

CALENDAR 2024

## JULY TO DECEMBER

JOHANNESBURG + CAPE TOWN

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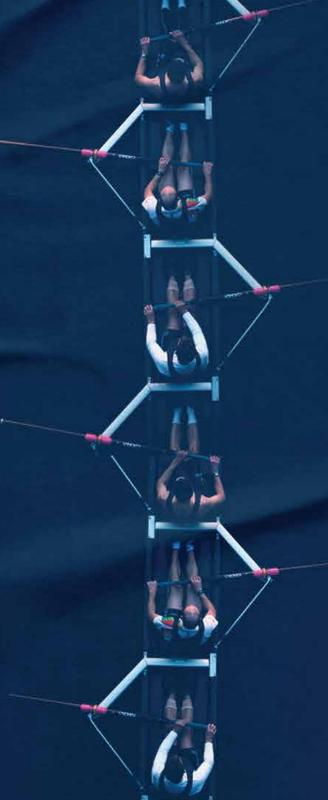












COURSE	VENUE	<b>DATE</b>   2024	PRICI
OCTOBER			
Advanced Competencies for Professional Secretaries     and Office Administrators	Johannesburg	9-11 October	R15 999
Advanced Report Writing and Presentation Skills	Johannesburg	16-18 October	R15 999
Africa Secretaries Latest Trends & Al Integration Summit	Cape Town	23-25 October	R17,999
Digital Documents & Records Management	Johannesburg	23-25 October	R15 999
NOVEMBER			
<ul> <li>Dynamic office Management &amp; Administration Skills</li> </ul>	Cape Town	13-15 November	R15 999
Organizing and Managing Effective Meeting	Johannesburg	13-15 November	R15 999
Microsoft Excel intermiadiate to advanced	Johannesburg	20-22 November	R15 999
Advanced Strategies for Productive Office Management in the Digital Era	Johannesburg	20-22 November	R15 999
DECEMBER			
Africa Secretaries Latest Trends & Al Integration Summit	Johannesburg	4-6 December	R17,999
Supplier Relationship Management (SRM) and Operational Excellence	Johannesburg	4-6 December	R15 999
Business Writing Skills for Administrators, Secretaries & PAs	Johannesburg	11-13 December	R15 999
Finance for non-financial managers	Johannesburg	11-13 December	R15 999







