will:

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

Course Requirements

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

Date: Saturday, 13 August
Saturday, 20 August

Time: 09:00 – 13:30 **Duration:** 2 sessions

Cost: R 610 (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 our sewing machines.

BUILDING A BAKING BUSINESS

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

If you 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, and 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: Wednesday, 17 August **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R590

IN THE KITCHEN/VEGAN/PASTA/BAKING

VEGAN MEXICO

Nikki Botha

Vegan Chef and Consultant, Cooking Presenter

Who doesn't love a good Mexican meal! In this hands-on workshop you will learn how to make the following:

- Soft tacos with veggies seasoned with Chef Nikki's own fajita blend, topped off with Mexican coleslaw,
- Enchiladas from scratch,
- Authentic guacamole, and lastly
- Vegan sour cream

The kit for the full course costs R450 and needs to be paid on registration.

Date: Saturday, 13 August

Time: 14:00 – 17:00

Duration: 3 hours

Cost: R300 (tuition fee) + Kit Price: R450 = R750 to be paid on registration

VEGAN CHEESE MAKING

Nikki Botha

Vegan Chef and Consultant, Cooking Presenter

Buying vegan cheese in the shops is so expensive, and it is so much nicer to make your own. In this course you will be shown the principles of making vegan cheese and in the process, you will learn how to make:

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

Date: Saturday, 20 August

Time: 14:00 – 16:00

Duration: 2 hours

Cost: R280

MAKING PASTA FROM SCRATCH

Annah Mamhende

Food Science Teacher

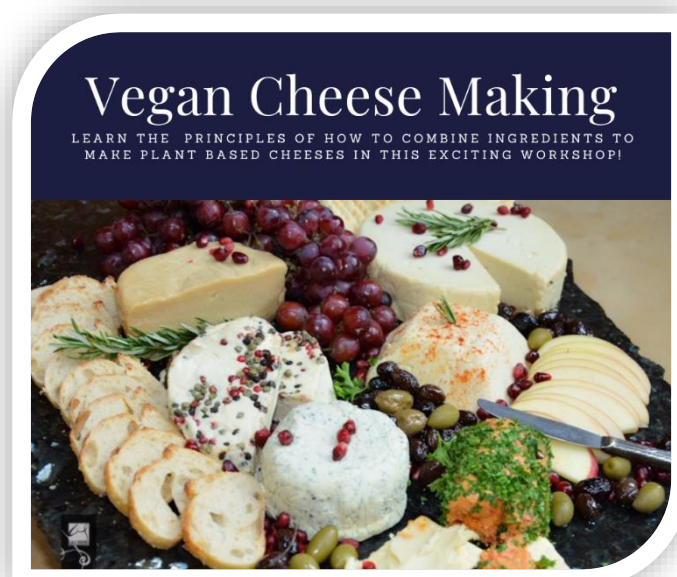
What could be more exciting than learning how to make your own pasta from scratch! In this hands-on workshop, you will learn how to make various types of pasta, so that you never need to buy from the shops again. All ingredients and equipment will be supplied.

Date: Tuesday, 2 August

Time: 18:00 – 20:30

Duration: 2.5 hours

Cost: R350



VANILLA CAKES & CUPCAKES

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

In this hands-on workshop will learn:

- How to bake a moist, tender, vanilla cake and cupcakes.
- Professional techniques to create cakes that taste amazing and keep well so that you can decorate them over a few days,
- How to make buttercream for decorating your cake,
- How to pipe the perfect swirl onto your cupcakes,
- How to prevent your cake from doming and getting large air bubbles.

The class 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 cake and cupcakes home.

Date: Saturday, 13 August **Time:** 09:00 – 12:00 **Duration:** 3 hours **Cost:** R550

CHIFFON CAKE

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

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

- Make a moist, tender, springy chiffon cake,
- Professional techniques to create cakes that taste amazing and keep well so that you can decorate them over a few days,
- Use the chiffon method to create a huge rise in your cakes,
- Make buttercream.

This class includes:

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

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

Date: Saturday, 20 August **Time:** 09:00 – 12:00 **Duration:** 3 hours **Cost:** R550



IN THE KITCHEN/BAKING

MINI CHOCOLATE “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: Monday, 15 August **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R590

PROFESSIONAL FINISH IN BUTTERCREAM

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

In this hands-on workshop, you will:

- Learn how to level, fill and stack a cake,
- Learn how to make a crumb coat that will prevent bulges and support the outer layer of the buttercream,
- Learn professional techniques to create a smooth and professional finish to your buttercream cake,
- Learn how to store and deliver cakes so that they arrive safely at your destination.

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 cake home.

Date: Wed, 24 August **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R550

BUSINESS BASICS

IMPORTANT BUSINESS SKILLS WHICH EVERY BUSINESS OWNER NEEDS

Gareth Price B. Bus. Sc. (Finance), B. Compt. (Hons), C.A.
Entrepreneur, Innovator, Accountant, Mentor

Running a business is hard work - especially if you want it to grow to be bigger than just you. In this course, Gareth will share some lessons he has learned over the last 10 years of running businesses, so that you don't have to learn the hard way. There will be some practical advice and some philosophical advice and plenty of stories - and you will walk away with much to think about as you grow your side-hustle into a business.

Date: Wednesday, 3 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R180

HOW TO FULLY INTEGRATE XERO INTO THE RUNNING OF YOUR BUSINESS

Gareth Price B. Bus. Sc. (Finance), B. Compt. (Hons), C.A.
Entrepreneur, Innovator, Accountant, Mentor

As a business owner, your decision-making is only as good as the information you base that decision on - and very often, our financial information is late and out of date. In this hands-on course, you'll learn how to integrate the accounting tasks into the running of your business so that you can get real-time financial information, without having to do more work. You'll be shown how to leverage tasks you are already doing in order to do accounting.

Date: Thursday, 11 August **Time:** 18:30 – 20:30 **Duration:** 2.5 hours **Cost:** R270

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.

Date: Mon & Wed, 1 – 17 Aug (excluding 8 August) **Time:** 18:30 – 20:30 **Duration:** 5 sessions **Cost:** R670

BUSINESS BASICS/RECRUITMENT

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.

Date: Thursdays, 18 & 25 August
Tues, 23 & Mon, 29 August **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R580

CUSTOMER SERVICE – 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: Saturday, 20 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **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 the 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: Tues & Thurs, 2 & 4 Aug **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R460

PERSONAL DEVELOPMENT & SOFT SKILLS

BUILDING A BAKING BUSINESS

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

If you 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, and 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: Wednesday, 17 August **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R590

LINKEDIN – GETTING YOUR PROFESSIONAL OR BUSINESS PROFILE ONLINE

Octavia Chidiya

M.Sc. Computer Science

IT Project Administrator, Computer Trainer

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

Date: Wed, 3 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

HOW TO SUCCEED IN FINDING & GETTING THE JOB YOU WANT!

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Finding suitable employment is challenging at every level, furthermore, it requires a 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: Tuesday, 16 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R260

PERSONAL DEVELOPMENT AND SOFT SKILLS

THRIVING IN RELATIONSHIPS – SELF & OTHER

Sherin Bickrum PhD. HPCSA – Couns. Psych.
Counselling Psychologist

This life-changing course will focus on developing emotional intelligence through understanding and enhancing:

- “Intrapersonal” dynamics (i.e. through self-insight and empowerment) – Knowing & Valuing Me
- “Interpersonal” dynamics (i.e. appropriate empathy; setting healthy boundaries, and communicating effectively),
- Challenging and reframing limiting perceptions.

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

Date: Saturday, 13 Aug **Time:** 09:00 – 12:00 **Duration:** 1 session **Cost:** R250

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: Tuesday, 16 August **Time:** 18:30 – 20:30 **Duration:** 1 session **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 behaviour, as we are all 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: Tuesday, 23 August **Time:** 18:30 – 20:30 **Duration:** 1 session **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 sometimes 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: Thursday, 4 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

PERSONAL DEVELOPMENT & SOFT SKILLS

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: Wed, 10 August
Wed, 17 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R290

BEING AN EFFECTIVE TEAM MEMBER & MANAGING EFFECTIVE TEAMS

Loretta Erasmus M. Phil
Management Coaching / Business Coach

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

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

Date: Monday, 22 August **Time:** 18:30 – 20:30 **Duration:** 1 session **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: Mon, 22 August
Wed, 24 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R290

LEADING FROM WITHIN: BECOMING AN EMOTIONALLY INTELLIGENT LEADER

Steve Reid B. Comm
Business Coach, Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

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

Date: Tues, 2 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

PERSONAL DEVELOPMENT & SOFT SKILLS

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: Monday, 15 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

MOTIVATION & EMOTION: THE ROLE THAT EMOTIONS PLAY IN OUR EVERYDAY LIFE

Robyn Jansen van Vuuren

M.A. Psychological Research

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

Date: Thursday, 11 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

IF YOU CAN'T TRUST YOURSELF, THEN WHO CAN YOU TRUST? LIVING WITH OCD

Robyn Jansen van Vuuren

M.A. Psychological Research

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

Date: Thursday, 18 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

MARKETING YOUR BUSINESS ONLINE

HOW TO BUILD A FACEBOOK PAGE FOR YOUR BUSINESS

Octavia Chidiya M.Sc. Computer Science
IT Project Administrator, Computer Trainer

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

Date: Tuesday, 2 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

SOCIAL MEDIA MARKETING: GET SOCIALLY SAUCED FOR YOUR SMALL BUSINESS

Lucille Divine B. Sc.
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 a reference once the course is over.

Date: Tuesday, 16 August
Thursday, 18 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490



MISCELLANEOUS

DJEMBE DRUMMING

David Keuning

AfroBeat Drumming

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

Date: Thurs, 4, 11, 18, 24 August **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R450

Gift Cards are available for all courses



SOCIAL MEDIA MARKETING/ COMPUTER COURSES

MARKETING: HOW TO CREATE SOCIAL MEDIA CONTENT

Lucille Divine

Graphic Designer, Marketing & Communications, Trainer

This hands-on course which will give you a full breakdown of 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 are customer-centric and showcases your business message and story.

Date: Tuesday, 23 August
Thursday, 25 August

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R490

COMPUTERS FOR BEGINNERS

Cedric Goliath

Network Administrator and IT Trainer

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.

Date: Saturdays, 13 & 20 Aug

Time: 09:00 – 13:00

Duration: 8 hours

Cost: R760

MANAGING THE FILES & FOLDERS ON YOUR COMPUTER

Octavia Chidiyiwa M.Sc. Computer Science

IT Project Administrator, Computer Trainer

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.

Date: Wed, 17 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R270

COMPUTER COURSES

MS EXCEL – GETTING STARTED WITH SPREADSHEETS

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Mon, 1 August
Wed, 3 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

MS EXCEL – INTERMEDIATE

Cedric Goliath

Network Administrator and IT Trainer

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

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

Date: Mon, 15 August
Wed, 17 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS

Cedric Goliath

Network Administrator and IT Trainer

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

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

Date: Wed, 24 August
Mon, 29 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

COMPUTER COURSES

EXCEL FOR EDUCATORS

Cedric Goliath

Network Administrator and IT Trainer

In this hands-on course you will:

- Find out how to extract data from Staffroom and export it to Excel
- Use Data Filter & Sort (Alphanumeric and highest to lowest etc.)
- Hide, unhide, insert and delete columns and rows
- Convert Text labels to numbers
- Learn how to use IF, SUMIF, Count and Counta
- Learn how to insert Charts, Conditional Formatting and Cell Formatting,
- You will also learn handy Excel shortcuts.

Date: Wed, 10 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R270

DESIGNING AN EXAM PAPER IN WORD

Cedric Goliath

Network Administrator and IT Trainer

Those who struggle to produce professional-looking exam papers, will find this course very useful. You will learn the following:

- How to create, edit, save and print documents,
- Inserting and working with tables,
- Converting a list to a table,
- Bulleted formatting,
- Inserting and using images in documents,
- Difference between “save as” and “save”,
- Converting to PDF.

Date: Mon, 22 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R270

ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft OneDrive is one of the best-kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! Learn about some of the hidden features like using online versions of Word, Excel and PowerPoint, right in the browser without needing any software installed! Bring along some files on a flash drive or have some files on your device so that you can upload them to the cloud and see just how easy it is to get your files into the cloud. Participants should ideally have access to a Hotmail, Outlook.com, Xbox Live or any other Microsoft account so that you can sign in to 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: Thurs, 4 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R270

COMPUTER COURSES/CODING

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: Mon, 15 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

LINKEDIN – GETTING YOUR PROFESSIONAL OR BUSINESS PROFILE ONLINE

Octavia Chidiyiwa

M.Sc. Computer Science

IT Project Administrator, Computer Trainer

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

Date: Wed, 3 August **Time:** 18:30 – 20:30 **Duration:** 1 session **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: Tues, 2 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

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 for 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 a versatile language to learn. At the end of this course one should be able to write a basic program using Python.

Date: Tues, 16 August
Thurs, 18 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

PHOTOGRAPHY COURSES

INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Craig Murray

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: Sat, 13 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R520

CREATIVE PHOTOGRAPHY

Wayne Turner

Professional Photographer, Photography Lecturer & Author

Discover your hidden photographic creativity and learn how to shoot great photos like a pro. You will not only amaze your family and friends and take photos good enough to sell, but you will also learn how to create memories that will last forever. This course helps to unlock that creativity by teaching you a few simple steps which will help you to shoot incredible, creative images. The popular course does not focus on how your camera (although some technical details will be mentioned), but on how to compose good images. The course fee includes mid-morning tea and snacks, as well as four useful Photography eBooks. Please bring your camera along, as well as a flash drive to download the eBooks.

Date: Sat, 20 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R550

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: Tues, 2 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

LANGUAGES, WRITING & RESEARCH

WRITING A RESEARCH PROPOSAL & THESIS

Dr Ian Johnson B Com Hons. B. A. B.A. Hons M.A. PhD
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: Tuesday, 16 Aug
Tuesday, 23 Aug **Time:** 18:30 – 20:30 **Duration:** 2 sessions **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!

Date: Wed, 3, 10, 17 & 24 Aug **Time:** 18:30 – 20:30 **Duration:** 4 sessions **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.

Date: Thurs, 4, 11, 18, 25 Aug **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R470

GERMAN FOR BEGINNERS

Regina Bailey
German Teacher & Translator

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

Date: Thurs, 4, 11, 18, 25 Aug **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R470

LIFESTYLE, HEALTH & WELLNESS

RETIREMENT: LIVING A FULFILLED LIFE

Paul Britton

B.Sc. (Forestry) M. Landscape Arch

Retired Consultant

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

- Finding out what skills and experience you have to enable you to find a compelling activity to replace the needs formerly met by work and perhaps make 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: Sat, 13 August

Time: 09:00 – 12:30

Duration: 3.5 hours

Cost:

R280 or R540
per couple

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.

Date: Saturday, 13 Aug
Saturday, 20 Aug

Time: 09:00 – 16:00

Duration: 14 hours

Cost: R950

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: Thursday, 18 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

TEAM BUILDING WORKSHOPS

LEARN TO DRAW

Jessie Colman

B.Sc. Advanced Certificate in Fine Art; Dip SBA

Artist & Art Teacher

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

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

Equipment for the first session is included in the cost of the course, and you will be advised regarding materials for further sessions then.

Date: Wed 3 – 24 August

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R540

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.

We can also offer this workshop at a time that suits you, at our venue, or at your place of work.

Date: Saturday, 20 August

Time: 09:00 – 11:30

Duration: 2.5 hours

Cost: R190 (pay on registration) + Kit Price: R100 (pay to Gina at the workshop)

DJEMBE DRUMMING

David Keuning

AfroBeat Drumming

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

You can either send your team to this full workshop, or we can organise a once-off team-building session at a time and place that suits you! The fee will be negotiated.

Date: Thurs, 4, 11, 18, 24 August

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R450



Djembe Drumming

TRAINING & CUSTOMER SERVICE

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 the 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: Tues & Thurs, 2 & 4 Aug **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R460

CUSTOMER SERVICE – 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: Saturday, 20 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R460



COMPUTER AND IT SKILLS

MS EXCEL – GETTING STARTED WITH SPREADSHEETS

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Mon, 1 August
Wed, 3 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

MS EXCEL – INTERMEDIATE

Cedric Goliath

Network Administrator and IT Trainer

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

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

Date: Mon, 15 August
Wed, 17 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS

Cedric Goliath

Network Administrator and IT Trainer

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

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

Date: Wed, 24 August
Mon, 29 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

COMPUTER AND IT SKILLS

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 in to 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: Thurs, 4 August

Time: 18:30 – 20:30

Duration: 1 session

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. When the form 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 Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms.

Date: Mon, 15 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R270

LEADERSHIP & SOFT SKILLS IN THE WORKPLACE

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: Wed, 10 August
Wed, 17 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R290

BEING AN EFFECTIVE TEAM MEMBER & MANAGING EFFECTIVE TEAMS

Loretta Erasmus M. Phil
Management Coaching / Business Coach

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

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

Date: Monday, 22 August **Time:** 18:30 – 20:30 **Duration:** 1 session **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: Mon, 22 August
Wed, 24 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R290

LEADING FROM WITHIN: BECOMING AN EMOTIONALLY INTELLIGENT LEADER

Steve Reid B. Comm
Business Coach, Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

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

Date: Tues, 2 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

LEADERSHIP & SOFT SKILLS IN THE WORKPLACE

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: Tuesday, 16 August

Time: 18:30 – 20:30

Duration: 1 session

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 behaviour, as well 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: Tuesday, 23 August

Time: 18:30 – 20:30

Duration: 1 session

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 sometimes 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: Thursday, 4 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R150

PERSONAL & PROFESSIONAL GROWTH

THRIVING IN RELATIONSHIPS – SELF & OTHER

Sherin Bickrum PhD. HPCSA – Couns. Psych.
Counselling Psychologist

This life-changing course will focus on developing emotional intelligence through understanding and enhancing:

- “Intrapersonal” dynamics (i.e. through self-insight and empowerment) – Knowing & Valuing Me
- “Interpersonal” dynamics (i.e. appropriate empathy; setting healthy boundaries, and communicating effectively),
- Challenging and reframing limiting perceptions.

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

Date: Saturday, 13 Aug **Time:** 09:00 – 12:00 **Duration:** 1 session **Cost:** R250

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: Tuesday, 16 August **Time:** 18:30 – 20:30 **Duration:** 1 session **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 behaviour, as well as all 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: Thursday, 23 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

MANAGING DIVERSITY IN SCHOOLS

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 sometimes 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 Diversity in schools.

Date: Thursday, 4 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

LEARNER-MANAGEMENT

CHANGING BEHAVIOUR THROUGH PROGRESSIVE DISCIPLINE

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

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. **Educators Earn 5 CPDT points**

Date: Thurs, 4 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R220

SUPPORTING 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: Sat, 13 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R360

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: Thurs, 18 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R150

INTERACTIVE TECHNOLOGY & COMPUTER COURSES

MASTERING THE INTERACTIVE WHITEBOARD

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

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. **Educators Earn 9 CPDT points**

Date: Sat, 13 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R640

FINDING YOUR WAY AROUND CEMIS

Stacey Ford
School Registrar and 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: Tues, 23 August
Thurs, 25 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

ESSENTIAL COMPUTER AND IT SKILLS

EXCEL FOR EDUCATORS

Cedric Goliath

Network Administrator and IT Trainer

In this hands-on course you will:

- Find out how to extract data from Staffroom and export it to Excel,
- Use Data Filter & Sort (Alphanumeric and highest to lowest etc.)
- Hide, unhide, insert and delete columns and rows.
- Convert Text labels to numbers
- Learn how to use IF, SUMIF, Count and Counta
- Learn how to insert Charts, Conditional Formatting and Cell Formatting,
- You will also learn handy Excel shortcuts.

Date: Wed, 10 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R270

DESIGNING AN EXAM PAPER IN WORD

Cedric Goliath

Network Administrator and IT Trainer

Those who struggle to produce professional-looking exam papers, will find this course very useful. You will learn the following:

- How to create, edit, save and print documents,
- Inserting and working with tables,
- Converting a list to a table,
- Bulleted formatting,
- Inserting and using images in documents,
- Difference between “save as” and “save”,
- Converting to PDF.

Date: Mon, 22 August

Time: 18:30 – 20:30

Duration: 1 session

Cost: R270

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiyiwa M.Sc. Computer Science

IT Project Administrator, Computer Trainer, Level Up Geek Up Academy

This course is ideal for CAT teachers, who have never used Python, but would like to learn the basics to be able to pass on to the learners in their classes. No programming background is required. 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: Tues, 16 August
Thurs, 18 August

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R490

MARKETING YOUR SCHOOL ON SOCIAL MEDIA

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! It is perfect for teachers who need to add images to exam papers.

Date: Tues, 2 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

HOW TO BUILD A FACEBOOK PAGE FOR YOUR SCHOOL

Octavia Chidiyiwa M.Sc. Computer Science
IT Project Administrator, Computer Trainer

Schools have realised the importance of using social media to build meaningful connections with their school community. In this workshop you will learn how to set up a Facebook page for your school and how to advertise your school on this social media platform.

Date: Tuesday, 2 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R270

SOCIAL MEDIA MARKETING: GET SOCIALLY SAUCED FOR YOUR SCHOOL

Lucille Divine B. Sc.
Graphic Designer, Marketing & Communications, Trainer

Once you've set up your Facebook Page, you'll need a social media strategy across all social media channels. This practical course will teach you all you need to know about:

- 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).
- 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 school,
- How to determine which social media site is best to position your school 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.

Date: Tuesday, 16 August
Thursday, 18 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R490

MISCELLANEOUS COURSES

MARKETING: HOW TO CREATE SOCIAL MEDIA CONTENT FOR YOUR SCHOOL

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 school 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 school's message and story.

Date: Tuesday, 23 August
Thursday, 25 August

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R490

INTRODUCTION TO PHOTOGRAPHY

Craig Murray

Photography Lecturer

If you are in charge of the photography club at school, or you have been tasked with taking photos for the School's Social Media pages, then this is a perfect course for you, and your photography team!

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: Saturday, 13 August

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R520

CREATIVE PHOTOGRAPHY

Wayne Turner

Professional Photographer, Photography Lecturer & Author

Discover your hidden photographic creativity and learn how to shoot great photos like a pro. You will not only amaze your family and friends and take photos good enough to sell, but you will also learn how to create memories that will last forever. This course helps to unlock that creativity by teaching you a few simple steps which will help you to shoot incredible, creative images. The popular course does not focus on how your camera (although some technical details will be mentioned), but on how to compose good images. The course fee includes mid-morning tea and snacks, as well as four useful Photography eBooks. Please bring your camera along, as well as a flash drive to download the eBooks.

Date: Saturday, 20 August

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R550

MISCELLANEOUS & ADMIN COURSES

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

If you're in charge of the First Aid Team at school and need to get yourself and your team trained up, then this course is ideal for you! The fee includes:

- Department of Labour accredited certificate,
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,

Tea/Coffee and mid-morning snacks. Please bring your own lunch.

Date: Saturday, 13 Aug
Saturday, 20 Aug **Time:** 09:00 – 16:00 **Duration:** 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.

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 the 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.

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: Tues & Thurs, 2 & 4 Aug **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R460

CUSTOMER SERVICE – FOR PARENT-FACING PERSONNEL

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, and how to deal with angry parents and staff. 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: Saturday, 20 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R460

CODING & PHOTOGRAPHY

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiyiwa 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 for 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: Tues, 16 August
Thurs, 18 August

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R490

INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Craig Murray

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: Sat, 13 August

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R520

CREATIVE PHOTOGRAPHY

Wayne Turner

Professional Photographer, Photography Lecturer & Author

Discover your hidden photographic creativity and learn how to shoot great photos like a pro. You will not only amaze your family and friends and take photos good enough to sell, but you will also learn how to create memories that will last forever. This course helps to unlock that creativity by teaching you a few simple steps which will help you to shoot incredible, creative images. The popular course does not focus on how your camera (although some technical details will be mentioned), but on how to compose good images. The course fee includes mid-morning tea and snacks, as well as four useful Photography eBooks. Please bring your camera along, as well as a flash drive to download the eBooks.

Date: Sat, 20 August

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R550

COMPUTERS & HOLIDAY PROGRAMME GR 4 - 7

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

If you want to be part of the First Aid Team at school or want to study medicine after school, then this course is ideal for you! The fee includes:

- Department of Labour accredited certificate,
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,

Tea/Coffee and mid-morning snacks. Please bring your own lunch.

Date: Saturday, 13 Aug
Saturday, 20 Aug
Time: 09:00 – 16:00
Duration: 14 hours
Cost: R950

COMPUTERS FOR BEGINNERS

Cedric Goliath

Network Administrator and IT Trainer

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.

Date: Saturday, 13 August
Saturday, 20 August
Time: 09:00 – 13:00
Duration: 8 hours
Cost: R670



Make this your best holiday EVER by joining one of our
Continuing Education **WINTER HOLIDAY** courses!
Open to ALL Grade 7 - 12's 4 - 8 JULY



MATRIC REVISION SCHOOL 2022



**ENGLISH
AFRIKAANS
MATHS
MATHS LIT
SCIENCE
LIFE SCIENCES
GEOGRAPHY
HISTORY
ACCOUNTING
BUSINESS STUDIES**

R590 per Subject

**THESE COURSES ARE NOT
RESTRICTED TO BHS LEARNERS,
ALL MATRICS ARE WELCOME!**

**MON - FRI
4 - 8 JULY**

Be fully prepared for your
prelims & finals!
Study packs provided!

COVID PROTOCOL COMPLIANT

CONTACT KATHARINE MILES
082 409 2195
KMILES@BHS.ORG.ZA
WWW.BHS.ORG.ZA

BERGVLIET HIGH SCHOOL CONTINUING EDUCATION PROGRAMME

Term 3 Lecturers



Dr Sherin Bickrum



Dr Ian Johnson



Saroj Shukla



Craig Murray



Cedric Goliath



Regina Bailey



Gina Florentino



Nikki Botha



Robyn Jansen
van Vuuren



Lucille Divine



Anthea Swift



David Keuning



Gareth Price



Ross Cohen



Gail Oakes



Octavia Chidiya



Loretta Erasmus



Grace Stevens



Steve Reid



Stephen Price



Jennifer Ritchie



Clive Stevens



Annah Mahmende



Wayne Turner