



**Call us for a no-obligation Quotation for groups or
In-house Training at: 012 654 4288 or 087 7009414**

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April 2012	Unit Standard	NQF	Credit	Date	Venue	Price
Minute Taking <i>2 Day Skills Programme (R3505.00 VAT Incl.)</i>	13934	4	5	23-24 April	Protea Capital Hotel, Pretoria	R3 074.57 (Vat Excl.)
Office Management <i>3-Day University Short Course (R4575.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	23-25 April	Morning Star Hotel, Pretoria	R4 013.16 (Vat Excl.)
May 2012	Unit Standard	NQF	Credit	Date	Venue	Price
Business Writing Skills <i>3-Day Skills Programme (R3990.00 VAT Incl.)</i>	12153	4	5	7-9 May	Protea Capital Hotel, Pretoria	R3 500.00 (Vat Excl.)
Front Desk Operations & Telephone Skills <i>2-Day Skills Programme (R3495.00 VAT Incl.)</i>	14338 14348	2 2	2 3	10-11 May	Protea Capital Hotel, Pretoria	R3 065.79 (Vat Excl.)
Event Management <i>2-Day Skills Programme (R3485.00 VAT Incl.)</i>	115214	4	5	14-15 May	Protea Capital Hotel, Pretoria	R3 057.02 (Vat Excl.)
Office Management <i>3-Day University Short Course (R4575.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	14-16 May	Hatfield Manor Hotel, Pretoria	R4 013.16 (Vat Excl.)
Supply Chain Management & Asset Management <i>5-Day Short Course (R 6465.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	259984	6	10	14-18 May	Morning Star Hotel, Pretoria	R5 671.06 (Vat Excl.)
Time Management <i>2-Day Skills Programme (R3499 VAT Incl.)</i>	15234	4	5	16-17 May	Protea Capital Hotel, Pretoria	R3 069.30 (Vat Excl.)
Records Management <i>3-Day Short University Course (R5750.00 VAT Incl.) Based on SAQA US:</i>	115855 259437	5	11	21-23 May	Ubuntu Conferencing; Highveld Techno park - Centurion	R5 043.86 (Vat Excl.)
Electronic-Records Management (E-Records) <i>2-Day Short University Course (R4945.00 VAT Incl.) Based on SAQA US:</i>	110003	5	7	24-25 May	Ubuntu Conferencing; Highveld Techno park - Centurion	R4 337.72 (Vat Excl.)
Financial Management for Non-Financial managers <i>4-Day University Short Course (R4850.00 VAT Incl.)</i>	University Outcomes Based	5	12	28-31 May	Hatfield Manor Hotel, Pretoria	R4 425.56 (Vat Excl.)



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June 2012	Unit Standard	NQF	Credit	Date	Venue	Price
Human Resource Management <i>3-Day University Short Course (R4580.0000 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	4-6 June	Protea Capital Hotel, Pretoria	R4 017.55 (Vat Excl.)
Office Management <i>3-Day University Short Course (R4575.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	13-15 June	Morning Star Hotel, Pretoria	R4 013.16 (Vat Excl.)
Project Management <i>4-Day University Short Course (R5950.00 VAT Incl.) Based on SAQA US:</i>	243824 243812	5	12	18-21 June	Morning Star Hotel, Pretoria	R5 219.30 (Vat Excl.)
Emotional intelligence <i>3-Day University Short Course (R4999.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	8	20-22 June	Protea Capital Hotel, Pretoria	R4 385.09 (Vat Excl.)
Report Writing <i>2-Day Skills Programme (R3500.00 VAT Incl.)</i>	110023	4	5	25-26 June	Protea Capital Hotel, Pretoria	R3 070.18 (Vat Excl.)
Professional Business Communication Skills for the Executive Secretary & Personal Assistant <i>3-Day Skills Programme (R3999.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	110021	4	6	27-29 June	Protea Capital Hotel, Pretoria	R3 507.90 (Vat Excl.)
July 2012	Unit Standard	NQF	Credit	Date	Venue	Price
Effective Public Service Delivery <i>3-Day University Short Course (R4565.00 VAT Incl.) Based on SAQA US:</i>	242860	5	4	2-4 July	Hatfield Manor Hotel, Pretoria	R4 004.39 (Vat Excl.)
Appraisal and Disposal of Records <i>3 Day short course (R5330.00 VAT Incl.)</i>	Based on US: 259458	4	8	4-6 July	Protea Capital Hotel, Pretoria	R4 675.44 (Vat Excl.)
Personal Assistants, Secretaries and Senior Secretaries <i>5-Day Skills Programme (R 5995.00 VAT Incl.)</i>	121551 119472, 335839, 12156	5	21	9-13 July	Protea Capital Hotel, Pretoria	R5 258.78 (Vat Excl.)
Office Management <i>3-Day University Short Course (R4575.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	10-12 July	Morning Star Hotel, Pretoria	R4 013.16 (Vat Excl.)
Presentation and Public Speaking Skills <i>3-Day Skills Programme R3995.00 (Inc VAT) Based on SAQA US:</i>	242839 242840	4 4	2 2	17-19 July	Protea Capital Hotel, Pretoria	R3 504.39 (Vat Excl.)
Minute Taking <i>2 Day Skills Programme (R3505.00 VAT Incl.)</i>	13934	4	5	23-24 July	Protea Capital Hotel, Pretoria	R3 074.57 (Vat Excl.)
Financial Management for Non-Financial managers <i>4-Day University Short Course (R4850.00 VAT Incl.)</i>	University Outcomes Based	5	12	23-26 July	Hatfield Manor Hotel, Pretoria	R4 425.56 (Vat Excl.)



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August 2012	<i>Unit Standard</i>	<i>NQF</i>	<i>Credit</i>	<i>Date</i>	<i>Venue</i>	<i>Price</i>
Office Management <i>3-Day University Short Course (R4575.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	1-3 August	Morning Star Hotel, Pretoria	R4 013.16 (Vat Excl.)
Front Desk Operations & Telephone Skills <i>2-Day Skills Programme (R3495.00 VAT Incl.)</i>	14338 14348	2 2	2 3	13-14 August	Protea Capital Hotel, Pretoria	R3 065.79 (Vat Excl.)
Records Management <i>3-Day Short University Course (R5750.00 VAT Incl.) Based on SAQA US</i>	115855 259437	5	11	13-15 August	Ubuntu Conferencing; Highveld Techno park - Centurion	R5 043.86 (Vat Excl.)
Electronic-Records Management (E-Records) <i>2-Day University Short Course (R4945.00 VAT Incl.) Based on SAQA US:</i>	110003	5	7	16-17 August	Ubuntu Conferencing; Highveld Techno park - Centurion	R4337.72 (Vat Excl.)
Project Management <i>4-Day University Short Course (R5950 VAT Incl.) Based on SAQA US</i>	243824 243812	5	12	21-24 August	Morning Star Hotel, Pretoria	R5 219.30 (Vat Excl.)
September 2012	<i>Unit Standard</i>	<i>NQF</i>	<i>Credit</i>	<i>Date</i>	<i>Venue</i>	<i>Price</i>
Business Writing Skills <i>3-Day Skills Programme (R3990.00 VAT Incl.)</i>	12153	4	5	10-12 Sept	Protea Capital Hotel, Pretoria	R3 500.00 (Vat Excl.)
Supply Chain Management & Asset Management <i>5-Day Short Course (R 6465.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	259984	6	10	10-14 Sept	Morning Star Hotel, Pretoria	R5 671.06
Report Writing <i>2-Day Skills Programme (R3500 VAT Incl.)</i>	110023	4	5	17-18 Sept	Protea Capital Hotel, Pretoria	R3 070.18 (Vat Excl.)
Office Management <i>3-Day University Short Course (R4575.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	17-19 Sept	Morning Star Hotel, Pretoria	R4 013.16 (Vat Excl.)
October 2012	<i>Unit Standard</i>	<i>NQF</i>	<i>Credit</i>	<i>Date</i>	<i>Venue</i>	<i>Price</i>
Strategic Management <i>3-Day University Short Course (R4570.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	1-3 Oct	Morning Star Hotel, Pretoria	R4 008.78 (Vat Excl.)
Presentation and Public Speaking Skills <i>3-Day Skills Programme (R3995.00 VAT Incl.)</i>	242839 242840	4 4	2 2	2-4 Oct	Protea Capital Hotel, Pretoria	R3504.39
Event Management <i>2-Day Skills Programme (R3485.00 VAT Incl.) Based on SAQA US:</i>	115214	4	5	8-9 Oct	Protea Capital Hotel, Pretoria	R3 057.02 (Vat Excl.)
Office Management <i>3-Day University Short Course (R4575.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	10-12 Oct	Morning Star Hotel, Pretoria	R4 013.16 (Vat Excl.)



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Human Resource Management <i>3-Day University Short Course (R4580.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	17-19 Oct	Morning Star Hotel, Pretoria	R4 017.55 (Vat Excl.)
Minute Taking <i>2 Day Skills Programme (R3505 VAT Incl.)</i>	13934	4	5	22-23 Oct	Protea Capital Hotel, Pretoria	R3 074.57 (Vat Excl.)
Appraisal and Disposal of Records <i>3 Day short course (R5330.00 VAT Incl.)</i>	Based on US: 259458	4	8	15-17 Oct	Protea Capital Hotel, Pretoria	R4 675.44 (Vat Excl.)
Financial Management for Non-Financial managers <i>4-Day University Short Course (R4850.00 VAT Incl.)</i>	University Outcomes Based	5	12	22-25 Oct	Hatfield Manor Hotel, Pretoria	R4 425.56 (Vat Excl.)
November 2012	<i>Unit Standard</i>	<i>NQF</i>	<i>Credit</i>	<i>Date</i>	<i>Venue</i>	<i>Price</i>
Project Management <i>4-Day University Short Course (R5950.00 VAT Incl.) Based on SAQA US:</i>	243824 243812	5	12	5-8 Nov	Hatfield Manor Hotel, Pretoria	R5 219.30 (Vat Excl.)
Effective Public Service Delivery <i>3-Day University Short Course (R4565.00 VAT Incl.) Based on SAQA US:</i>	242860	5	4	12-14 Nov	Morning Star Hotel, Pretoria	R4 004.39 (Vat Excl.)
Personal Assistants, Secretaries and Senior Secretaries <i>5-Day Skills Programme (R5995.00 VAT Incl.)</i>	121551 119472, 335839, 12156	5	21	12-16 Nov	Protea Capital Hotel, Pretoria	R5 258.78 (Vat Excl.)
Office Management <i>3-Day University Short Course (R4575.00 VAT Incl.) Based on SAQA US: Outcomes based</i>	University Outcomes Based	5	4	19-21 Nov	Hatfield Manor Hotel, Pretoria	R4 013.16 (Vat Excl.)
Records Management <i>3-Day University Short Course (R5750.00 VAT Incl.) Based on SAQA US:</i>	115855 259437	5	11	19-21 Nov	Ubuntu Conferencing; Highveld Techno park - Centurion	R5 043.86 (Vat Excl.)
Electronic-Records Management (E-Records) <i>2-Day University Short Course (R4945.00 VAT Incl.) Based on SAQA US:</i>	110003	5	7	22-23 Nov	Ubuntu Conferencing; Highveld Techno park - Centurion	R4337.72 (Vat Excl.)



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December 2012	Unit Standard	NQF	Credit	Date	Venue	Price
Business Writing Skills <i>3-Day Skills Programme (R3990.00 VAT Incl.)</i>	12153	4	5	3-5 Dec	Protea Capital Hotel, Pretoria	R3 500.00 (Vat Excl.)

15 Reasons To Use Us:

1. **HIGHLY QUALIFIED AND EXPERIENCED TRAINERS** - Our facilitators are highly skilled in their field, all our trainers have recognised qualifications as well as knowledge in specialised business fields.
2. **QUALITY COURSE MATERIALS** - All our materials have been developed by trainers with years of experience and who are subject matter specialists. They are both comprehensive and easy to follow.
3. **OUTCOMES BASED TRAINING** – We keep it simple. Our courses teach learners practical skills that they can implement at the workplace; all our programmes and courses are aligned to or based on unit standards.
4. **ACCREDITED TRAINING PROVIDER** - We are fully accredited by Services Seta - Accreditation SAQA. Decision No: 0149 and have a licence agreement with Potchefstroom Business School (PBS) and the School for Social and Government Studies (SSGS) as a Training Partner.
5. **CUSTOMISATION OF TRAINING PROGRAMMES & COURSES** - We specialise in Flexible Design and Delivery We will then either tailor existing courses or create new bespoke (personalised) courses for you. We know that every business face challenges. Therefore we contextualise the challenges you identify to us in the training we deliver to you. All our course design and delivery is quality monitored through existing assurance processes.
6. **EXTENSIVE RANGE OF COURSES** - We offer a huge range of courses, from fin for non financial managers, presentation skills, effective letter writing to Managing and Communicating Change. Please **contact us** for a copy of our 2012 Career Guidance.
7. **COMPATIBILITY** - Matching your project with the right facilitator or consultant. Experience has taught us that compatibility is a critical factor to success.
8. **YOU DON'T HAVE TO TRAVEL – CONVENIENCE: - IN-HOUSE TRAINING** – The training can be organised at your premises or a venue you organised in your town/city. We operate *in all 9 provinces of South Africa*. You have the ability to talk about confidential company matters.
9. **COST EFFECTIVE** - You receive Special Group Rates AND
10. **MORE SAVINGS** - You save on travel and time costs.
11. **THE RIGHT TO CHOOSE** - You get to choose dates that suit you.
12. **SMALL CLASSES – SEATS ARE LIMITED** - We recommend not more than 25 learners per training intervention. By doing this each Learner is given the opportunity to get individual attention should they need it and their participation can be monitored by the facilitator
13. **GET SOME \$\$\$ MONEY BACK – FOR INVESTING IN YOUR STAFF - CLAIM YOUR LEVIES BACK** – We are fully SETA accredited and that means you claim back up to 50% of the Course fee from your Seta, terms and conditions of your seta applies.
14. **BEE COMPLIANT** - We are BEE Compliant.
15. **PROUDLY SOUTH AFRICAN** – We are members of Proudly South Africa campaign. We love what we are doing-Developing South Africa.

TERMS, Conditions & Disclaimer

- **Admission conditions and cancellation policy applies.** For full details contact LeMark Training & Development (Pty) Ltd or visit our web site: www.lemark.co.za
- LeMark reserves the right to postpone/reschedule or cancel SCHEDULED skills programmes or courses should the number of bookings not justify the presentation of the event. **The liability** of LeMark Training & Development in the event of a skills programme, seminar or course being cancelled will be limited to a refund of the event fees to the delegate.
- We reserve the right to change the venue and the order of the presentation or if absolute necessary to substitute a **facilitator or presenter**
- LeMark Training & Development is **ACCREDITED by the SERVICES SETA** as an institution delivering quality education and training Provider. Entity Number: (0149)2010/002646/02 (was2001/025985/23).
- **Price and availability** subject to change without notice, although we try to assure accuracy, LeMark cannot be responsible for typographical or photo error on our web site, electronic and printed material.