

SOFT SKILLS Training Calendar



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Soft Skills Training Calendar

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Elevate your organization's professional development with our **comprehensive Soft Skills Training Workshops**—designed to empower your team with essential interpersonal and workplace skills from **15 June 2025 to 30 April 2026**, with delivery online and inperson.

Administrative & Operational Skills								
Code	Course Name	Duration	Price	Key Focus	Dates			
SS001	Accountability in the Workplace	1	R1 000,00	Workplace Ethics & Responsibility	17-Jun-25	22-Jul-25	16-Sept-25	10-Nov-25
SS002	Administrative Office Procedures	1	R1 000,00	Office Efficiency & Organization	19-Jun-25	24-Jul-25	18-Sept-25	12-Nov-25
SS003	Administrative Support	1	R1 000,00	Executive Assistance & Office Management	23-Jun-25	28-Jul-25	22-Sept-25	14-Nov-25
SS004	Archiving and Records Management	1	R1 000,00	Data Organization & Compliance	25-Jun-25	30-Jul-25	24-Sept-25	17-Nov-25
SS005	Basic Bookkeeping	1	R1 000,00	Financial Fundamentals for Non-Accountants	27-Jun-25	01-Aug-25	26-Sept-25	19-Nov-25
SS006	Business Writing	1	R1 000,00	Professional Communication & Documentation	01-Jul-25	05-Aug-25	30-Sept-25	21-Nov-25
SS007	Collaborative Business Writing	1	R1 000,00	Team-Based Communication & Editing	03-Jul-25	07-Aug-25	02-Oct-25	24-Nov-25
SS008	Executive and Personal Assistants	1	R1 000,00	Support Role Excellence	07-Jul-25	11-Aug-25	06-Oct-25	26-Nov-25
SS009	Meeting Management	1	R1 000,00	Effective Meeting Coordination	09-Jul-25	13-Aug-25	08-Oct-25	28-Nov-25
SS010	Organizational Skills	1	R1 000,00	Time & Task Optimization	11-Jul-25	15-Aug-25	10-Oct-25	01-Dec-25
SS011	Social media In The Workplace	1	R1 000,00	Digital Branding	15-Jul-25	19-Aug-25	14-Oct-25	03-Dec-25
SS012	Supply Chain Management	1	R1 000,00	Logistics & Operational Workflow	17-Jul-25	21-Aug-25	16-Oct-25	05-Dec-25

Career Development								
Code	Course Name	Duration	Price	Key Focus	Dates			
SS015	Building Confidence and Assertiveness	1	R1 000,00	Self-Advocacy & Empowerment	21-Jul-25	25-Aug-25	20-Oct-25	09-Dec-25
SS016	Communication Strategies	1	R1 000,00	Interpersonal & Professional Dialogue	23-Jul-25	27-Aug-25	22-Oct-25	11-Dec-25
SS017	Creative Problem Solving	1	R1 000,00	Innovation & Decision-Making	25-Jul-25	29-Aug-25	24-Oct-25	17-Jan-26
SS018	Developing Creativity	1	R1 000,00	Idea Generation & Innovation	29-Jul-25	02-Sept-25	28-Oct-25	19-Jan-26
SS019	Digital Citizenship	1	R1 000,00	Responsible Technology Use	31-Jul-25	04-Sept-25	30-Oct-25	21-Jan-26
SS020	Entrepreneurship	1	R1 000,00	Startup Fundamentals & Business Ownership	01-Aug-25	08-Sept-25	03-Nov-25	23-Jan-26
SS021	Interpersonal Skills	1	R1 000,00	Relationship Building & Collaboration	05-Aug-25	10-Sept-25	05-Nov-25	25-Jan-26
SS022	Leadership Development for Women	1	R1 000,00	Gender-Inclusive Leadership	07-Aug-25	12-Sept-25	09-Nov-25	27-Jan-26
SS023	mLearning Essentials	1	R1 000,00	Mobile Learning Strategies	11-Aug-25	16-Sept-25	11-Nov-25	29-Jan-26
SS024	Negotiation Skills	1	R1 000,00	Conflict Resolution & Deal-Making	13-Aug-25	18-Sept-25	13-Nov-25	01-Feb-26
SS025	Personal Branding	1	R1 000,00	Professional Image & Online Presence	15-Aug-25	22-Sept-25	17-Nov-25	03-Feb-26
SS026	Project Management	1	R1 000,00	Planning, Execution & Delivery	19-Aug-25	24-Sept-25	19-Nov-25	05-Feb-26
SS027	Telework And Telecommuting	1	R1 000,00	Remote Work Best Practices	21-Aug-25	26-Sept-25	23-Nov-25	09-Feb-26
SS028	Ten Soft Skills You Need	1	R1 000,00	Core Workplace Competencies	25-Aug-25	30-Sept-25	25-Nov-25	11-Feb-26
SS029	The Cloud and Business	1	R1 000,00	Cloud Technology Integration	27-Aug-25	02-Oct-25	30-Nov-25	15-Feb-26
SS030	Time Management	1	R1 000,00	Productivity & Prioritization	29-Aug-25	06-Oct-25	03-Dec-25	17-Feb-26

Human Resources								
Code	Course Name	Duration	Price	Key Focus	Dates			
SS032	Business Succession Planning	1	R1 000,00	Leadership Continuity & Talent Pipelines	01-Sept-25	08-Oct-25	07-Jan-26	19-Feb-26
SS033	Contract Management	1	R1 000,00	Legal Agreements & Compliance	03-Sept-25	10-Oct-25	09-Jan-26	23-Feb-26
SS034	Crisis Management	1	R1 000,00	Emergency Response & Risk Mitigation	05-Sept-25	14-Oct-25	11-Jan-26	25-Feb-26
SS035	Developing a Lunch and Learn	1	R1 000,00	Informal Workplace Learning	09-Sept-25	16-Oct-25	13-Jan-26	01-Mar-26
SS036	Diversity, Equity and Inclusion	1	R1 000,00	Inclusive Workplace Practices	11-Sept-25	18-Oct-25	17-Jan-26	03-Mar-26
SS037	Employee Onboarding	1	R1 000,00	New Hire Integration	15-Sept-25	22-Oct-25	19-Jan-26	07-Mar-26
SS038	Employee Recruitment	1	R1 000,00	Talent Acquisition Strategies	17-Sept-25	24-Oct-25	23-Jan-26	09-Mar-26
SS039	Employee Termination Processes	1	R1 000,00	Legal & Ethical Dismissals	19-Sept-25	28-Oct-25	25-Jan-26	11-Mar-26
SS040	Generation Gaps	1	R1 000,00	Multigenerational Team Dynamics	23-Sept-25	30-Oct-25	27-Jan-26	15-Mar-26
SS041	Health and Wellness at Work	1	R1 000,00	Employee Wellbeing Programs	25-Sept-25	03-Nov-25	29-Jan-26	17-Mar-26
SS042	Hiring Strategies	1	R1 000,00	Effective Recruitment Techniques	29-Sept-25	05-Nov-25	31-Jan-26	21-Mar-26
SS043	Human Resource Management	1	R1 000,00	HR Policies & Employee Relations	01-Oct-25	09-Nov-25	03-Feb-26	23-Mar-26
SS044	Managing Workplace Harassment	1	R1 000,00	Prevention & Compliance	03-Oct-25	11-Nov-25	05-Feb-26	25-Mar-26
SS045	Measuring Results From Training	1	R1 000,00	Learning ROI & Assessment	07-Oct-25	13-Nov-25	09-Feb-26	29-Mar-26
SS046	Millennial Onboarding	1	R1 000,00	Engaging Next-Gen Talent	09-Oct-25	17-Nov-25	11-Feb-26	31-Mar-26
SS047	Sensitivity Training	1	R1 000,00	Cultural Awareness & Respect	11-Oct-25	19-Nov-25	15-Feb-26	01-Apr-26
SS048	Talent Management	1	R1 000,00	Retention & Career Development	15-Oct-25	23-Nov-25	17-Feb-26	03-Apr-26
SS049	Train-The-Trainer	1	R1 000,00	Instructional Skills for Trainers	17-Oct-25	25-Nov-25	19-Feb-26	07-Apr-26
SS050	Unconscious Bias	1	R1 000,00	Equity & Fair Decision-Making	21-Oct-25	30-Nov-25	23-Feb-26	09-Apr-26
SS051	Universal Safety Practices	1	R1 000,00	Workplace Hazard Prevention	23-Oct-25	02-Dec-25	25-Feb-26	11-Apr-26
SS052	Workplace Harassment	1	R1 000,00	Policy Enforcement & Reports	27-Oct-25	04-Dec-25	01-Mar-26	15-Apr-26
SS053	Workplace Violence	1	R1 000,00	Threat Prevention & Safety Protocols	29-Oct-25	08-Dec-25	03-Mar-26	17-Apr-26

Personal Development								
Code	Course Name	Duration	Price	Key Focus	Dates			
SS056	Adult Learning - Mental Skills	1	R1 000,00	Cognitive Training Techniques	27-Oct-25	04-Dec-25	01-Mar-26	15-Apr-26
SS057	Adult Learning - Physical Skills	1	R1 000,00	Hands-On Skill Development	29-Oct-25	08-Dec-25	03-Mar-26	17-Apr-26
SS058	Anger Management	1	R1 000,00	Emotional Regulation	31-Oct-25	12-Dec-25	05-Mar-26	19-Apr-26
SS059	Attention Management	1	R1 000,00	Focus & Distraction Control	02-Nov-25	16-Dec-25	07-Mar-26	21-Apr-26
SS060	Being A Likeable Boss	1	R1 000,00	Leadership Charisma & Trust	04-Nov-25	20-Dec-25	09-Mar-26	23-Apr-26
SS061	Critical Thinking	1	R1 000,00	Analytical Reasoning & Problem-Solving	06-Nov-25	24-Dec-25	11-Mar-26	25-Apr-26
SS062	Developing Emotional Intelligence	1	R1 000,00	Self-Awareness & Empathy	08-Nov-25	28-Dec-25	13-Mar-26	27-Apr-26
SS063	Goal Setting and Getting Things Done	1	R1 000,00	Personal Productivity	10-Nov-25	01-Jan-26	15-Mar-26	29-Apr-26
SS064	Improving Mindfulness	1	R1 000,00	Stress Reduction & Presence	12-Nov-25	05-Jan-26	17-Mar-26	01-May-26
SS065	Improving Self-Awareness	1	R1 000,00	Personal Reflection & Growth	14-Nov-25	09-Jan-26	19-Mar-26	03-May-26
SS066	Increasing Your Happiness	1	R1 000,00	Positive Psychology at Work	16-Nov-25	13-Jan-26	21-Mar-26	05-May-26
SS067	Job Search Skills	1	R1 000,00	Career Transition Strategies	18-Nov-25	17-Jan-26	23-Mar-26	07-May-26
SS068	Life Coaching Essentials	1	R1 000,00	Personal Development Guidance	20-Nov-25	21-Jan-26	25-Mar-26	09-May-26
SS069	Managing Personal Finances	1	R1 000,00	Financial Literacy & Planning	22-Nov-25	25-Jan-26	27-Mar-26	11-May-26
SS070	Managing Workplace Anxiety	1	R1 000,00	Mental Health Support	24-Nov-25	29-Jan-26	29-Mar-26	13-May-26
SS071	Personal Productivity	1	R1 000,00	Efficiency & Work Optimization	26-Nov-25	02-Feb-26	31-Mar-26	15-May-26
SS072	Public Speaking	1	R1 000,00	Presentation & Persuasion Skills	28-Nov-25	06-Feb-26	02-Apr-26	17-May-26
SS073	Social Intelligence	1	R1 000,00	Relationship & Network Building	30-Nov-25	10-Feb-26	04-Apr-26	19-May-26
SS074	Social Learning	1	R1 000,00	Peer-Based Knowledge Sharing	02-Dec-25	14-Feb-26	06-Apr-26	21-May-26
SS075	Stress Management	1	R1 000,00	Coping Mechanisms & Resilience	04-Dec-25	18-Feb-26	08-Apr-26	23-May-26
SS076	Taking Initiative	1	R1 000,00	Proactive Leadership	06-Dec-25	22-Feb-26	10-Apr-26	25-May-26
SS077	Work-Life Balance	1	R1 000,00	Harmonizing Personal & Professional Life	08-Dec-25	26-Feb-26	12-Apr-26	27-May-26

Sales And Marketing								
Code	Course Name	Duration	Price	Key Focus	Dates			
SS079	Body Language Basics	1	R1 000,00	Nonverbal Communication	17-Jan-26	21-Feb-26	21-Mar-26	18-Apr-26
SS080	Call Center Training	1	R1 000,00	Customer Interaction Excellence	19-Jan-26	23-Feb-26	23-Mar-26	20-Apr-26
SS081	Coaching Salespeople	1	R1 000,00	Sales Team Development	20-Jan-26	25-Feb-26	25-Mar-26	22-Apr-26
SS082	Contact Center Training	1	R1 000,00	Omnichannel Support Skills	22-Jan-26	27-Feb-26	27-Mar-26	24-Apr-26
SS083	Creating a Great Webinar	1	R1 000,00	Virtual Event Engagement	24-Jan-26	29-Feb-2026	29-Mar-26	26-Apr-26
SS084	Event Planning	1	R1 000,00	Logistics & Audience Experience	26-Jan-26	02-Mar-26	31-Mar-26	28-Apr-26
SS085	High Performance Teams Inside the Company	1	R1 000,00	Collaborative Team Dynamics	27-Jan-26	04-Mar-26	02-Apr-26	30-Apr-26
SS086	High Performance Teams Remote Workforce	1	R1 000,00	Virtual Team Success	29-Jan-26	06-Mar-26	04-Apr-26	07-Jan-26
SS087	In Person Sales	1	R1 000,00	Face-to-Face Selling Techniques	31-Jan-26	08-Mar-26	06-Apr-26	09-Jan-26
SS088	Internet Marketing Fundamentals	1	R1 000,00	Digital Campaign Basics	02-Feb-26	10-Mar-26	08-Apr-26	11-Jan-26
SS089	Marketing Basics	1	R1 000,00	Branding & Market Strategy	03-Feb-26	12-Mar-26	10-Apr-26	13-Jan-26
SS090	Media And Public Relations	1	R1 000,00	Reputation Management	05-Feb-26	14-Mar-26	12-Apr-26	17-Jan-26
SS091	Motivating Your Sales Team	1	R1 000,00	Incentives & Performance Boosts	07-Feb-26	16-Mar-26	14-Apr-26	19-Jan-26
SS092	Multi-Level Marketing	1	R1 000,00	Network Sales Strategies	09-Feb-26	18-Mar-26	16-Apr-26	20-Jan-26
SS093	Overcoming Sales Objections	1	R1 000,00	Persuasion & Problem-Solving	10-Feb-26	20-Mar-26	18-Apr-26	22-Jan-26
SS094	Presentation Skills	1	R1 000,00	Audience Engagement & Clarity	12-Feb-26	22-Mar-26	20-Apr-26	24-Jan-26
SS095	Proposal Writing	1	R1 000,00	Business Pitch Development	14-Feb-26	24-Mar-26	22-Apr-26	26-Jan-26
SS096	Prospecting and Lead Generation	1	R1 000,00	Sales Pipeline Growth	16-Feb-26	26-Mar-26	24-Apr-26	27-Jan-26
SS097	Sales Fundamentals	1	R1 000,00	Core Selling Principles	17-Feb-26	28-Mar-26	26-Apr-26	29-Jan-26
SS098	Servant Leadership	1	R1 000,00	Empathetic Team Guidance	19-Feb-26	30-Mar-26	28-Apr-26	31-Jan-26
SS099	Social Media Marketing	1	R1 000,00	Brand Promotion Online	21-Feb-26	01-Apr-26	30-Apr-26	03-Feb-26
SS100	Telephone Etiquette	1	R1 000,00	Professional Call Handling	23-Feb-26	03-Apr-26	05-Jan-26	05-Feb-26
SS101	Top 10 Sales Secrets	1	R1 000,00	High-Impact Sales Tactics	24-Feb-26	05-Apr-26	07-Jan-26	07-Feb-26
SS102	Trade Show Staff Training	1	R1 000,00	Exhibition & Networking Skills	26-Feb-26	07-Apr-26	09-Jan-26	09-Feb-26

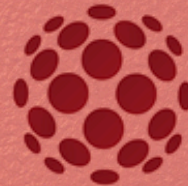
Supervisors And Managers								
Code	Course Name	Duration	Price	Key Focus	Dates			
SS105	Budgets And Financial Reports	1	R1 000,00	Fiscal Planning & Analysis	28-Feb-26	09-Apr-26	10-Jan-26	10-Feb-26
SS106	Coaching And Mentoring	1	R1 000,00	Employee Development	02-Mar-26	11-Apr-26	12-Jan-26	12-Feb-26
SS107	Conducting Annual Employee Reviews	1	R1 000,00	Performance Feedback	03-Mar-26	13-Apr-26	14-Jan-26	14-Feb-26
SS108	Developing New Managers	1	R1 000,00	Leadership Transition Support	05-Mar-26	15-Apr-26	16-Jan-26	16-Feb-26
SS109	Employee Motivation	1	R1 000,00	Engagement & Incentive Strategies	07-Mar-26	17-Apr-26	18-Jan-26	18-Feb-26
SS110	Facilitation Skills	1	R1 000,00	Group Leadership & Workshops	09-Mar-26	19-Apr-26	20-Jan-26	20-Feb-26
SS111	Knowledge Management	1	R1 000,00	Information Sharing & Retention	10-Mar-26	21-Apr-26	22-Jan-26	22-Feb-26
SS112	Leadership And Influence	1	R1 000,00	Inspirational Leadership	12-Mar-26	23-Apr-26	24-Jan-26	24-Feb-26
SS113	Lean Six Sigma	1	R1 000,00	Process Improvement & Efficiency	14-Mar-26	25-Apr-26	26-Jan-26	26-Feb-26
SS114	Manager Management	1	R1 000,00	Leading Other Leaders	15-Mar-26	27-Apr-26	28-Jan-26	28-Feb-26
SS115	Middle Manager	1	R1 000,00	Bridge Between Staff & Executives	17-Mar-26	29-Apr-26	30-Jan-26	01-Mar-26
SS116	Office Politics For Managers	1	R1 000,00	Navigating Workplace Dynamics	19-Mar-26	31-Jan-26	02-Feb-26	03-Mar-26
SS117	Performance Management	1	R1 000,00	Goal Alignment & Evaluation	21-Mar-26	02-Feb-26	04-Feb-26	05-Mar-26
SS118	Self-Leadership	1	R1 000,00	Personal Accountability & Growth	22-Mar-26	04-Feb-26	06-Feb-26	07-Mar-26
SS119	Supervising Others	1	R1 000,00	Team Oversight & Support	24-Mar-26	06-Feb-26	08-Feb-26	09-Mar-26
SS120	Team Building Through Chemistry	1	R1 000,00	Cohesive Team Development	26-Mar-26	08-Feb-26	10-Feb-26	11-Mar-26
SS121	Trust Building and Resilience Development	1	R1 000,00	Workplace Reliability	27-Mar-26	10-Feb-26	12-Feb-26	13-Mar-26
SS122	Virtual Team Building And Management	1	R1 000,00	Remote Leadership	29-Mar-26	12-Feb-26	14-Feb-26	15-Mar-26

Workplace Essentials								
Code	Course Name	Duration	Price	Key Focus	Dates			
SS125	Appreciative Inquiry	1	R1 000,00	Strengths-Based Problem Solving	31-Mar-26	14-Feb-26	16-Feb-26	17-Mar-26
SS126	Business Acumen	1	R1 000,00	Strategic & Financial Insight	02-Apr-26	16-Feb-26	18-Feb-26	19-Mar-26
SS127	Business Ethics	1	R1 000,00	Moral Decision-Making	04-Apr-26	18-Feb-26	20-Feb-26	21-Mar-26
SS128	Business Etiquette	1	R1 000,00	Professional Conduct	05-Apr-26	20-Feb-26	22-Feb-26	23-Mar-26
SS129	Change Management	1	R1 000,00	Organizational Transition Strategies	07-Apr-26	22-Feb-26	24-Feb-26	25-Mar-26
SS130	Civility In The Workplace	1	R1 000,00	Respectful Workplace Culture	09-Apr-26	24-Feb-26	26-Feb-26	27-Mar-26
SS131	Conflict Resolution	1	R1 000,00	Dispute Mediation	10-Apr-26	26-Feb-26	28-Feb-26	29-Mar-26
SS132	Customer Service	1	R1 000,00	Client Satisfaction & Retention	12-Apr-26	28-Feb-26	01-Mar-26	31-Mar-26
SS133	Customer Support	1	R1 000,00	Issue Resolution & Helpdesk Skills	14-Apr-26	01-Mar-26	03-Mar-26	02-Apr-26
SS134	Cyber Security	1	R1 000,00	Data Protection Best Practices	15-Apr-26	03-Mar-26	05-Mar-26	04-Apr-26
SS135	Delivering Constructive Criticism	1	R1 000,00	Feedback Delivery	17-Apr-26	05-Mar-26	07-Mar-26	06-Apr-26
SS136	Developing Corporate Behavior	1	R1 000,00	Organizational Values Alignment	19-Apr-26	07-Mar-26	09-Mar-26	08-Apr-26
SS137	Handling a Difficult Customer	1	R1 000,00	De-Escalation Techniques	21-Apr-26	09-Mar-26	11-Mar-26	10-Apr-26
SS138	Networking Outside the Company	1	R1 000,00	External Professional Relationships	22-Apr-26	11-Mar-26	13-Mar-26	12-Apr-26
SS139	Networking Within the Company	1	R1 000,00	Internal Collaboration	24-Apr-26	13-Mar-26	15-Mar-26	14-Apr-26
SS140	Office Health and Safety	1	R1 000,00	Workplace Ergonomics & Compliance	26-Apr-26	15-Mar-26	17-Mar-26	16-Apr-26
SS141	Respect in the Workplace	1	R1 000,00	Inclusive & Dignified Interactions	27-Apr-26	17-Mar-26	19-Mar-26	18-Apr-26
SS142	Responsibility in the Workplace	1	R1 000,00	Accountability & Ownership	29-Apr-26	19-Mar-26	21-Mar-26	20-Apr-26
SS143	Risk Assessment and Management	1	R1 000,00	Threat Identification & Mitigation	30-Apr-26	21-Mar-26	23-Mar-26	22-Apr-26
SS144	Safety In The Workplace	1	R1 000,00	OSHA & Hazard Protocols	01-Apr-26	23-Mar-26	25-Mar-26	24-Apr-26
SS145	Team Building For Managers	1	R1 000,00	Uniting Teams Toward Goals	03-Apr-26	25-Mar-26	27-Mar-26	26-Apr-26
SS146	Teamwork And Team Building	1	R1 000,00	Collaborative Synergy	05-Apr-26	27-Mar-26	29-Mar-26	28-Apr-26
SS147	Workplace Bullying	1	R1 000,00	Prevention & Intervention	07-Apr-26	29-Mar-26	31-Mar-26	30-Apr-26

1. **Delivery Modes:** Virtual or in-person (Midrand/Maseru/Maputo).
2. **Customization:** Tailored dates available for corporate groups minimum 5 participants.
3. **Inclusions:** Course materials, assessments, and certificates.
4. **Offerings/Year:** Each course is scheduled quarterly to meet the requirement.
5. **Certification:** All courses include completion certificates.
6. **Registration:** Visit www.relquantgroup.com or email info@relquantgroup.com.

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