



CAREER DEVELOPMENT



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Unit 2 Killarney Park, 1 Silverstone Road, Killarney Gardens, **CAPE TOWN**

COURSE CODE	TRAINING DAYS	COURSE NAME
CDC 1	2	Telephone skills & etiquette
CDC 2	2	Reception/Frontline
CDC 3	2	Manage meetings & Minute taking
CDC 4	2	Office etiquette & ethics
CDC 5	2	Time management (Planning & Organising)
CDC 6	2	Event management
CDC 7	2	Customer satisfaction
CDC 8	1	Staff induction
CDC 9	2	Client interaction and communication
CDC 10	2	Basic writing skills 1
CDC 11	2	Basic writing skills 2
CDC 12	2	Effective communication 1
CDC 13	2	Effective communication 2
CDC 14	2	Effective communication 3
CDC 15	2	Conflict management
CDC 16	2	Business and report writing skills
CDC 17	2	Report writing