



BASITSANA TRAINING CONSULTANTS

CALENDAR 2024

JULY TO DECEMBER

JOHANNESBURG + CAPE TOWN

Basitsana Training Consultants ©2024

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 Jhb, South Africa



COURSE

VENUE

DATE | 2024

PRICE

JULY

- Finance & Accounting for Office Administrators & Secretaries
- Digital Transformation in Fleet Management
- Introduction to MS Power BI

Johannesburg
Johannesburg
Johannesburg

17-19 July
24-26 July
24-26 July

R15 999
R15 999
R15 999

AUGUST

- Protocol & Event Management
- Executive Secretaries & Office Administrators Masterclass
- Purchasing and Vendor Management Skills

Johannesburg
Johannesburg
Johannesburg

14-16 August
21-23 August
21-23 August

R15 999
R15 999
R15 999

SEPTEMBER

- Leadership Mastery: Thriving in the Digital Era
- Fleet Safety Management Masterclass
- Administrative Excellence for Secretaries and Administrators

Johannesburg
Johannesburg
Johannesburg

11-13 September
18-20 September
18-20 September

R15 999
R15 999
R15 999





COURSE

VENUE

DATE | 2024

PRICE

OCTOBER

- Advanced Competencies for Professional Secretaries and Office Administrators
- Advanced Report Writing and Presentation Skills
- Africa Secretaries Latest Trends & AI Integration Summit
- Digital Documents & Records Management

Johannesburg

9-11 October

R15 999

Johannesburg

16-18 October

R15 999

• Cape Town

23-25 October

R17,999

Johannesburg

23-25 October

R15 999

NOVEMBER

- Dynamic office Management & Administration Skills
- Organizing and Managing Effective Meeting
- Microsoft Excel intermediate to advanced
- Advanced Strategies for Productive Office Management in the Digital Era

• Cape Town

13-15 November

R15 999

Johannesburg

13-15 November

R15 999

Johannesburg

20-22 November

R15 999

Johannesburg

20-22 November

R15 999

DECEMBER

- Africa Secretaries Latest Trends & AI Integration Summit
- Supplier Relationship Management (SRM) and Operational Excellence
- Business Writing Skills for Administrators, Secretaries & PAs
- Finance for non-financial managers

Johannesburg

4-6 December

R17,999

Johannesburg

4-6 December

R15 999

Johannesburg

11-13 December

R15 999

Johannesburg

11-13 December

R15 999