



2021

Services & Price Guide

# Short Courses Training Services

## **LEER South Africa**

Leading Edge Educational Resources Pty (Ltd)

*Advanced Excel, Project Management, Technical Report Writing,  
Time Management, Conflict Management, Critical Thinking Skills.*

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## *Continuous Training!*

The person undergoing relevant skills training is more capable of work. Training allows employees to get a better understanding of their roles and develop their confidence. This often boost overall performance and then the organization gains.



## *Why Choose LEER South Africa*

LEER South Africa Training Services provides managers and employees with the right skills required for the 21<sup>st</sup> workplace. Our services are cost effective, flexible and 4IR ready. We are good at making managers and employees to be good at what they do.

# Our Short Courses

## Basic and Advanced Excel

For most office-based professionals today, working knowledge of Excel is crucial and better Excel skills will open the door to opportunities for advancement and leadership. This course offers advance Excel skill to increase workplace productivity.

*At the end of the course you will ...*

- ✓ use a range of Excel functions
- ✓ modify Excel options
- ✓ customise the formatting of charts in Excel
- ✓ create and use labels and names in a workbook
- ✓ protect data in worksheets and workbooks
- ✓ ...and general usage of formulas

*At the end of the course you will ...*

- ✓ Understand project management process
- ✓ Know the tools & techniques for project management
- ✓ Use these techniques to drive projects in your organisation
- ✓ Explain benefits for having systematic approach to managing projects

## Project Management

After attending this training, you will understand the value of time , targets and goals. You'll also appreciate the most of your company's tools and needs. This may be time, money or workforce.

## Time Management

This short course will help participants define time management profiles, appreciate time management values, and devise and execute effective job strategies. The course will help participants identify time wasting, set goals and delegate where necessary.

*At the end of the course you will ...*

- ✓ Define time management profiles
- ✓ Appreciate time management values
- ✓ Devise and execute effective job strategies
- ✓ Identify time wasting, set goals and delegate where necessary

## Our Short Courses cont.

At the end of the course you will ...

- ✓ Identify main obstacles to TRW
- ✓ Understand range of tools & techniques for TRW
- ✓ Use these techniques to deliver professional technical reports
- ✓ Understand TRW from writer and reader's perspectives

### Technical Report Writing

Effective technical report writing skills drive all successful organizations. In this course, you will learn key technical report writing skills that you can adopt in your organization to deliver endless results.

### Conflict Management

Conflict management techniques can reduce tension at the workplace and enhance creativity and make the workplace attractive in a different way. This short course will empower you with dispute mediation skills. It will make you a better negotiator.

At the end of the course you will ...

- ✓ Understand relation between conflict and organisation
- ✓ Identify sources and types of organization conflicts
- ✓ Employ various conflict handling strategies and styles
- ✓ Identify conflict outcomes to the organisation

At the end of the course you will ...

- ✓ Develop skills to analyze and evaluate information so that you are able to obtain the greatest amount of knowledge from it
- ✓ Develop competencies of making correct decisions and minimizes damages if a mistake does occur.

### Critical Thinking

We live in a knowledge based society, and the more critical you think the better your knowledge will be. Critical Thinking provides you with the skills to analyze & evaluate information so that you are able to make informed decisions and make quick corrections where mistakes re made.

## Pricing Guide

Course	Duration	Price per Participant		
		3 - 4 participants	4 - 6 participants	7 - 10 participants
Advance Excel	2 days or flexi time*	R4 875,00	R3 150,00	R2 325,00
Project Management	2 days or flexi time	R4 875,00	R3 150,00	R2 325,00
Time Management	1 day or flexi time	R3 375,00	R2 175,00	R1 650,00
Technical Report Writing	1 and ½ day or flexi time	R4 500,00	R2 925,00	R2 175,00
Conflict Management	1 day or flexi time	R3 375,00	R2 175,00	R1 650,00
Critical Thinking Skills	1 day or flexi time	R3 375,00	R2 175,00	R1 650,00

\*Virtual classes can be arranged for upto 6 weeks per course at agreed hours per week.

2 days = 16hrs

1 day = 8 hrs

1 ½ days = 12 hrs

## *Other LEER Services/initiatives!*

We have other services that may be of interest to you!

### **Grade 8-12 Tutoring Services**

<https://leersouthafrica.com/en/pricing/tutorial-prices.html>

We provide support for Grade 8-12 learners by offering One on One Tutoring Services, Tests and Exam Preparations, Saturday Classes, and Matric Rewrites support. Our website contains learner resources such as digital textbooks, past test and exam papers, quizzes and many more.

### **SMMEs Business Support Services**

<https://leersouthafrica.com/en/pricing/business-support-prices.html>

LEER South Africa Business Support Services provides tools and support for SMEs to acquire business surviving skills. Our technical support programmes are designed to lessen the failure rate of small and medium enterprises in their early years of development. Our services are cost effective, flexible and 4IR ready.

**We give you four easy ways to engage us:**

*Visit us on the Web: [www.leersouthafrica.com](http://www.leersouthafrica.com)*

*WhatsApp Us: 064 800 7884*

*Email Us: [business@leersouthafrica.com](mailto:business@leersouthafrica.com)*

*Book appointment with one of our staff (virtual or physical):*

*<https://leersouthafrica.com/en/book.html>*

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