



bergvliet high
continuing
education

Lifelong Learning

TERM 1 2023

Lifelong Learning Courses for:

Adults | Educators | Corporates | Learners

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

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GENERAL INFORMATION

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 ENRICHMENT PROGRAMMES

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

ADULT ENRICHMENT

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

CORPORATE TRAINING & DEVELOPMENT

Speak to us about your specific needs

EDUCATOR DEVELOPMENT

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

COMPLETION CERTIFICATES

All participants receive
Certificates of Completion



Your Neighborhood Experts

Kallie Pretorius | Marietjie Pretorius

kallie.pretorius@rawson.co.za | marietjie.pretorius@rawson.co.za

083 467 8387 | 082 823 6913

RAWSON
Properties

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 1 courses begin on 7 February 2023 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on 18 March 2023 . | | | |
| 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. | | | |

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 acceptable.**
- 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

REGISTRATION FORM



bergvliet high
continuing
education

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

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

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

Please indicate which FIRST TERM 2023 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><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.

ADULT ENRICHMENT – ART COURSES

LEARN TO DRAW

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

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

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

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

Date: Mon 13 Feb – 6 March **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R560

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.

Wed, 15 & 22 Feb,
Date: 8 & 15 March **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R560
(excluding 1 March)

LANDSCAPE IN ACRYLICS

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

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

Date: Sat, 25 February **Time:** 09:00 – 13:30 **Duration:** 4.5 hours
Cost: R490 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)

ADULT ENRICHMENT – ART & CRAFTS

MIXED MEDIA ABSTRACT ART

Saroj Shukla

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

Art Teacher

Mixed Media art refers to a visual art form that combines a variety of media in a single artwork. In this workshop, you will use texture paste and acrylic paint in combination with other media on a canvas board. This is an exciting art form where you can let your creativity run wild! Course requirements will be provided in kit form at the workshop. The cost of the kit is R200 per person, and you will need to pay Saroj in cash for the kit at the workshop. Mid-morning tea and snacks will be provided.

Date: Sat, 4 March

Time: 09:00 – 14:00

Duration: 5 hours

Cost: R520 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)



TIE & DYE WORKSHOP

Saroj Shukla

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

Art Teacher

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

Date: Sat, 25 February

Time: 14:00 – 17:00

Duration: 3 hours

Cost: R180 (pay on registration) + Kit Price: R80 (pay to Saroj at the workshop)

MOSAICS – CREATING A DESIGNER TRAY

Gina Florentino

Mosaic Artist

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

Date: Saturday, 4 March

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R260 (pay on registration) + Kit Price: R180 (pay to Gina at the workshop)

ADULT ENRICHMENT – BOOKBINDING & SEWING

BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL

Ginty O'Connor B. Sc. PGCE B. Ed (Hons)
Bookbinder

In this practical course, participants will create their own 100-page A4 case-bound hardcover journal. In session one, you will create the cover of the book which will go into the book press overnight. In the second session, you will sew the inside book block and bind them with the cover that was made in the previous session. The book will again go into the press overnight, to be collected the following day. All materials required will be provided in kit form which will be purchased in the first session at a cost of R150.

Date: Tuesday, 7 March	Time: 18:30 – 20:30	Duration: 2 hours
Date: Thursday, 9 March	Time: 18:30 – 20:30	Duration: 2 hours
Cost: R250 (pay on registration) + Kit Price: R150 (pay to Ginty at the workshop)		

LEARN TO SEW

Colleen Mick
Sewing Teacher

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

In session 1 you will learn:

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

Fabric required for the next session will be advised.

In session 2 you will:

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

Course Requirements

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

Date: Saturday, 25 February	Time: 09:00 – 13:30	Duration: 2 sessions
Saturday, 4 March		
R 650 (pay on registration) + Kit Price: R80 (pay to Colleen on Saturday 25 February.)		
Cost: Please add R80 to your course fee on registration if you need to hire one of our sewing machines.		

ADULT ENRICHMENT – CROCHET COURSES

CROCHET FOR BEGINNERS

Lokkie van Niekerk

Business Owner: Woolcrate, Yarn Artist

Crocheting is a very trendy hobby at the moment. It is easy to learn, and very versatile. This course is aimed at those with no prior crocheting experience. You will practice the basic techniques by making crochet squares that will form the basis of a blanket. The following content will be covered:

- Understanding crochet hooks
- Understanding different types of yarn
- Understanding yarn weights
- Understanding a yarn label/ball band
- US versus UK terminology
- Understanding patterns: written pattern versus graphs
- Working flat versus working in the round
- Understanding basic crochet techniques

And, you will master the following techniques:

- How to make a slipknot
- Chain stitch
- Basic crochet techniques: Single Crochet; Double Crochet; Half Double Crochet; Treble Crochet
- Turning chains
- Slip stitch

All materials required will be provided in kit form which you will need to purchase from Lokkie at the first session at a cost of R150. Cash, card or Snapscan facilities are available.

Date: Thursdays 9, 16 & 23 February **Time:** 18:30 – 20:30 **Sessions:** 3

Cost: R240 (pay on registration) + Kit Price: R50 (pay to Lokkie at the workshop)

Kit 1:



Kit 2:



Kit 3:



Kit 4:



Kit 5:



Kit 6:



ADULT ENRICHMENT – CROCHET & BAKING COURSES

CROCHET INTERMEDIATE

Lokkie van Niekerk

Business Owner: Woolcrate, Yarn Artist

If you have crocheted before, or have completed our beginners course, then you are ready to make a crochet lap or baby blanket (85 x 85 cm) that consists of different textured crochet squares, granny squares and embellishments (flower, heart). You can bring your own 4.5mm crochet hook along, or purchase one on the first evening.

You will need to know how to do the following:

- Chain stitch;
- Basic crochet techniques: Single Crochet; Double Crochet; Half Double Crochet; Treble Crochet;
- Turning chains;
- Slip stitch

You will learn how to crochet the following in this course:

- A granny square,
- a flower,
- a heart and
- how to join the squares using a whip stitch.

In the process, you will master the following techniques:

- How to do colour changes;
- How to make a magic ring;
- How to crochet using the FLO and BLO
- How to crochet the front post
- How to use whip stitch

All materials required will be provided in kit form which you will need to purchase from Lokkie at the first session at a cost of R120. Cash, card or Snapscan facilities are available. Kit colours for this course can be seen above. Please choose the number of the kit you want and indicate that on your registration form. You can also buy online by clicking on the following link: <http://woolcrate.com>

Date: Thursdays 2, 9 & 16 March

Time: 18:30 – 20:30

Sessions: 3

Cost: R240 (pay on registration) + Kit Price: R120 (pay to Lokkie at the workshop)

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: Monday, 13 February

Time: 18:00 – 20:30

Duration: 2.5 hours

Cost: R550

BAKING WORKSHOPS

MINI “DRIP” CAKE

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

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

In this hands-on workshop you will:

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

This workshop includes:

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

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

Date: Saturday, 4 March **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R490

SUGAR PASTE PEONIES

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

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

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

- Make your own sugar paste,
- How to create lifelike peonies from the sugar paste,
- How to store and transport your peonies

This class includes:

- Professional tuition by Grace Stevens; All materials and ingredients; Access to tools, dusting powders, apron and other equipment.

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

Date: Mon, 20 February **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R450

MAKING MACARONS THE ITALIAN WAY

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

In this hands-on workshop will learn how to:

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

The class includes:

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

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

Date: Sat, 25 February **Time:** 09:00 – 12:00 **Duration:** 3 hours **Cost:** R450

COOKING COURSES & WAITRON TRAINING

ASIAN COOKING

Leon & Robyn Marney Revival Gourmet Cuisine
Qualified Chefs and Business owners

In this fun, hands-on course, you will learn how to make Asian Beef stir-fry with egg noodles, and Dim Sim. The ingredient kit costs R240 and you will need to purchase it from the Marneys at the workshop. Please bring a container along in which to take your food home.

Date: Thursday, 23 February **Time:** 18:00 – 21:00 **Sessions:** 1
Cost: R240 (pay on registration) + Kit Price: R240 (pay to the chefs at the workshop)

MAKING CURRY

Robyn & Leon Marney Revival Gourmet Cuisine
Qualified Chefs and Business owners

What could be more Capetonian than a good malay curry! In this hands-on cooking class you will learn how to make authentic Cape Malay Curry, Tomato Salsa and Naan Bread. The ingredient kit costs R200 and you will need to purchase it from the Marneys at the workshop. Please bring a container along in which to take your food home.

Date: Thursday, 2 March **Time:** 18:00 – 21:00 **Sessions:** 1
Cost: R240 (pay on registration) + Kit Price: R200 (pay to the chefs at the workshop)

PASTA WITH A TWIST

Leon & Robyn Marney Revival Gourmet Cuisine
Qualified Chefs and Business owners

Enjoy learning how to make your own Ravioli with a filling, from scratch, as well as a delicious sauce to pour on top! The ingredient kit costs R200, and you will need to purchase it from the Marneys at the workshop. Please bring a container along in which to take your food home.

Date: Tuesday, 7 March **Time:** 18:00 – 21:00 **Sessions:** 1
Cost: R240 (pay on registration) + Kit Price: R200 (pay to the chefs at the workshop)

WAITRON TRAINING

Robyn & Leon Marney Revival Gourmet Cuisine
Qualified Chefs and Business owners

Leon and Robyn have 21 years of experience in the hospitality industry. They have not only trained in various hotels and restaurants in the Cape Town area but have also worked abroad.

This practical course is aimed at anyone who would like to earn some money being a waitron and would like to have a certificate which will give them access to not only casual restaurants, but also fine dining establishments. In the course, you will learn all about:

- Setting a table
- Silver service
- Clearing a table
- Service – the do's and don'ts of the position

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

Date: Sat, 4 March **Time:** 09:00 – 12:00 **Duration:** 3 hours **Cost:** R260

BUSINESS, FINANCE & ENTREPRENEURSHIP

BUSINESS SKILLS YOU NEED TO MAKE A SUCCESS OF YOUR SME

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: Tuesday, 28 February **Time:** 18:30 – 20:30 **Duration:** 2 hours **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: Tuesday, 7 March **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R170

DOCUMENTING A MARKETING PLAN FOR A SMALL BUSINESS

Garth Sutherland B. Sc. (Hons)
Project Management & Marketing Lecturer

Building a successful business is about energy, enthusiasm, and innovation. And about discipline. That discipline starts with planning. Most small businesses have a documented business plan which is supplemented with monthly financial reports that reveal their business's financial success or failure. Marketing-led big businesses will apply the same disciplines to their marketing. That becomes a process of annual marketing plans being converted into quarterly reviews and monthly status reports.

It is a worldwide observation that most small businesses do not apply the same discipline to their marketing, the most important function of the business. That is because a traditional marketing plan is perceived to be time consuming and expensive to produce and is not used on a regular basis.

This course will give you the skills to develop a simplified yet comprehensive, single page, marketing plan, a document that you can refer to daily, weekly, or monthly and ensure that your business remains on track. And your thinking will not be distracted by the many opportunistic offers that do come your way.

Every small business must optimise and maximise its limited people, time and financial resources if is going to be successful. Thorough marketing planning and implementation of the resultant tactics is essential to achieve that success. This course will assist you in achieving that success.

Mid-morning tea and snacks will be served.

Date: Sat, 25 February **Time:** 09:00 – 13:30 **Duration:** 4.5 hours **Cost:** R490

BUSINESS, FINANCE & ENTREPRENEURSHIP

PROJECT MANAGEMENT FOR ENTREPRENEURS

Garth Sutherland B. Sc. (Hons)

Project Management & Marketing Lecturer

The Project Management Institute (PMI) defines project management as the “the use of specific knowledge, skills, tools and techniques to deliver something of value”. More literally, Asana.com suggests that project management “helps teams organize, track, and execute work within a project”. The Asana.com definition clearly describes projects as events that occur every day in millions of businesses and homes around the world.

At a professional level that involves people from different disciplines working together. To optimize such cross-discipline, cross-language and cross-cultural activities, the PMI has developed a set of working protocols as defined in the *Project Management Body of Knowledge* (PMBOK).

If one follows such protocols one can be assured that your project planning will be understood by any, and all project management professionals.

However, the entrepreneur is not seeking to become a project management professional but seeking to make his/her business a success. The application of the core principles of project management will assist in doing that.

Those principles can be learned and applied without the elaborate processes professional project management requires.

At its simplest, any project is a combination of activities that, when completed, constitute a completed project. There are four key steps or processes to that.

1. An awareness of all the key individual activities that the full project requires to be completed.
2. Detailing the resources (time, money, and people) required to complete each individual activity.
3. Prioritization and sequencing of the individual activities into a start-to-end list.
4. The application and use of digital tools to allow start-to-end seamless modification of change communication that will ensure all parties will be fully aware of the impact those changes.

The course will look at each of the steps, using both household understanding and professional terminology. It will therefore appeal to entrepreneurs looking to upskill their project management capacity, as well as those who are involved in working with professional project managers in the corporate environment. Mid-morning tea and snacks will be served.

Date: Sat, 4 March

Time: 08:00 – 13:30

Duration: 5 hours

Cost: R590

PRACTICAL BOOKKEEPING/ACCOUNTING

Clive Stevens

Accounting Teacher

This popular “hands-on” course will cover:

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

This course is ideal for:

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

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

Date: Wed & Mon, 8 – 22 Feb

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R580

BUSINESS, FINANCE & ENTREPRENEURSHIP

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: Wed & Mon, 22 & 27
Feb, 6 & 8 March **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. Mid-morning tea and snacks will be served.

Date: Saturday, 4 March **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R470

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: Mon & Wed,
20 & 22 February **Time:** 18:30 – 20:30 **Duration:** 4 hours **Cost:** R470

ADULT ENRICHMENT: BUSINESS & CAREERS

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: Monday, 13 February **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R550

PERSONAL ASSISTANT SKILLS

Emmerentia Jansen

B.A. H.D.E.

Computer & Corporate Skills Trainer

This comprehensive course was developed to equip office workers and Personal Assistants in the workplace. You will learn everything that is required to do the job well: from workplace etiquette and effective telephone skills, time and stress management, good vs bad customer service and how to deal with difficult customers to the basic MS Word skills to equip you to type business documents! So, if you're thinking of going back to work after being at home bringing up children, or you want to move up the ranks, then you'll love this course. Certificates will be issued on completion of the course.

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

Date: Saturday, 25 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R550

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. The course fee includes a handy book on the subject that was written by Jennifer.

Date: Wed, 15 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R280

MARKETING YOUR BUSINESS

DOCUMENTING A MARKETING PLAN FOR A SMALL BUSINESS

Garth Sutherland B. Sc. (Hons)

Project Management & Marketing Lecturer

Building a successful business is about energy, enthusiasm, and innovation. And about discipline. That discipline starts with planning. Most small businesses have a documented business plan which is supplemented with monthly financial reports that reveal their business's financial success or failure.

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Every small business must optimise and maximise its limited people, time and financial resources if it is going to be successful. Thorough marketing planning and implementation of the resultant tactics is essential to achieve that success. This course will assist you in achieving that success.

Mid-morning tea and snacks will be served.

Date: Sat, 25 February

Time: 09:00 – 13:30

Duration: 4.5 hours

Cost: R490

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: Thursday, 9 Feb
Thursday 16 Feb

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R510

MARKETING YOUR BUSINESS

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, which is customer-centric and showcases your business message and story.

Date: Thursday, 23 February
Monday, 27 February

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R510



Your Neighborhood Experts

Kallie Pretorius | Marietjie Pretorius

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PERSONAL DEVELOPMENT & 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: Wed, 15 February

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

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: Thursday, 9 February

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

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: Mon, 13 & 20 Feb

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R290

NEGOTIATION SKILLS

Loretta Erasmus

M. Phil

Management Coaching / Business Coach

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

Date: Mon, 27 Feb & 6 March

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R290

PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

SELF-AWARENESS & EMOTIONAL INTELLIGENCE

Anthea Swift

B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

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

Date: Wed. 22 February

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

HOW TO WORK WELL IN TEAMS – AS A LEADER OR AS A TEAM PLAYER

Anthea Swift

B. Sc.

Leadership & Team Development Coach, Conflict Resolution, Enneagram Coach

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

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

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

Date: Wed, 8 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

MANAGING DIVERSITY IN THE WORKPLACE

Loretta Erasmus

M. Phil

Management Coaching / Business Coach

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can 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: Wednesday, 15 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

ADULT ENRICHMENT: COMPUTER COURSES

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: Sat, 25 Feb & 4 March **Time:** 08:00 – 12:00 **Duration:** 8 hours **Cost:** R760

TIDYING UP YOUR DESKTOP: MANAGING THE FILES & FOLDERS ON YOUR COMPUTER

Lincoln Pieters

B.A. PGCE

Computer Application Technology Teacher

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: Tues, 7 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

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, and just in time for the final exam! 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, 6 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

COMPUTER COURSES - EXCEL

MS EXCEL – GETTING STARTED WITH SPREADSHEETS

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Tuesday, 7 February
Thursday, 9 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R510

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: Wed, 15 February
Mon, 20 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R510

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, 22 February
Mon, 27 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R510

ADULT ENRICHMENT: 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: Mon, 13 February

Time: 18:30 – 20:30

Duration: 1 session

Cost: R290

EXCEL DASHBOARD FOR BUSINESS

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Thurs, 16 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R290

DASHBOARD FOR SCHOOL MANAGERS – USING PIVOT TABLES & SLICERS

Cedric Goliath

Network Administrator and IT Trainer

School managers (Principals, Deputies, Heads of Grade, House Heads, and Heads of Subject etc.) have an enormous amount of data they need to process, which can often be overwhelming!

This useful course will help you to make sense of this data by presenting it in a simple and logical way. A **Pivot table** is a statistics tool that summarizes and reorganizes selected columns and rows of data in a spreadsheet or database table to obtain a desired report. It calculates, summarizes, and analyses data that lets you see comparisons, patterns, and trends in your data. The tool does not actually change the spreadsheet or database itself, it simply “pivots” or turns the data to view it from different perspectives. It would answer unanticipated questions about your data. It is specially designed for querying large amounts of data in many user-friendly ways. This "rotation" or pivoting of the summary table gives the concept its name.

Slicers in MS Excel are implemented along with the Excel tables and pivot tables to act as one-click software filters to filter out the required information from an enormous collection of data within a fraction of a second.

So, if you're drowning in data, then this course will give you the buoyancy to lift your head above the water!

Date: Sat, 25 February

Time: 13:00 – 16:00

Duration: 3 hours

Cost: R390

ADULT ENRICHMENT: COMPUTER COURSES

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: Wed, 8 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

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

Date: Thurs, 16 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

INTRODUCTION TO GOOGLE DRIVE

Lincoln Pieters B.A. PGCE

Computer Application Technology Teacher

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

What you'll learn with Google Drive:

- Upload and store
- Sync and access
- View and update
- Organize and search
- Share and collaborate

Date: Mon, 13 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

COMPUTER COURSES – USING GOOGLE

GOOGLE DRIVE – EXPLORING ADVANCED FEATURES

Lincoln Pieters B.A. PGCE
Computer Application Technology Teacher

Find out all about:

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

Date: Wed, 15 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

CREATING POWERFUL INTERACTIVE PRESENTATIONS WITH GOOGLE SLIDES

Lincoln Pieters B.A. PGCE
Computer Application Technology Teacher

Google Slides is a programme used for creating online presentations, which can be used in any field of work. In this course you will learn how to create a presentation that is non-linear, interactive and creative. You will find out how to create:

- Multiple choice quizzes;
- Guided information presentations, and
- Triggers that will allow people to get information or answer question by clicking on a picture, shape or word.

Please ensure that you have a Google or Gmail account set up prior to attending the course.

Date: Wed, 22 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

USING GOOGLE COLLABORATIVELY IN YOUR WORKSPACE

Matthew Prins B. Ed. (Hons)
Computer Application Technology Teacher

If you run a business, but you can't afford expensive software, the Google is the way to go! This open-source software can do whatever you need it to do, and it's free!

In this useful course you will learn how to use Google Forms, Sheets and Docs at work to create custom forms for surveys and questionnaires, which you can gather in a spreadsheet and analyse the data in Google Sheets. Google Sheets was designed with the needs of agile organizations in mind. AI features mean you can tap into the right insights to make meaningful business decisions. A cloud-based architecture enables you to collaborate with anyone, anytime, anywhere. Compatibility with external systems, including Microsoft Office, removes the friction of working with multiple data sources. And built on top of Google's infrastructure, Sheets gives you the freedom to create, while helping to keep your information secure. With Google Docs you can create and edit text documents right in your browser—no dedicated software is required. Multiple people can work at the same time, and every change is saved automatically. You will need a basic understanding of these packages to benefit from the course. This course will take your business administration to the next level!

Mon, 13 Feb
Date: Wed, 15 Feb **Time:** 18:30 – 20:30 **Duration:** 3 sessions **Cost:** R620
Mon, 20 Feb

CODING WITH PYTHON & IMAGE EDITING

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiyiwa M.Sc. Computer Science

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

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

Date: Thurs, 23 February
Tues, 28 February

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R520

CODING WITH PYTHON FOR THOSE FROM A CODING BACKGROUND

Octavia Chidiyiwa M.Sc. Computer Science

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

If you are looking to add a new programming language to your stack, then this Python crash course is for you! Python language is expressive and productive, so you can create solutions quickly and others can understand it easily. One of the fundamental ideas behind Python is to facilitate an easily readable code. The syntax of Python is simple, clean and easy to understand. Unlike many other programming languages, its code is relatively easy to read as it resembles a part of everyday English that we speak. Python is a great addition to your skillset no matter where your career ends up taking you. With Python you can build simple scripts to complex applications. You can do it quickly, safely and with fewer lines of code than you might think possible. Python is fun, expressive, its readable style, quick editing, run development cycle meaning you can sit down writing code, rather than fighting compilers and complex syntax. Python will grow with you as your experiments become prototypes, your prototypes become products. Python makes the experience of writing software easier and enjoyable. At the end of this course, you should have a good foundation and background for further learning if you want to become an expert.

Date: Monday, 6 March
Wednesday, 8 March

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R520

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: Thursday, 2 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R290

PHOTOGRAPHY & BUILDING COMPUTERS

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, 25 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R540

HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

Julian Goldswain

B. Tech (Photography), Professional Photographer & Lecturer

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

You will need the following apps on your mobile device: Lightroom Mobile & Instagram.

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

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

HOW TO BUILD A COMPUTER FROM SCRATCH

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Have you always wanted to build your own computer but don't know where to begin? In this hands-on workshop, you will familiarise yourself with the components in your computer and find out how they all fit together – from the motherboard to the heat sync that keeps the CPU cool. You will learn the correct way to assemble a computer and some cable management as well to allow for maximum airflow through the case. No prior knowledge is required.

Date: Tues, 28 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

LANGUAGES, LEARNING & WRITING

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, 16 Feb – 16 March **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R510

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: Thurs, 16 Feb – 16 March **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R510

XHOSA FOR BEGINNERS

Anelisa Ngangelizwe

B. Ed. FET

Xhosa Educator

If you've always wanted to learn how to speak Xhosa, then this course has been designed just for you! You will learn how to click, not just with your tongue, but with other Xhosa speakers by using simple vocabulary, phrases and grammar to great advantage. You will also learn to listen and understand Xhosa. The emphasis is on having fun and learning at the same time!

Date: Thursdays,
16 Feb – 9 March **Time:** 18:30 – 20:00 **Duration:** 4 sessions **Cost:** R450

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: Tues, 28 Feb
Tues, 7 March **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R260

ADULT ENRICHMENT – WRITING

HOW TO WRITE ENGAGING CONTENT FOR THE WEB

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

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

Date: Tues, 28 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R170

EDITING YOUR OWN WRITING

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

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

Date: Wed, 8 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R170

WRITING FOR UNIVERSITY

Robyn Jansen van Vuuren M.A. Psychological Research
Academic Coach

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

Date: Wed, 22 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

HOW TO WRITE HONESTLY: AVOIDING PLAGIARISM IN ACADEMIC WRITING

Robyn Jansen van Vuuren M.A. Psychological Research
Academic coach

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

Date: Thurs, 2 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

LEARNING & MENTAL HEALTH

HOW DO WE LEARN BEST? UNDERSTANDING BEHAVIOUR ACQUISITION

Robyn Jansen van Vuuren
Academic coach

M.A. Psychological Research

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

Date: Thurs, 16 Feb

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

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: Tuesday, 7 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

UNDERSTANDING THE PSYCHO-PHYSIOLOGICAL BASIS OF STRESS

Robyn Jansen van Vuuren

M.A. Psychological Research

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

Date: Tuesday, 14 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

RETIREMENT & FIRST AID COURSES

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 will be provided. Please bring your own lunch.

Date: Saturday, 25 Feb
Saturday, 4 March **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R970

FIRST AID: ADVANCED TRAUMA MANAGEMENT

First Aid Trainer Medical Education Centre

In order to register for this course, you will need to have a valid Level 1 certificate, not older than 18 months. The course covers a very thorough revision of Level 1 First Aid with practicals, followed by:

- Rescue/Moving of Patients
- Makeshift Equipment
- Automated External Defibrillator (AED)
- Stretch/Trauma Board
- Blood Pressure
- Two Rescuer CPR
- Child and Infant CPR
- Multiple Injury Scenario
- Case Studies

Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

Date: Saturday, 4 March **Time:** 09:00 – 16:00 **Duration:** 7 hours **Cost:** R840

RETIREMENT: LIVING A FULFILLED LIFE

Paul Britton B.Sc. (Forestry) M. Landscape Arch

Dr Anne Blacklaws Retirement Services Advisor & Researcher

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

- Finding out what skills and experience you have to enable you to find a compelling activity to replace the needs formerly met by work and perhaps making some extra cash.
- Personal growth and how important is in 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, 4 March **Time:** 09:00 – 12:30 **Duration:** 3.5 hours **Cost:** R290 or R560 per couple

ADULT ENRICHMENT: MISCELLANEOUS COURSES

PRACTICAL ASTRONOMY – A USER-FRIENDLY GUIDE TO THE NIGHT SKIES

Esther Burger
Educator

B.Sc. PGCE

Astronomy is the field of study in which scientists explore the universe, space, physics, and mathematics. Yet it is also accessible to anyone with an interest through the practical activity of stargazing. At this course, there will be a presentation to introduce some essential astronomy concepts, followed up by a practical stargazing activity with the Astronomy club's telescopes.

The viewing activity will include how to find celestial South and using the Stellarium app, looking at features of the Moon, star systems and some planets. We have set a date for the course, but this might need to be changed if we don't have favourable weather conditions. You will be contacted if this is the case.

Date: Monday, 27 February **Time:** 19:00 – 21:00 **Duration:** 4 sessions **Cost:** R390

WAITRON TRAINING

Leon & Robyn Marney Revival Gourmet Cuisine
Qualified Chefs and Business owners

Leon and Robyn have 21 years of experience in the hospitality industry. They have not only trained in various hotels and restaurants in the Cape Town area but have also worked abroad.

This practical course is aimed at anyone who would like to earn some money being a waitron and would like to have a certificate which will give them access to not only casual restaurants, but also fine dining establishments. Mid-morning tea/coffee and snacks will be provided.

Date: Sat, 4 March **Time:** 09:00 – 12:00 **Duration:** 3 hours **Cost:** R260

BIRDS & BIRDING: INTRODUCTION TO BIRDS OF THE SOUTH-WESTERN CAPE

Dalton Gibbs
Westlake Nature Reserve - Area Manager South

Birdwatching is such an exciting world to explore and you needn't go further than your backyard to encounter the most amazing birds! Dalton, who is not only very knowledgeable about all aspects of birds and bird life, but is also passionate about the subject, will introduce you to the birds that can be found in the South-Western Cape and what you need to do to keep them in your garden!

In addition to the lecture, you will be given the opportunity to see the birds in their natural environment by going on field trips to Strandfontein (Saturday 11 March from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 18 March from 09:00 – 12:00), where you might even get to ring birds! These field trips will be arranged at the first session advertised below. No age restriction applies to this course, so bring the whole family along! The course fee includes the in-house session, as well as the 2 field trips. Please note, however, that you will need to cover the gate fee at Rondevlei.

Date: Monday, 6 March **Time:** 18:30 – 20:30 **Venue:** BHS **Cost:** R390
Date: Saturday 11 & 18 March **Time:** 09:00 – 12:00 **Venue:** TBA at first session

MISCELLANEOUS COURSES

ALL ABOUT BEES & BEEKEEPING

Melissa Harris

Beekeeper & Teacher

In this fascinating session you will learn all about beekeeping, including:

- How to recognise the difference between honey bees, solitary bees and wasps.
- Learning about the amazing activities of honey bees.
- Recognising the sexes and castes of honey bees.
- Parts of the hive, choices of some of the different hives with their pros and cons.
- How bees function and how the beekeeper manages them – tools of the trade.
- Identifying and managing major pests and diseases.
- Details of insurance and local associations.
- Swarm collection and swarm control.
- Harvesting, storage, processing, labelling and selling the honey.

Date: Wed, 15 February

Time: 18:30 – 20:30

Venue: BHS

Cost: R130

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: Mon, 13 Feb – 6 March

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R390

BOOKBINDING – MAKING YOUR OWN PERSONALISED JOURNAL

Ginty O'Connor

B. Sc. PGCE B. Ed (Hons)

Bookbinder

In this practical course, participants will create their own 100 page A4 case-bound hardcover journal. In session one, you will create the cover of the book which will go into the book press overnight. In the second session you will sew the inside book block and bind them with the cover that was made in the previous session. The book will again go into the press overnight, to be collected the following day. All materials required will be provided in kit form which will be purchased in the first session at a cost of R150.

Date: Tuesday, 7 March

Time: 18:30 – 20:30

Duration: 2 hours

Date: Thursday, 9 March

Time: 18:30 – 20:30

Duration: 2 hours

Cost: R250 (pay on registration) + Kit Price: R150 (pay to Ginty at the workshop)

MISCELLANEOUS COURSES

ALL YOU NEED TO KNOW ABOUT PURCHASING YOUR FIRST PROPERTY

Keller Williams Realty Elite

The decision to purchase your first property is a stressful one, especially if you don't feel like you can make an informed decision because you don't have the necessary information at your disposal. This course will answer all the questions that are bothering you, such as:

- Should one buy or rent?
- When is a good time to buy?
- How does one finance the property?
- What are the "hidden" costs when purchasing a property?
- What is involved when submitting an Offer to Purchase (OTP) and what are the legal obligations attached to an OTP?
- What financial assistance is available to first time buyers on lower incomes, e.g. FLISP?

Many thanks to Keller Williams for partnering with us, which has enabled us to offer this course to you for free!

Date: Wed, 22 February

Time: 18:30 – 20:30

Duration: 1 session

Cost: **FREE**

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5-DAY REAL ESTATE INTRODUCTORY COURSE

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23 January -27 January 2023
9:30am - 4pm

R1800

CONTACT

083 254 3786

ebrahim.slamong@kwsa.co.za



CORPORATE TRAINING – BUSINESS & MARKETING SKILLS

BUSINESS SKILLS YOU NEED TO MAKE A SUCCESS OF YOUR SME

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: Tuesday, 28 February **Time:** 18:30 – 20:30 **Duration:** 2 hours **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: Tuesday, 7 March **Time:** 18:30 – 20:30 **Duration:** 2 hours **Cost:** R170

DOCUMENTING A MARKETING PLAN FOR A SMALL BUSINESS

Garth Sutherland B. Sc. (Hons)
Project Management & Marketing Lecturer

Building a successful business is about energy, enthusiasm, and innovation. And about discipline. That discipline starts with planning. Most small businesses have a documented business plan which is supplemented with monthly financial reports that reveal their business's financial success or failure. Marketing-led big businesses will apply the same disciplines to their marketing. That becomes a process of annual marketing plans being converted into quarterly reviews and monthly status reports. It is a worldwide observation that most small businesses do not apply the same discipline to their marketing, the most important function of the business. That is because a traditional marketing plan is perceived to be time consuming and expensive to produce and is not used on a regular basis. This course will give you the skills to develop a simplified yet comprehensive, single page, marketing plan, a document that you can refer to daily, weekly, or monthly and ensure that your business remains on track. And your thinking will not be distracted by the many opportunistic offers that do come your way.

Every small business must optimise and maximise its limited people, time and financial resources if it is going to be successful. Thorough marketing planning and implementation of the resultant tactics is essential to achieve that success. This course will assist you in achieving that success.

Mid-morning tea and snacks will be served.

Date: Sat, 25 February **Time:** 09:00 – 13:30 **Duration:** 4.5 hours **Cost:** R490

FINANCE, CUSTOMER SERVICE & TRAINING

PROJECT MANAGEMENT FOR ENTREPRENEURS

Garth Sutherland B. Sc. (Hons)

Project Management & Marketing Lecturer

The Project Management Institute (PMI) defines project management as the “the use of specific knowledge, skills, tools and techniques to deliver something of value”. More literally, Asana.com suggests that project management “helps teams organize, track, and execute work within a project”. The Asana.com definition clearly describes projects as events that occur every day in millions of businesses and homes around the world.

At a professional level that involves people from different disciplines working together. To optimize such cross-discipline, cross-language and cross-cultural activities, the PMI has developed a set of working protocols as defined in the *Project Management Body of Knowledge (PMBOK)*.

If one follows such protocols one can be assured that your project planning will be understood by any, and all project management professionals.

However, the entrepreneur is not seeking to become a project management professional but seeking to make his/her business a success. The application of the core principles of project management will assist in doing that.

Those principles can be learned and applied without the elaborate processes professional project management requires.

At its simplest, any project is a combination of activities that, when completed, constitute a completed project. There are four key steps or processes to that.

5. An awareness of all the key individual activities that the full project requires to be completed.
6. Detailing the resources (time, money, and people) required to complete each individual activity.
7. Prioritization and sequencing of the individual activities into a start-to-end list.
8. The application and use of digital tools to allow start-to-end seamless modification of change communication that will ensure all parties will be fully aware of the impact those changes.

The course will look at each of the steps, using both household understanding and professional terminology. It will therefore appeal to entrepreneurs looking to upskill their project management capacity, as well as those who are involved in working with professional project managers in the corporate environment. Mid-morning tea and snacks will be served.

Date: Sat, 4 March

Time: 08:00 – 13:30

Duration: 5 hours

Cost: R590

PRACTICAL BOOKKEEPING/ACCOUNTING

Clive Stevens

Accounting Teacher

This popular “hands-on” course will cover:

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

This course is ideal for:

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

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

Date: Wed & Mon, 8 – 22 Feb

Time: 18:30 – 20:30

Duration: 4 sessions

Cost: R580

CORPORATE TRAINING - COMPUTERS & SOFT SKILLS

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: Wed & Mon, 22 & 27 Feb. 6 & 8 March **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. Mid-morning tea and snacks will be served.

Date: Saturday, 4 March **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R470

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: Mon & Wed, 20 & 22 February **Time:** 18:30 – 20:30 **Duration:** 4 hours **Cost:** R470

CORPORATE TRAINING - COMPUTERS & SOFT SKILLS

EXCEL, VARIOUS MICROSOFT & GOOGLE COURSES

All our **computer courses** can be found on pages 22 – 27 of this prospectus.

EXCEL DASHBOARD FOR BUSINESS

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Thurs, 16 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R290

USING GOOGLE COLLABORATIVELY IN YOUR WORKSPACE

Matthew Prins B. Ed. (Hons)

Computer Application Technology Teacher

If you run a business, but you can't afford expensive software, the Google is the way to go! This open-source software can do whatever you need it to do, and it's free!

In this useful course you will learn how to use Google Forms, Sheets and Docs at work to create custom forms for surveys and questionnaires, which you can gather in a spreadsheet and analyse the data in Google Sheets. Google Sheets was designed with the needs of agile organizations in mind. AI features mean you can tap into the right insights to make meaningful business decisions. A cloud-based architecture enables you to collaborate with anyone, anytime, anywhere. Compatibility with external systems, including Microsoft Office, removes the friction of working with multiple data sources. And built on top of Google's infrastructure, Sheets gives you the freedom to create, while helping to keep your information secure. With Google Docs you can create and edit text documents right in your browser—no dedicated software is required. Multiple people can work at the same time, and every change is saved automatically. You will need a basic understanding of these packages to benefit from the course. This course will take your business administration to the next level!

Mon, 13 Feb

Date: Wed, 15 Feb

Mon, 20 Feb

Time: 18:30 – 20:30

Duration: 3 sessions

Cost: R620

SOFT SKILLS COURSES

We have a whole host of **Soft Skills for the Workplace** courses on pages 20 – 21 of this prospectus. We also offer these courses at your place of work.

EDUCATOR TRAINING: LEARNER-RELATED COURSES

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, 25 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R390

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: Mon, 13 Feb

Time: 18:30 – 20:30

Duration: 1 session

Cost: R240

SERIOUS MISCONDUCT OF LEARNERS: THE DISCIPLINARY PROCESS EXPLAINED

Stephen Price

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

Principal

Provincial Gazette 6939 outlines the processes that need to be followed when conducting a Disciplinary Hearing for a learner accused of serious misconduct. Serious misconduct may lead to a recommendation from the SGB to the WCED for expulsion of the learner. Too often though the recommendation for expulsion is turned down by the WCED for schools not following the correct procedures.

This comprehensive course will look at what is considered to be serious misconduct and what to do before, during and after a hearing. It will include templates of letters needed in the process including what happens if a recommendation for expulsion is made.

The roles of everyone involved in the disciplinary process will be discussed, and there will be time for questions. Mid-morning tea/coffee and snacks will be provided.

Date: Sat, 4 March

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R350

EDUCATOR TRAINING: MISCELLANEOUS

HOW DO WE LEARN BEST? UNDERSTANDING BEHAVIOUR ACQUISITION

Robyn Jansen van Vuuren
Academic coach

M.A. Psychological Research

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

Date: Thurs, 16 Feb

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

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: Tues, 7 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R160

MASTERING THE INTERACTIVE WHITEBOARD

Stephen Price
Principal

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

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

Date: Sat, 25 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R650

COMPUTER COURSES

All our **computer courses**, can be found on **pages 22 – 27** of this prospectus.

PERSONAL DEVELOPMENT & SOFT SKILLS COURSES

These can be found on **pages 20 to 21** of the prospectus.

EDUCATOR TRAINING: 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: Mon, 13 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

DASHBOARD FOR SCHOOL MANAGERS – USING PIVOT TABLES & SLICERS

Cedric Goliath

Network Administrator and IT Trainer

School managers (Principals, Deputies, Heads of Grade, House Heads, and Heads of Subject etc.) have an enormous amount of data they need to process, which can often be overwhelming!

This useful course will help you to make sense of this data by presenting it in a simple and logical way. A **Pivot table** is a statistics tool that summarizes and reorganizes selected columns and rows of data in a spreadsheet or database table to obtain a desired report. It calculates, summarizes, and analyses data that lets you see comparisons, patterns, and trends in your data. The tool does not actually change the spreadsheet or database itself, it simply “pivots” or turns the data to view it from different perspectives. It would answer unanticipated questions about your data. It is specially designed for querying large amounts of data in many user-friendly ways. This “rotation” or pivoting of the summary table gives the concept its name.

Slicers in MS Excel are implemented along with the Excel tables and pivot tables to act as one-click software filters to filter out the required information from an enormous collection of data within a fraction of a second.

So, if you’re drowning in data, then this course will give you the buoyancy to lift your head above the water!

Date: Sat, 25 February **Time:** 13:00 – 16:00 **Duration:** 3 hours **Cost:** R390

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, and just in time for the final exam! 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, 6 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

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 midmorning snacks. Please bring your own lunch.

Date: Saturday, 25 Feb
Saturday, 4 March **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R970

FIRST AID: ADVANCED TRAUMA MANAGEMENT

First Aid Trainer Medical Education Centre

Get your Level Advanced Trauma certificate. In order to register for this course, you will need to have a valid Level 1 certificate, not older than 18 months. The course covers a very thorough revision of Level 1 First Aid with practicals, followed by:

- Rescue/Moving of Patients
- Makeshift Equipment
- Automated External Defibrillator (AED)
- Stretch/Trauma Board
- Blood Pressure
- Two Rescuer CPR
- Child and Infant CPR
- Multiple Injury Scenario
- Case Studies

Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

Date: Saturday, 4 March **Time:** 09:00 – 16:00 **Duration:** 7 hours **Cost:** R840

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

Date: Thurs, 23 February
Tues, 28 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R520

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

WAITRON TRAINING

Leon & Robyn Marney Revival Gourmet Cuisine
Qualified Chefs and Business owners

Leon and Robyn have 21 years of experience in the hospitality industry. They have not only trained in various hotels and restaurants in the Cape Town area but have also worked abroad.

If you'd like to make some money while you're studying, or taking a gap year, then this certificate will give you the "edge" to get a job not only in casual restaurants but also fine dining establishments where you will earn more.

Date: Sat, 4 March **Time:** 09:00 – 12:00 **Duration:** 3 hours **Cost:** R260

HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

Julian Goldswain

B. Tech (Photography), Professional Photographer & Lecturer

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

You will need the following apps on your mobile device: Lightroom Mobile & Instagram.

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

Date: Sat, 5 November **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R550

TIE & DYE WORKSHOP

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

Make your own tie-dyed t-shirt in this fun workshop. Please bring your own white cotton t-shirt along, as well as a 2-litre ice cream tub and a hanger. The rest of the course requirements will be available in kit form. You will need to pay Saroj R80 cash for the kit at the workshop.

Date: Sat, 25 February **Time:** 14:00 – 17:00 **Duration:** 3 hours
Cost: R180 (pay on registration) + Kit Price: R80 (pay to Saroj at the workshop)

BOOKBINDING – MAKE YOUR OWN PERSONALISED JOURNAL

Ginty O'Connor B. Sc. PGCE B. Ed (Hons)
Bookbinder

In this practical course, participants will create their own 100 page A4 case-bound hardcover journal. All materials required will be provided in kit form which will be purchased in the first session at a cost of R150. See page 9 for course details.

Date: Tuesday, 7 March **Time:** 18:30 – 20:30 **Duration:** 2 hours
Date: Thursday, 9 March **Time:** 18:30 – 20:30 **Duration:** 2 hours
Cost: R250 (pay on registration) + Kit Price: R150 (pay to Ginty at the workshop)
