



bergvliet high
continuing
education



TERM 1 2026

February - March

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 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

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 2 February 2026 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on 12 March 2026 . | | | |
| 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



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 2026 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.		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.

ART & CRAFTS

LANDSCAPE OR SEASCAPES IN ACRYLICS – LEARNING THE BASICS

Saroj Shukla
Art Teacher

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

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

Date: Sat, 7 February

Time: 09:00 – 14:00

Duration: 5 hours

Cost: R510 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)



PAINTING IN ACRYLICS – WITH DERRIC VAN RENSBURG

Derric van Rensburg
Artist & Art Teacher

Internationally Acclaimed Artist and Art Teacher

Are you looking for some inspiration? Learning how to work with Acrylics under the guidance of an artist of Derric van Rensburg's calibre is a unique and inspiring experience, and we are privileged to have him participate in our programme again! Whether you're a beginner or a more experienced artist wishing to improve your technique, Derric's passion for sharing the tips and techniques he has learnt over the years will add a new dimension to your art. Derric has an infectious sense of humour, and he creates a safe space for you to express yourself. This course is highly popular, so we recommend registering early to avoid disappointment. Mid-morning tea and snacks will be provided. You will be given the list of course materials required for the course when you register.

Date: Sat, 14 February

Time: 09:00 – 14:00

Duration: 5 hours

Cost: R600 (pay on registration) + The list of course material required will be given on registration

MOSAICS – A POTPLANT WITH PANACHE

Gina Florentino
Mosaic Artist

In this creative workshop, you will learn how to decorate a plant pot with mosaics, and then you will plant a plant in the pot! It is perfect as a focal point in your home or as a personalised gift for a friend. The cost of the kit is included in the course fee. Mid-morning tea and snacks will be provided.

Date: Saturday, 14 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R450 (pay on registration – Everything you need for the course is included in this fee)

SEWING & COOKING COURSES

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 sew various small projects.

Course Requirements

- Any sewing tools that you may already have e.g. scissors, pins, etc.
- Fabric for session 2 (to be advised at the first session)
- You are welcome to use our sewing machines (at a hiring cost of R90 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, 7 February
Saturday, 14 February

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

Cost: R 690 (pay on registration) **Please add R90 to your course fee on registration** if you need to hire one of our sewing machines.

SUMMER VEGETARIAN INSPIRED BY THE MEDITERRANEAN

Kelly Ramsay

Consumer Science Dip

Cooking with Kelly, Cooking Teacher & Business Owner

Join Kelly for an exciting vegetarian workshop where you will make tasty dishes inspired by the Mediterranean. The recipes are healthy, quick and full of flavour. You will learn how to make the following dishes in this hands-on workshop:

- Charred halloumi and grilled peach salad
- Charred corn and tomato panzanella salad
- Courgette fritters with whipped feta and a lemon dill yoghurt sauce
- Stuffed roasted peppers with herbed couscous
- Baked aubergine rolls with a spinach and mushroom filling in tomato sauce
- Roasted vegetable galette with pesto
- Lemon and herb orzo salad with roasted courgettes cherry tomatoes and olives

The course fee includes the cost of all ingredients. Please bring an apron along, as well as small containers for leftovers, and whatever you would like to drink.

Please note: This course will NOT take place on campus, but will take place at Kelly's home, which is 3 minutes from the school. The address will be given to you once you have registered.

Date: Thurs, 19 February

Time: 18:00 – 21:30

Duration: 3.5 hours

Cost: R620



A Cookbook Collection

COOKING

SUMMER THAI

Kelly Ramsay Consumer Science Dip
Cooking with Kelly, Cooking Teacher & Business Owner

Who doesn't enjoy Thai food! In this popular hands-on course, you will have fun learning how to make the following dishes:

- Crispy Vegetable Fritters (Tod Man Pak)
- Larb Gai (Thai chicken mince)
- Beef and glass noodle salad
- Pad Thai with tofu
- Grilled fish with stir-fry vegetables and Nam Pla Sam Ros
- Sticky tamarind and cashew cauliflower
- Fruit and chocolate spring rolls

The course fee includes the cost of all course materials and ingredients. Please bring an apron along, as well as small containers for leftovers, and whatever you would like to drink. Please note: This course will NOT take place on campus, but will take place at Kelly's home, which is 3 minutes from the school. The address will be given to you once you have registered.

Date: Thurs, 26 February **Time:** 18:00 – 21:30 **Duration:** 3.5 hours **Cost:** R620



CAPE TOWN SUMMER NIBBLES – SMALL BITES PERFECT FOR A SUMMER EVE

Kelly Ramsay Consumer Science Dip
Cooking with Kelly, Cooking Teacher & Business Owner

Take the catering nightmare out of entertaining, and enjoy long summer nights on the patio, with friends and nibbles. In this workshop, you will learn how to make the following dishes:

- Bobotie Spring rolls with mint chutney
- Cheese and biltong scones with onion marmalade
- Fish and chips with a lemony mayonnaise
- Cape Malay spiced chicken thighs with herbed yoghurt dip
- Roasted butternut and avocado salad with a coriander and mint dressing
- Charred corn, avocado and bean salad with a creamed feta dressing
- Mini pumpkin fritters, pecan praline and salted caramel syrup

The course fee includes the cost of all course materials and ingredients. Please bring an apron along, as well as small containers for leftovers, and whatever you would like to drink. Please note: This course will NOT take place on campus, but will take place at Kelly's home, which is 3 minutes from the school. The address will be given to you once you have registered.

Date: Thurs, 5 March **Time:** 18:00 – 21:30 **Duration:** 3.5 hours **Cost:** R620



BAKING

BUTTERCREAM FLOWER BOUQUET

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

Grace is known as the “Queen” of Buttercream! Join this class and learn from the best!

In this class you will learn how to:

- Pipe buttercream Chrysanthemums onto cupcakes
- Pipe buttercream Rosebuds
- Pipe buttercream leaves
- Use Korean nozzles
- Arrange piped flowers onto cupcakes
- Arrange cupcakes into a cupcake bouquet (see the example below)
- How to store buttercream flowers and cakes and how best to transport them.

Included in this class is:

- Professional tuition by Grace Stevens
- All materials
- Access to nozzles, piping bags, aprons and other equipment
- Your finished cupcake bouquets

Date: Sat, 14 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R680



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 that tastes amazing and keeps well.
- Learn how to make decadent chocolate ganache and chocolate drip, and how to fill and stack mini cakes.

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: Sat, 7 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R680

BUSINESS & FINANCE

BOOKKEEPING & BUSINESS ACCOUNTING

Clive Stevens

Accounting Teacher

This revamped “hands-on” course will cover:

- Basic Bookkeeping: Posting to General Ledger, Debtor’s Ledger & Creditor’s Ledger
- Extracting a Trial Balance
- Financial Statements; Income Statement & Balance Sheet
- Analysis of Financial Statements
- Reconciliations & VAT

This course is ideal for:

Those in business who would like to understand the accounting side of the business to make informed decisions; Those who have/are thinking of starting their own business, or those who want to upskill themselves to find a job. Certificates of attendance will be issued on completion of the course.

Date: Mon: 2 – 23 Feb February **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R750

UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!

Laura Sciuto

Tax Practitioner & Tax Services Consultant, Business Owner

Whether you pay personal tax, or run your own business and are a provisional tax payer, you need to get it right! This 2-hour session on personal tax, provisional tax, and legitimate tax deductions in South Africa will hopefully clarify things for you. You will look at the following:

- **Introduction to Taxation in South Africa**

Overview of the South African tax system; Understanding the role of the South African Revenue Service (SARS); The importance of understanding personal tax and provisional tax; Basic terminology: taxable income, deductions, credits, etc.

- **Personal Tax in South Africa**

Definition of personal tax and who it applies to; Taxable income: what it includes and excludes; Tax rates and brackets for individuals; Deductible expenses and allowances; Calculation of tax liability using tax tables or tax calculators; Filing deadlines and penalties for non-compliance.

- **Legitimate Tax Deductions**

Definition of tax deductions and their importance; Overview of deductible expenses for individuals in South Africa; Common deductions: medical expenses, retirement contributions, donations, etc.; Requirements for claiming deductions: documentation, limits, exclusions; Strategies for maximizing legitimate deductions while staying compliant.

- **Understanding Provisional Tax**

Explanation of provisional tax and its purpose; Who needs to pay provisional tax and when; Calculation of provisional tax payments; Filing deadlines and penalties for non-compliance; Differences between provisional tax and PAYE (Pay As You Earn).

- **Sole Proprietorship and Taxation**

Definition and characteristics of sole proprietorship; Distinction between personal and business income; Calculation of taxable income for sole proprietors; Allowable deductions for Sole Proprietors; Tax deductions and credits available to Sole Proprietors; Vat and the Sole Proprietor.

concepts discussed; Analysis of scenarios to determine tax liabilities and deductions; Q&A session for participants to clarify doubts and seek further explanation.

Date: Thursday, 12 March **Time:** 18:30 – 20:30 **Duration:** 1 Session **Cost:** R270

BUSINESS & WORKPLACE SKILLS

BUILDING A BAKING BUSINESS

Grace Stevens

Entrepreneur, Baker, Chef, Teacher

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

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

Date: Wed, 18 February

Time: 18:00 – 20:30

Duration: 2.5 hours

Cost: R670

BUSINESS WRITING SKILLS FOR PROFESSIONALS

Niezaar Ebrahim B. Ed

English Teacher; Business Writing Coach

In today's competitive business landscape, effective communication is paramount. This intensive 4-hour course is designed to equip professionals with the essential skills and techniques needed to excel in business writing. Through a combination of interactive lectures, practical exercises, and real-world examples, participants will learn how to craft clear, concise and compelling writing communication that engages and persuades their audience. Some of the topics covered will be:

- The importance of Tone and Style in professional communication,
- Email Etiquette and Professional Correspondence,
- Creating Persuasive Reports
- Minutes of meetings
- Polishing your Grammar and Proofreading Skills
- Tailoring your Communication for Different Audiences

This course is geared to professionals at all levels who want to improve their business writing skills and enhance their effectiveness in the workplace. Whether you're a manager looking to communicate more effectively with your team, a salesperson striving to win over clients, or a marketer crafting compelling content, this course will provide you with the tools and techniques you need to succeed.

Date: Wed, 4 & 11 February

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R290

ESSENTIAL SKILLS FOR OFFICE WORKERS & PERSONAL ASSISTANTS

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 in 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, 7 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R610

CUSTOMER SERVICE & BUSINESS IT SKILLS

DRAFTING LEGAL DOCUMENTS IN MS WORD

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

This course is a practical, hands-on course that teaches legal professionals how to draft clean, precise, and professional documents—fast. Designed for lawyers and legal staff, this course focuses on the Microsoft Word tools and techniques that truly matter in a legal drafting environment, where speed, accuracy, and consistency are critical.

In this course, you'll learn to:

- **Build documents that stay flawless:** Apply styles, headings, numbering, and layouts that survive edits.
- **Automate repetitive tasks:** Use Quick Parts, AutoText, cross-references, tables of contents, and complex numbering to save time.
- **Fix formatting headaches instantly:** Clean up pasted text, repair numbering issues, and troubleshoot problems with Word's hidden tools.
- **Collaborate with confidence:** Track changes, manage comments, compare versions, and secure sensitive documents.
- **Work smarter with hidden power tools:** Master keyboard shortcuts, custom ribbons, advanced find-and-replace, and other productivity hacks.

By the end of the course, you'll draft professional, error-free legal documents faster, reduce time spent fixing formatting problems, and gain practical skills you can use immediately in your daily work.

Date: Monday, 23 February & Wednesday, 25 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

MS WORD FOR PROFESSIONALS – ADVANCED FEATURES

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

Boost your productivity with advanced Microsoft Word skills. This course equips professionals with the tools and techniques to create polished, error-free documents efficiently, manage long documents, format tables, and leverage Word's powerful formatting and collaboration features.

Who Should Attend:

Professionals, managers, and administrative staff seeking to work smarter, streamline document creation, and deliver professional-quality outputs. More course details can be found on page 19.

Date: Tuesday, 17 February & Thursday, 19 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

CUSTOMER SERVICE ESSENTIALS

Jennifer Ritchie
Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Excellent service levels are the lifeblood of any company and are not achieved without a team of motivated, professional, customer service-oriented staff, the right leadership and a culture of service excellence. The course material is geared to company teams needing a practical, participative crash course in reinventing service levels. Material covers customer needs, the circle of service, case studies for problem solving, techniques for dealing with difficult customers, communication and professionalism basics, a customer care checklist and techniques to build best practice service levels. Before presenting this course, Jennifer will spend time at no cost, observing the workplace (if you are sending a group of people) or conducting an individualised needs analysis.

Date: Tues, 17 & 24 February **Time:** 18:30 – 20:30 **Sessions:** 2 **Cost:** R520

PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

PROFESSIONAL COMMUNICATION BASICS

Loretta Erasmus M. Phil
Management Coaching / Business Coach

In a world of quick texts and “cell speak,” it’s easy to forget the power of professional, polished communication. Whether you’re speaking with clients, colleagues, or potential employers, how you communicate can make all the difference.

This practical and engaging session will help you:

- Speak with confidence and professionalism on the phone
- Strike the right tone in any conversation
- Master basic voice and etiquette techniques
- Write messages that are clear, courteous, and effective

Rediscover the art of great communication — and learn how to make every interaction count.

Date: Monday, 9 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

Conflict is an inevitable part of work and life—sometimes constructive, other times deeply disruptive. Many people shy away from conflict because it feels uncomfortable, unpredictable, or emotionally charged. Challenges often intensify when we’re faced with difficult personalities, leading to stress, frustration, defensiveness, low morale, and reduced productivity.

This course offers practical, participatory workshops designed to help you navigate these situations with confidence. You’ll learn how to recognise the roots of conflict, manage emotions—your own and others’—and apply proven strategies to engage effectively, even with the most challenging individuals. By the end, you’ll be equipped with the tools to address issues proactively, transform negative dynamics, and create positive, lasting change.

Date: Wed, 11 & 18 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R380

MANAGING DIVERSITY IN THE WORKPLACE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

Our workplaces reflect the beautiful diversity of our nation—different cultures, beliefs, languages, abilities, and identities coming together with unique strengths and perspectives. When harnessed effectively, this diversity becomes a powerful driver of creativity, teamwork, and organisational success. This dynamic, one-session course empowers participants to view diversity not as a challenge, but as an opportunity for connection, growth, and transformation.

In this session, you will explore:

- Why diversity matters—and how it elevates teams and performance
- How prejudice and discrimination can be recognised, challenged, and changed
- Ways to nurture a workplace where fairness, respect, and inclusion thrive
- Actionable tips to confidently navigate and manage diversity in day-to-day work

Date: Wed, 25 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

PERCEPTIONS: CONFRONTING DISCRIMINATION & STEREOTYPING

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

Our perceptions shape how we understand the world—and influence how we treat others. This session explores how the brain forms perceptions, why people see things differently, and how our belief systems shape our opinions and behaviours.

We examine the link between perception, stereotyping, and discrimination, looking at how these patterns develop and how they impact our relationships and daily interactions. Most importantly, we explore how changing our beliefs and becoming aware of our biases can shift the way we see and engage with the world.

By understanding how perception works, participants gain the awareness and tools to challenge stereotypes, reduce discriminatory thinking, and build more positive, respectful relationships—ultimately opening the door to greater personal growth, empathy, and happiness.

Date: Thursday, 12 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

REDISCOVER YOUR PURPOSE & TAKE CHARGE OF YOUR TIME

Loretta Erasmus M. Phil
Management Coaching / Business Coach

In the fast pace of modern life, it's easy to lose sight of what truly matters. We often react to demands instead of intentionally shaping our days. This reflective workshop gives you the space to pause, realign, and regain clarity.

Guided by Loretta Erasmus, a seasoned trainer and leadership coach, you'll explore practical strategies to:

- Reconnect with your sense of purpose and direction
- Develop effective approaches to time and task management
- Create balance and renewed focus in both your personal and professional life

Loretta brings her passion for helping individuals thrive and grow, offering structure, insight, and encouragement to help you live and work with greater intention.

Date: Tuesday, 3 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

ASSERTIVENESS & SELF-CONFIDENCE: EMPOWERING YOUR VOICE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

This interactive short course helps participants build assertiveness and self-confidence in both personal and professional settings. Through practical exercises, discussion, and real-life role-play, you'll learn to:

- Express needs, opinions, and boundaries respectfully
- Boost self-esteem and self-belief
- Handle difficult conversations and conflict with confidence
- Maintain poise in challenging situation

Participants leave with actionable tools to communicate effectively, advocate for themselves, and strengthen relationships across all areas of life.

Date: Monday, 9 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

MARKETING YOUR BUSINESS ONLINE

HOW TO USE SOCIAL MEDIA TO MARKET YOUR BUSINESS

Lucille Divine B. Sc.

Award Winning Digital Marketing Coach & Mentor

Are you making the most of social media for your business? If you haven't added social media marketing to your business strategy, or if you've set up accounts but aren't using them effectively, this hands-on workshop is just for you. Designed for small businesses, entrepreneurs, consultants and coaches who struggle to market their business across social media. This course will help you understand the power of social media and how to position your brand online with confidence.

What You'll Learn in the Live Workshop:

Session 1: Understanding the Social Media Landscape (2 Hours)

- **Who is using social media?** Real-time stats and insights on audience behaviour
- **Social media success stories:** Case studies of top-performing local campaigns
- **The pros and cons of social media marketing:** What works and what to avoid
- **Social media in South Africa:** Market trends, big data, and key statistics

Session 2: Choosing the Right Platforms & Creating a Social Strategy (2 Hours)

- Introduction to the top social media channels: Facebook, Instagram, WhatsApp, LinkedIn, Twitter, Pinterest, and YouTube
- How to create a 'Social Wheel' strategy that connects your platforms for maximum impact
- How to determine the best platform(s) for your business and where to focus your efforts
- Live strategy planning: Work through worksheets to map out your personalised social media approach

Who is This Course For?

This workshop is **perfect for you** if you:

- ✓ Want to use social media to grow your business and attract customers
- ✓ Have never used social media for business or feel unsure about where to start
- ✓ Have social media accounts but aren't seeing results
- ✓ Want to learn which platform is best for your business and how to maximise it
- ✓ Prefer a hands-on, workshop-style learning experience where you take action as you learn

What You'll Get:

- A solid understanding of the social media landscape and where your business fits in
- A social media strategy for your business goals
- A clear direction on which social media platforms to focus on
- Templates to help you map out, plan, and structure your social media marketing strategy effectively

Bonus Resources & Access:

- Access to the full Google Drive slide deck for future reference
- Exclusive tools, templates, and resources to support your strategy

Next Recommended Training:

✓ **'How To Create Content Using Smart AI For Your Business'** to help you create customer-centric content to market your business

Date: Tuesday, 3 February &
Thursday, 5 February

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R610

MARKETING YOUR BUSINESS ONLINE

HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

Lucille Divine

Award Winning Digital Marketing Coach & Mentor

Imagine the satisfaction of sharing content your audience craves—strategically crafted and consistently delivered using Smart AI. This workshop is designed to give you the confidence to create high-quality content efficiently using smart AI tools. You'll learn how to integrate AI into your workflow to streamline content creation, enhance creativity, and improve engagement. AI is not here to replace human ingenuity but to amplify your strategic thinking and efficiency. With the right approach, AI can revolutionise your content strategy, helping you work smarter, not harder. By the end of this session, you'll be equipped with the skills to produce compelling, search-optimised content that attracts and retains your ideal audience—ultimately boosting your online presence.

Who Should Attend?

Small business owners, entrepreneurs, and marketing professionals looking to enhance their understanding of social media marketing and AI content creation.

Anyone who wants to **simplify content creation** while making it more effective and impactful.

Course Objectives:

By the end of this workshop, participants will:

- ✓ Gain the knowledge and skills to **create compelling content** for your social media channels using smart AI tools.
- ✓ Learn how to use AI-powered tools such as **ChatGPT, SEO research tools, Google Trends, Google Search, Video AI tools, Canva Pro, and more.**
- ✓ Develop a content marketing plan tailored to your audience and business goals.
- ✓ Learn quick content hacks for efficient creation and distribution across multiple digital platforms.

What You'll Learn:

Session 1: Content Strategy & Creation (2 hours)

- Types of content that work best for business growth
- Essential online resources & AI tools to simplify content creation
- Basic content principles for creating SEO-optimised content
- Live demonstration of AI-powered tools in action

Session 2: Content Planning & Performance Optimisation (2 hours)

- Content continuity & planning: How to create a video or graphic for social media and scheduling content efficiently
- Meta Business Suite - Phasing & repurposing content for best engagement.
- Essential Engagement Attributes: social etiquette for B2B market.
- Understanding analytics, metrics, and reports to optimise engagement and reach
- Live workshop exercise: Hands-on practice using AI-driven content tools

Bonus Resources & Access:

- ✓ Full slide deck housed in Google Drive for future reference
- ✓ Direct access to AI tools and content hubs for ongoing use

Prerequisites:

Basic computer literacy required (comfortable with internet navigation and using digital tools).

Date: Tuesday, 17 February &
Thursday, 19 February

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R610

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: Saturday, 7 February & Saturday, 14 February **Time:** 09:00 – 13:00 **Duration:** 8 hours **Cost:** R890

MS WORD – PERFECTING THE BASICS

Ross Cohen

IT Trainer

B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming

Advanced Web Development, Delphi Programming for Teachers

If you’re already using MS Word, but have found that you have gaps in your knowledge, then you will find this course very useful. In this course, you will cover the following aspects of working with MS Word:

- **Getting Started:** Creating a folder structure; Opening, creating, saving, and closing documents: Understanding file types (.docx, .pdf)
- **The Word Interface:** Ribbon (tabs: Home, Insert, Layout, References, etc.); Quick Access Toolbar (Save, Undo, Redo); Navigation Pane (for moving around in large documents; Status Bar (word count, page number, spelling check); Title Bar; Work Area; Scroll Bar; View options; Ruler
- **Page Layout Basics:** Print, read, web mode; Setting margins, page size, and orientation
- **Formatting Text:** Font type, size, and colour; Bold, italic, underline, strikethrough; Highlighting text; Text alignment; The rest of the font group
- **Edit paragraphs:** Indent; line and paragraph spacing; Shading; Borders; Bullets and numbering
- **Basic Text Editing:** Typing, selecting, copying, cutting, and pasting text; Undo/redo actions; Find & Replace; Inserting special characters and symbols
- **Proofing Tools:** Spell check and grammar check; Using the thesaurus; Word count tool; Basic language settings

Date: Tuesday, 3 February & Thursday, 5 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

COMPUTER COURSES

MS WORD FOR PROFESSIONALS – ADVANCED FEATURES

Ross Cohen
IT Trainer

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

Take your productivity to the next level with expert-level MS Word skills. In today's fast-paced professional world, mastering Microsoft Word isn't just about typing documents—it's about efficiency, precision, and presentation. This course is designed to equip you with the advanced tools, techniques, and features you need to work smarter, not harder.

What You'll Learn:

- Advanced Formatting & Styles: Create professional-looking documents with ease.
- Working with Long Documents: Tables of Contents; Using References, Hyperlinks, Bookmarks, Table of Diagrams, Cover Page, Page Borders, Headers & Footers.
- Calculations in a Table.

Who Is This For?

- Professionals looking to boost productivity and impress colleagues with polished, error-free documents.
- Managers and Team Leaders seeking effective document-sharing and collaboration tools.
- Administrative Staff wanting to master the ins and outs of MS Word for reporting, presentations, and more.

Date: Tuesday, 17 February & Thursday, 19 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

DRAFTING LEGAL DOCUMENTS IN MS WORD

Ross Cohen
IT Trainer

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

This course is a practical, workflow-focused course that equips legal professionals to draft precise, consistent, and professional documents efficiently. Participants will learn to streamline drafting, automate repetitive tasks, fix formatting issues, collaborate securely, and leverage advanced Word tools to boost productivity.

By the end of the course, participants will produce error-free legal documents faster, reduce time spent on formatting problems, and apply practical skills immediately in their daily work. Specific course details can be found on **page 13**.

Date: Monday, 23 February & Wednesday, 25 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

COMPUTER FILE MANAGEMENT – TIDYING UP YOUR DESKTOP

Cedric Goliath

Network Administrator and IT Trainer

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

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

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

Date: Tuesday, 24 Feb **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

ADULT ENRICHMENT: COMPUTER COURSES

MS EXCEL – GETTING STARTED WITH SPREADSHEETS

Cedric Goliath

Network Administrator and IT Trainer

Microsoft Excel is a fundamental tool for managing, analysing, and presenting data in today's workplace. This course introduces beginners to Excel, covering data entry, formatting, and basic functions and formulae. Participants will gain practical skills to organise information, perform simple calculations, and create basic charts for clear data presentation. A prerequisite for this course is a basic computer literacy.

Date: Monday, 2 February &
Wednesday, 4 February

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R610

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: Monday, 9 February
& Wed, 11 February

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R610

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: Mon, 16 February
& Wed, 18 Feb

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R610

COMPUTER & CODING COURSES

EXCEL DASHBOARD & PIVOT TABLES

Cedric Goliath

Network Administrator and IT Trainer

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

Date: Mon, 23 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Unlock the power of Microsoft OneDrive, a versatile cloud storage solution for your computer, phone, tablet, and even Xbox. In this hands-on workshop, you'll learn how to upload, organise, and access your files from anywhere. Explore hidden features, including using online versions of Word, Excel, and PowerPoint directly in your browser—no software required. Bring your own files to practice uploading to the cloud and experience how simple and efficient file management can be.

Prerequisites:

Participants should have a Microsoft account (Hotmail, Outlook.com, Xbox Live, etc.). **Don't forget to bring your login details and password along to the course.**

Date: Wed, 25 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

MICROSOFT FORMS

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a powerful, easy-to-use tool for creating surveys, quizzes, and data collection forms. Ideal for businesses, educators, and administrators, this course teaches you how to design forms ranging from simple feedback surveys to detailed questionnaires. Learn how to build self-marking quizzes, distribute forms efficiently, and export responses to Excel for analysis and reporting. A work, education, or personal Microsoft account (Hotmail, Live, Outlook.com, or Office 365) is required to use Microsoft Forms. **Don't forget to bring your login details and password along to the course.**

Date: Tues, 10 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiyiwa M.Sc. Computer Science

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

This beginner-friendly hands-on course introduces Python programming to anyone with no prior coding experience. Participants will develop computational thinking, problem-solving, and creative skills while learning to write basic Python programs. Python's versatility across web development, data analysis, AI, and more makes it an essential skill for the future. **What will be covered:**

- Understand basic programming concepts and logic
- Write simple Python programs
- Develop problem-solving and computational thinking skills
- Explore Python's applications across industries

Date: Tuesday, 3 March & Thursday, 5 March **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

CODING, PHOTOGRAPHY & AUDIO PODCASTING

CODING WITH PYTHON ONGOING

Octavia Chidiyiwa M.Sc. Computer Science

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

Take your Python skills to the next level with this practical, hands-on course. Designed for those who have completed Python for Beginners, this course helps you write clean, readable code, build scripts and applications efficiently, and gain the confidence to tackle more advanced projects. Python's simplicity and versatility make coding enjoyable, fast, and applicable across many fields.

In this hands-on course, you will:

- Strengthen your Python programming skills
- Build scripts and small applications efficiently
- Write clean, readable, and maintainable code
- Prepare for advanced Python learning and real-world projects

Date: Monday, 10 March &
Wed, 12 March

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R610

DIGITAL PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Craig Murray

Photography Lecturer

Do you own a digital camera but feel overwhelmed by its settings? This hands-on course is designed to help you understand your camera and take better photos with confidence. Learn the essentials of photography, including aperture, shutter speed, ISO, lighting, composition, and framing. You'll also get practical tips on camera controls and accessories to enhance your photography skills. Bring your camera (fully charged) and manual for a fun, interactive session with plenty of opportunities to practice.

This course includes:

- Hands-on practice taking photos
- Guidance on camera settings and controls
- Tips on composition, lighting, and framing
- Discussion of useful camera accessories
- Mid-morning tea and snacks

Date: Saturday, 7 Feb

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R610

PODCASTING FOR BEGINNERS: BE THE VOICE OF YOUR BRAND

Wayne Turner

Radio Broadcaster, Podcaster, Lecturer

Lights, camera... actually, forget the camera—let's talk! Podcasting is booming, and it's your chance to give your message, business, or creative idea a voice online. In this hands-on workshop, you'll learn how to plan, record, and produce your own podcast under the expert guidance of Wayne Turner, a 24-year radio and audio pro. Become the DJ, talk show host, or storyteller you've always wanted to be!

What You'll Learn:

- The essential podcasting equipment you really need
- Creating content: chat shows, interviews, or discussions
- Recording techniques and conducting engaging interviews
- Adding intros, outros, transitions, and a unique sound
- Formatting, hosting, and uploading your podcast online

What to Bring: USB drive, notebook, smartphone, headphones, and a laptop (optional) with Audacity or Adobe Audition installed. Tea and snacks included.

Date: Sat, 14 February

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R610

DESIGNING WITH CANVA

CANVA MADE SIMPLE: CREATE STUNNING VISUALS FAST

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

This introductory session will help participants understand the essentials of Canva using only the free version. You will focus on navigating the interface, selecting the right templates, and creating simple but professional designs. The aim is to build confidence and familiarity before moving into more advanced tools in the second course.

What Will Be Covered:

- Understanding the Canva dashboard and basic navigation
- Creating a new design and choosing the right canvas size
- Exploring free templates and selecting the right starting point
- Working with text boxes: fonts, size, spacing, and basic formatting
- Adding and organising elements: shapes, icons, and free graphics
- Using the uploads panel: adding photos, logos, and files
- Basic photo editing: cropping, brightness, contrast, and filters
- Working with layers: arranging, positioning, and grouping
- Saving, downloading, and sharing your design (free options)
- Overview of Canva Pro features (Brand Kit, Magic Resize, premium assets)

Date: Thursday, 5 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R350

CANVA ONGOING

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

This session builds on the basics and moves into smarter workflows, creative tools, and practical design techniques. While still using the free version of Canva, we will demonstrate Pro-only features so participants understand what upgrades unlock.

What Will Be Covered:

- Intermediate template customisation and layout refinement
- Using grids and frames effectively for structured compositions
- Creating visual consistency with colour palettes and font pairings
- Advanced photo editing tools available in the free version
- Working with transparency, spacing, alignment, and rulers
- Smart use of free charts, tables, and infographics
- Introduction to animation basics and simple video editing (free options)
- Organising designs using folders (free vs Pro)
- Time-saving tips: duplicating pages, keyboard shortcuts, and quick actions
- Canva Pro demonstrations: background remover, Magic Resize, premium templates, and AI-powered tools

Date: Thursday, 12 March

Time: 18:30 – 20:30

Duration: 1 session

Cost: R350

LANGUAGES & WRITING

SPANISH FROM ZERO – TRAVEL & CONVERSATION COURSE

Geraldine Ramirez M.A. Education
Spanish Teacher

Geraldine is a native Spanish speaker from Peru and an experienced language teacher with over 20 years of teaching experience. Having lived in South Africa for 12 years, she brings cultural insight and practicality to her Spanish lessons, designed to meet the needs of adult learners. No prior Spanish is needed.

It is ideal for: Anyone preparing to travel to Spain or Latin America; Professionals looking to expand their communication skills; and Anyone wanting to learn Spanish from scratch in friendly, interactive environment. You will learn how to:

- Introduce yourself and have simple conversations
- Ask for directions and understand signs
- Order food and drinks in cafes and restaurants
- Use public transport and buy tickets
- Handle travel emergencies
- Understand cultural basics of Spain.

Date: Tues, 3 Feb – 10 March **Time:** 18:30 – 20:00 **Duration:** 6 sessions **Cost:** R740

GERMAN FOR BEGINNERS – LET’S LEARN, LAUGH & SPEAK DEUTSCH!

Regina Bailey
German Teacher & Translator

Get ready to kickstart your German journey with a fast, fun, and confidence-boosting beginner’s course! Over six dynamic sessions, you’ll build essential skills to understand and communicate in everyday German—no experience needed.

Through interactive activities, lively conversation practice, and clear explanations, you’ll learn pronunciation, greetings, simple grammar, key verbs, numbers, and practical vocabulary for real-life situations like ordering food, asking for directions, and introducing yourself. Each session adds new skills in an upbeat, supportive environment designed to keep you motivated.

By the end, you’ll be able to hold simple conversations, understand common phrases, and feel confident navigating basic German interactions—perfect for travel, work, study, or just the joy of learning something new!

Date: Tues, 3 Feb – 10 March **Time:** 18:30 – 20:00 **Duration:** 6 sessions **Cost:** R740

XHOSA FOR BEGINNERS

Themba Ezra Narun isiXhosa Basics
Xhosa Teacher

This much-loved isiXhosa Basics course is the perfect introduction to the language and the rich cultural world that surrounds it. Whether you want to connect more deeply with friends, colleagues, or your community, this course will give you the confidence you need to go out and *thetha* with anyone!

Led by the vibrant and engaging Themba, our classes are lively, interactive, and full of laughter. We start right at the beginning—exploring the unique sounds and rhythm of isiXhosa, learning how the language is written, and practicing essential greetings and everyday expressions. You’ll also get access to exciting out-of-class resources to help you build skills, boost confidence, and stay motivated between sessions. This course fills up fast—reserve your spot early and join us on this fun and meaningful language-learning journey!

Date: Mon, 2 Feb – 9 March **Time:** 18:30 – 20:00 **Duration:** 6 sessions **Cost:** R740

FIRST AID COURSES

FIRST AID: LEVEL 1

First Aid Trainer Medical Education Centre

Become equipped to save lives with this accredited **Level 1 First Aid** course—your certificate is valid for **three years** and provides essential skills for emergencies at home, work, or in the community.

This hands-on course covers:

- **General Information:** Infection prevention, making an emergency call, psychological support, the importance of oxygen, emergency scene management, and key legal considerations.
- **Vital Signs & Emergency Response:** Assessing vital signs; managing fainting and unconsciousness; the recovery position; respiratory conditions; choking; drowning; circulatory conditions; and performing CPR using the *latest algorithm*.
- **Acute Illness:** Recognising and responding to heart attacks, strokes, asthma attacks, and epileptic seizures.
- **Wounds & Bleeding:** Bandaging techniques, shock management, and caring for amputation injuries.
- **Fractures:** Stabilising and splinting broken bones safely and effectively.
- **Thermal Injuries:** Treating burns, scalds, and electrical injuries.
- **Poisoning & Corrosive Incidents:** Managing inhaled, swallowed, or injected toxins.
- **Foreign Objects:** Safe techniques for removing or managing objects lodged in the body.

Upon completion, successful participants will receive:

- A recognized **First Aid Level 1 Certificate**
- A comprehensive **training handbook**
- A practical **First Aid Starter Kit**

Enjoy complimentary tea/coffee and mid-morning snacks. Please bring your own lunch.

Date: Saturday, 7 Feb & Saturday, 14 Feb **Time:** 09:00 – 16:00 **Duration:** 2 days **Cost:** R1100

ADVANCED TRAUMA MANAGEMENT

First Aid Trainer Medical Education Centre

Take your first aid skills to the next level with this **comprehensive Advanced Trauma Management course**, designed for those who already hold a valid Level 1 First Aid certificate (not older than 1 year).

This course is a combination of the former Level 2 & 3 First Aid.

This hands-on, practical training equips you to respond confidently to complex emergencies. You'll learn advanced techniques including:

- **Two-Rescuer CPR**, Child and Infant CPR, and Automated External Defibrillator (AED) use
- **Human anatomy:** understanding the 10 main organs
- **Head, spine, and neck injury management**
- **Immobilization techniques** using trauma boards
- Monitoring **blood pressure** and responding to **diabetes emergencies**
- **Emergency childbirth** procedures
- Managing **multiple injury scenarios** through realistic case studies

By the end of the course, you'll be prepared to handle serious trauma situations with skill, confidence, and composure. Enjoy complimentary tea/coffee and mid-morning snacks. Please bring your own lunch.

Date: Saturday, 7 Feb **Time:** 09:00 – 16:00 **Duration:** 1 day **Cost:** R980

MISCELLANEOUS

ASTRONOMY UNLOCKED – 2 NIGHTS OF CELESTIAL FUN!

Kechil Kirkham

M.A. M.Sc. M.Phil. (Space Engineering) FRAS

IDIA & SKA Project Manager, Fellow: Royal Astronomical Society, Broadcaster: Looking Up

Join us for a fascinating journey through the cosmos! You will experience:

- Expert-led Talks – Enjoy fascinating lectures from our friendly astronomy lecturer who'll guide you through the mysteries of the universe.
- Hands-on Stargazing – Explore the cosmos through powerful telescopes and spot constellations, planets, and distant galaxies.
- Night-Sky Magic: Learn to navigate the stars and constellations, and see the heavens like never before.

Discover how astronomers unlock the secrets of the night sky – and experience the wonder for yourself! This course is a perfect balance of science and wonder.

Date: Mondays, 2 & 9 February **Time:** 18:30 – 21:00 **Duration:** 2 sessions **Cost:** R350

DJEMBE DRUMMING

David Keuning

AfroBeat Drumming

Unleash your inner rhythm! Learn to play the djembe/bongo drums, master exciting beats, and explore fun rhythms—no experience needed. Drums provided, energy required—come ready to play, laugh, and feel the music!

Date: Tues, 10 Feb – 3 March **Time:** 18:30 – 20:00 **Duration:** 4 sessions **Cost:** R440

GROWING MINDS: HOW TO RAISE CHILDREN WHO THINK FOR THEMSELVES

Marleen Curtis

B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB

Certified Workplace Coach, Neuroleadership Trainer

In a fast-changing world, children need more than facts—they need the ability to think for themselves, adapt, and solve new problems. This course explores how the brain works, including the emotional and thinking systems, stress responses, and the reward circuits that encourage learning and creativity. You'll learn how to create an environment that nurtures independent thinking, fosters curiosity, and develops internal motivation. Practical strategies for positive discipline, guidance, and encouraging ownership of actions will equip parents, teachers, and guardians with the tools to raise confident, creative, and adaptable children ready to thrive in the modern world.

Date: Thursday, 19 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

BRAIN POWER: BOYS VS GIRLS

Prof Mike Bruton

M. Sc. Ph.D. D.Sc. FRSSAfr

Author, Lecturer, Staff Training & Development, Aquatic Resource Management, Research Evaluation, Concept Development & Research

Ever wondered if boys and girls really *think* differently? Join us for a controversial, humorous, and thought-provoking talk on the structure and function of male and female brains. Packed with the latest research and delivered with a playful twist, this session is guaranteed to spark laughs, lively debate, and plenty of “aha!” moments. Come ready to challenge assumptions, swap stories, and see what science really has to say about our brains!

Date: Tuesday, 3 March **Time:** 18:30 – 19:30 **Duration:** 1 session **Cost:** R90

MISCELLANEOUS

WHAT A GREAT IDEA! AWESOME SOUTH AFRICAN INVENTIONS

Prof Mike Bruton

M. Sc Ph.D. D.Sc. FRSSAfr

Author, Lecturer, Staff Training & Development, Aquatic Resource Management, Research Evaluation, Concept Development & Research

From the iconic **Dolos** to the beloved **Mrs Ball's chutney**, this illustrated talk showcases the remarkable inventions and innovations created by South Africans, both at home and abroad, from prehistoric times to today. Based on Professor Mike Bruton's acclaimed book, *What a Great Idea!*, the presentation celebrates the often underappreciated contributions South Africans have made to science, technology, and everyday life. Spanning over 600 inventions, it highlights the ingenuity, creativity, and impact of South African innovators across the centuries.

Date: Tuesday, 24 February

Time: 18:30 – 19:30

Duration: 1 session

Cost: R90

THRIVING IN RETIREMENT: A PRACTICAL GUIDE TO YOUR NEXT CHAPTER

Paul Britton

B.Sc. (Forestry) M. Landscape Arch; Retirement mentor

Retirement is more than leaving work—it's the start of a new chapter filled with purpose, joy, and wellbeing. This uplifting workshop helps you shape a life rich in meaning, connection, and health. Together you'll explore your skills and passions, personal growth and mental wellbeing, fun and community involvement, and ways to build strong relationships. You'll also look at staying physically and mentally fit, organising important life documents, deciding if or when to move, and planning a budget that supports the lifestyle you want, including using senior benefits and discounts.

Enjoy a relaxed atmosphere with mid-morning tea, coffee, and snacks as you prepare for this exciting stage of life with clarity and confidence.

Date: Sat, 14 Feb

Time: 09:00 – 12:30

Duration: 3.5 hours

Cost:

R310 per person
R590 per couple

KNOW YOUR BIRDS: INTRODUCTION TO BIRDS OF THE SOUTH-WESTERN CAPE

Dalton Gibbs

B. Tech Nature Conservation/ Masters: Biodiversity Conservation

Westlake Nature Reserve - Regional Manager South, Nature Conservation

Don't miss out on this popular course! 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 21 February from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 28 February 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, 16 February

Time: 18:30 – 20:30

Venue: BHS

Cost: R460

Date: Saturdays, 21 & 28 Feb

Time: 09:00 – 12:00

Venue: TBC at first session

MISCELLANEOUS

DIY IN THE HOME – FOR WOMEN

John-Morgan de Klerk Building & Civil Engineering Dip, Plumbing N3, Facilitation NQF5
Maintenance Foreman/ Teacher

Do you have small maintenance jobs in the home that need to be done? This course is a practical, empowering short course designed to teach women essential DIY skills for tackling common household projects. From hanging shelves and artwork, to patching walls and painting like a pro, fixing loose handles, squeaky hinges, and hanging curtain rods – this course will build your confidence and skills to tackle home maintenance and improvements with ease. You will also learn about the tools needed for each job. Tea/Coffee and teatime snacks are included in the fee. Please wear comfortable clothes that you don't mind getting dirty.

Date: Saturday, 7 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R360

PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

Eugene Adonis Director: TNT Self-Defence
7th Degree Black Belt Marshal Arts; Gold Medallist; Creator of System Holistic Self-Defence;
Choreographer & Stunt co-ordinator for Short Films

Take control of your safety and boost your confidence in this 2-hour hands-on self-defence workshop designed for beginners of all ages and fitness levels. Learn practical, easy-to-remember techniques to protect yourself (with any item in your hand), escape from grabs and holds, and stay aware of potentially dangerous situations.

With a friendly, supportive instructor guiding you through fun, interactive exercises, you'll leave feeling stronger, more confident, and prepared for everyday safety challenges. No prior experience is needed—just bring your enthusiasm and a willingness to learn! Please wear comfortable clothes.

Date: Monday, 16 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

CORPORATE TRAINING – BUSINESS, FINANCE & OFFICE SKILLS

BOOKKEEPING & BUSINESS ACCOUNTING

Clive Stevens

Accounting Teacher

Gain practical, hands-on accounting skills to make smarter business decisions. This course covers:

- Basic bookkeeping: General, Debtors, and Creditors Ledgers
- Trial balances and financial statements (Income Statement & Balance Sheet)
- Financial statement analysis
- Reconciliations and VAT

Who should attend: Professionals, business owners, and aspiring entrepreneurs who want to understand the accounting side of business or enhance their employability. Certificates of attendance provided.

Date: Mon: 2 – 23 Feb February **Time:** 18:30 – 20:30 **Duration:** 4 sessions **Cost:** R750

UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!

Laura Sciuto

Tax Practitioner & Tax Services Consultant, Business Owner

Stay compliant and maximize your deductions! This 2-hour session provides a clear, practical overview of personal and provisional tax in South Africa, including allowable deductions, filing requirements, and tax strategies for individuals and sole proprietors. Ideal for professionals, business owners, and anyone looking to confidently navigate the tax system. More details can be found on page 11.

Date: Thursday, 12 March **Time:** 18:30 – 20:30 **Duration:** 1 Session **Cost:** R270

BUSINESS WRITING SKILLS FOR PROFESSIONALS

Niezaar Ebrahim B. Ed

English Teacher; Business Writing Coach

This intensive 4-hour course equips professionals with practical techniques to write clear, concise, and persuasive business communication. Covering tone, email etiquette, reports, minutes, grammar, and audience-focused writing, it's ideal for managers, marketers, salespeople, and anyone looking to enhance workplace communication and impact. More details can be found on page 12.

Date: Wed, 4 & 11 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R290

ESSENTIAL SKILLS FOR OFFICE WORKERS & PERSONAL ASSISTANTS

Emmerentia Jansen B.A. H.D.E.

Computer & Corporate Skills Trainer

This practical course equips office professionals and Personal Assistants with essential workplace skills, including etiquette, telephone communication, time and stress management, customer service, dealing with difficult clients, and basic MS Word for business documents. Ideal for those returning to work or aiming to advance their careers. Certificates provided; mid-morning tea/coffee included. See page 12 for more details.

Date: Saturday, 7 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R610

CORPORATE TRAINING – COMPUTER SKILLS

DRAFTING LEGAL DOCUMENTS IN MS WORD

Ross Cohen
IT Trainer

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

This course is a practical, workflow-focused course that equips legal professionals to draft precise, consistent, and professional documents efficiently. Participants will learn to streamline drafting, automate repetitive tasks, fix formatting issues, collaborate securely, and leverage advanced Word tools to boost productivity.

By the end of the course, participants will produce error-free legal documents faster, reduce time spent on formatting problems, and apply practical skills immediately in their daily work. Specific course details can be found on page 13.

Date: Monday, 23 February & Wednesday, 25 Feb **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

MS WORD FOR PROFESSIONALS – ADVANCED FEATURES

Ross Cohen
IT Trainer

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

Boost your productivity with advanced Microsoft Word skills. This course equips professionals with the tools and techniques to create polished, error-free documents efficiently, manage long documents, format tables, and leverage Word's powerful formatting and collaboration features.

Who Should Attend:

Professionals, managers, and administrative staff seeking to work smarter, streamline document creation, and deliver professional-quality outputs. More course details can be found on page 19.

Date: Tuesday, 17 February & Thursday, 19 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

MICROSOFT FORMS FOR BUSINESS

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a versatile tool for gathering feedback, conducting surveys, and collecting data across your organisation. This course teaches corporate professionals how to design targeted surveys, create automated quizzes, and export results to Excel for analysis—streamlining decision-making and improving business insights.

A work or personal Microsoft account (Office 365, Outlook.com, Hotmail, or Live) is required. **Please don't forget to bring your login details and password along.**

Date: Tues, 10 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

COMPUTER & SOCIAL MEDIA SKILLS FOR BUSINESS

All our **COMPUTER COURSES** can be found on **pages 18 – 23** of this prospectus.

PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE COURSES

In today's fast-paced and competitive business environment, technical skills alone are no longer enough. Personal development and soft skills—such as communication, emotional intelligence, leadership, teamwork, adaptability, and problem-solving—are critical for building high-performing, resilient teams. We have a number of these courses on offer this term. Details can be found on pages 14 – 15.

CORPORATE TRAINING – SOCIAL MEDIA MARKETING

HOW TO USE SOCIAL MEDIA TO MARKET YOUR BUSINESS

Lucille Divine B. Sc.

Award Winning Digital Marketing Coach & Mentor

This hands-on workshop equips businesses and professionals to leverage social media effectively. Learn to understand your audience, choose the right platforms, and create actionable strategies to grow your brand and attract customers. Ideal for entrepreneurs, consultants, and professionals looking to boost their online presence. Course details can be found on page 16.

Date: Tuesday, 3 February & Thursday, 5 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

Lucille Divine

Award Winning Digital Marketing Coach & Mentor

This hands-on workshop teaches professionals to create high-quality, engaging content efficiently using AI tools like ChatGPT, Canva Pro, and SEO platforms. Learn to plan strategically, produce multi-platform content, and analyse performance to boost your brand's online presence—ideal for marketing teams, business owners, and corporate professionals. More course details can be found on page 17.

Date: Tuesday, 17 February & Thursday, 19 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

CANVA MADE SIMPLE: CREATE STUNNING VISUALS FAST

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

This hands-on session introduces corporate professionals to Canva's free version, focusing on creating polished, professional designs quickly and confidently. Participants will learn to navigate the interface, select templates, work with text and graphics, edit photos, and organise elements—building essential skills for effective visual communication. Course details can be found on page 23.

Date: Thursday, 5 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

CANVA ONGOING

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

Building on the basics, this session guides corporate professionals through smarter workflows and practical design techniques using Canva's free version. Participants will learn to customise templates, maintain visual consistency, edit photos, create charts and infographics, explore basic animations, and discover Pro features that enhance productivity and creativity. Details can be found on page 23.

Date: Thursday, 12 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

EDUCATOR ENRICHMENT – PERSONAL DEVELOPMENT

MANAGING DIVERSITY IN THE WORKPLACE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

As schools strive to provide holistic, future-focused education, the ability to lead and manage diversity has become a vital skill for all staff members. From supporting multilingual learners to working within multicultural staff teams, educational environments demand awareness, sensitivity, and practical problem-solving.

This one-session professional development course equips educators, administrators, and school leaders with the tools to foster inclusive school cultures where diversity is valued and managed effectively. Course details can be found on page 14.

Date: Wed, 25 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

ASSERTIVENESS & SELF-CONFIDENCE FOR EDUCATORS

Loretta Erasmus M. Phil
Management Coaching / Business Coach

This interactive workshop helps educators build confidence, communicate clearly, and set professional boundaries in school environments. Through practical exercises, discussions, and real-life scenarios, participants will learn to:

- Express ideas, feedback, and needs assertively and respectfully
- Build self-confidence in decision-making and classroom management
- Handle challenging conversations with colleagues, students, and parents
- Maintain composure and professionalism in high-pressure or sensitive situations

Participants will leave with actionable tools to communicate effectively, advocate for themselves, and strengthen relationships with learners, colleagues, and the school community.

Date: Monday, 9 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Loretta Erasmus M. Phil
Management Coaching / Business Coach

Conflict is an inevitable part of school life—among learners, colleagues, and even with parents or community members. At times, it can foster healthy growth and learning, but it can also disrupt classrooms, strain relationships, and drain valuable instructional time. Many educators avoid conflict because it feels uncomfortable or emotionally charged, especially when dealing with challenging behaviours or difficult personalities.

This course offers practical, participatory workshops tailored specifically for educators. You'll learn how to identify the roots of conflict, manage emotional responses—your own and others'—and apply proven strategies to de-escalate tense situations. Whether navigating learner disputes, collaborating with colleagues, or communicating with families, you'll gain the skills to engage effectively, foster trust, and maintain a positive learning environment. By the end, you'll be equipped with tools to address issues proactively, strengthen relationships, and create a more supportive and productive school community.

Date: Wed, 11 & 18 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R380

PERSONAL DEVELOPMENT COURSES

All our **PERSONAL DEVELOPMENT COURSES** can be found on **pages 14 - 15** of this prospectus.

COMPUTER COURSES FOR EDUCATORS

MICROSOFT FORMS FOR EDUCATORS

Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a powerful tool for creating surveys, quizzes, and data collection forms for the classroom or school community. This course teaches educators how to design engaging, self-marking quizzes, gather feedback from learners and parents, and export responses to Excel for analysis—streamlining assessment and improving teaching insights.

A work or personal Microsoft account (Office 365, Outlook.com, Hotmail, or Live) is required. **Please don't forget to bring your login details and password along.**

Date: Tues, 10 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

MS WORD FOR EDUCATORS – ADVANCED FEATURES

Ross Cohen

IT Trainer

B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming

Advanced Web Development, Delphi Programming for Teachers

Enhance your teaching and administrative efficiency with advanced Microsoft Word skills. This course equips educators to create polished lesson plans, handouts, exam papers, reports, and presentations quickly and accurately. Learn to manage long documents, format tables, use references, and leverage Word's advanced tools to streamline your workflow.

Teachers, academic coordinators, and administrative staff who want to save time, improve document quality, and deliver professional materials for learners, colleagues, and school administration, will find this course useful. More course details can be found on page 19.

Date: Tuesday, 17 February & Thursday, 19 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

USING SOCIAL MEDIA TO MARKET YOUR SCHOOL

Lucille Divine

B. Sc.

Award Winning Digital Marketing Coach & Mentor

This hands-on workshop helps school leaders, administrators, and marketing staff use social media to connect with parents, learners, and the community. Participants will learn how to navigate the social media landscape, select the right platforms, and create an effective strategy to showcase school programmes, events, and achievements. You will find out how to:

- Understand your audience and trends in educational social media
- Identify the best platforms to promote your school
- Develop a practical social media strategy with ready-to-use templates
- Gain tools to plan, structure, and execute campaigns that engage your community

Who Should Attend:

School administrators, marketing coordinators, and educators responsible for promoting school programmes, events, and learner achievements through social media. More details can be found on page 16.

Date: Tuesday, 3 February & Thursday, 5 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

EDUCATOR ENRICHMENT – COMPUTERS & FIRST AID

HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

Lucille Divine

Award Winning Digital Marketing Coach & Mentor

Learn to create engaging, high-quality content for your school using AI tools. This hands-on workshop helps educators and administrators streamline content creation, improve communications with students and parents, and boost engagement across newsletters, social media, and school campaigns. Course details can be found on page 17.

Date: Tuesday, 17 February & Thursday, 19 February **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

CANVA MADE SIMPLE: CREATE STUNNING VISUALS FAST

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

This hands-on session helps educators create professional, eye-catching visuals quickly using Canva's free version. Learn to design classroom materials, presentations, newsletters, and social media content by navigating the interface, selecting templates, working with text and graphics, and editing images with confidence. Course details can be found on page 23.

Date: Thursday, 5 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

CANVA ONGOING

Rudolph Pieters B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

Building on the basics, this session helps educators create polished, engaging teaching materials and communications. Using Canva's free version, participants will refine templates, ensure visual consistency, edit photos, design charts and infographics, explore simple animations, and learn about Pro features that can enhance classroom content creation. More course details can be found on page 23.

Date: Thursday, 12 March **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

COMPUTER COURSES & CODING WITH PYTHON FOR CAT TEACHERS

All our **COMPUTER COURSES** can be found on **pages 18 - 23** of this prospectus.

FIRST AID: LEVEL 1 & ADVANCED TRAUMA MANAGEMENT

First Aid Trainer Medical Education Centre

If you work in a school in any capacity or are a sports coach, then having a current First Aid certificate is essential. The Education Department also required those who take learners on excursions to have a valid First Aid certificate. Join these course and get your accredited First Aid certificates, which is valid for 3 years. Course details can be found on **page 25**.

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

Octavia Chidiyiwa M.Sc. Computer Science

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

Learn Python from scratch in this beginner-friendly, hands-on course! Develop coding, problem-solving, and computational thinking skills while writing simple Python programs. Discover how Python is used in web development, data analysis, AI, and more—an essential skill for the future.

Date: Tuesday, 3 March & Thursday, 5 March **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

FIRST AID: LEVEL 1 & ADVANCED TRAUMA MANAGEMENT

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! Course details can be found on **page 25**. Tea/Coffee and mid-morning snacks will be provided. Please bring your own lunch.

DIGITAL PHOTOGRAPHY

Craig Murray

Photography Lecturer

Photography is a skill that will carry you through life and will provide you with many hours of pleasure. Find out how to use your camera effectively in this hands-on course. Details can be found on **page 22**.

Date: Saturday, 7 Feb **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R610

PODCASTING FOR BEGINNERS

Wayne Turner

Radio Broadcaster, Podcaster, Lecturer

Lights, camera... actually, forget the camera—let's talk! Podcasting is booming, and it's your chance to give your message, business, or creative idea a voice online. In this hands-on workshop, you'll learn how to plan, record, and produce your own podcast under the expert guidance of Wayne Turner, a 24-year radio and audio pro. Become the DJ, talk show host, or storyteller you've always wanted to be!

What to Bring: USB drive, notebook, smartphone, headphones, and a laptop (optional) with Audacity or Adobe Audition installed. Tea and snacks included.

Date: Sat, 14 February **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R610

PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

Eugene Adonis

Director: TNT Self-Defence

7th Degree Black Belt Marshal Arts; Gold Medallist; Creator of System Holistic Self-Defence; Choreographer & Stunt co-ordinator for Short Films

Take control of your safety and boost your confidence in this 2-hour hands-on self-defence workshop designed for beginners of all ages and fitness levels. Learn practical, easy-to-remember techniques to protect yourself (with any item in your hand), escape from grabs and holds, and stay aware of potentially dangerous situations.

With friendly, supportive instructors guiding you through fun, interactive exercises, you'll leave feeling stronger, more confident, and prepared for everyday safety challenges. No prior experience is needed—just bring your enthusiasm and a willingness to learn! Please wear comfortable clothing.

Date: Monday, 16 February **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R290

REGISTRATION FORM



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

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

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

Please indicate which FIRST TERM 2026 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.		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.