



| CBP/Soft Skills | | Duration | Location | Jan | Feb | March | April | May | June |
|-----------------|--|----------|--------------|-------|-------|-------|-------|-------|-------|
| CBPBC | CBP Business Communication | 2 Days | Johannesburg | 8-9 | | 5-6 | | 28-29 | |
| CBPBE | CBP Business etiquette and professionalism | 2 Days | Johannesburg | 22-23 | | 19-20 | | 7-8 | |
| CBPBM | CBP Business Management | 5 Days | Johannesburg | 15-19 | | | 9-13 | | 4-8 |
| CBPCT | CBP Computer Technology specialist | 5 Days | Johannesburg | | 5-9 | | 16-20 | | |
| CBPCM | CBP Conflict Management | 1 Day | Johannesburg | 24 | | 1 | | 21 | |
| CBPCS | CBP Customer Service | 2 Days | Johannesburg | | 1-2 | | 10-11 | | |
| CBDDM | CBP Dynamic Decision making | 1 Day | Johannesburg | 29 | | | | 2 | |
| CBPLE | CBP Leadership | 2 Days | Johannesburg | | 6-7 | | 23-24 | | 18-19 |
| CBPLTC | CBP Leading through change | 2 Days | Johannesburg | 30-31 | | 7-8 | | 3-4 | |
| CBPMK | CBP Marketing | 5 Days | Johannesburg | | 19-23 | | 16-20 | | 25-29 |
| CBMOT | CBP Motivating employees | 1 Day | Johannesburg | | 1 | | 4 | | |
| CBPPM | CBP Project management | 5 Days | Johannesburg | | 26-2 | | | | 11-15 |
| CBPST | CBP Sales | 2 Days | Johannesburg | 22-23 | | 22-23 | | | 11-12 |
| CBSMS | CBP Secrets to management success | 1 Day | Johannesburg | 24 | | | 17 | | |
| TTT0074 | Train the trainer | 3 Days | Johannesburg | | 19-21 | | 23-24 | | |
| PRE001 | Presentation Skills | 2 Days | Johannesburg | | 15-16 | | | 22-23 | |
| TEL001 | Telephone Skills | 1 Day | Johannesburg | | | | 12 | | 18 |
| CC0189 | Time Management | 1 Day | Johannesburg | | 26 | | | 22 | |
| CC0188 | Emotional Intelligence | 1 Day | Johannesburg | | 8 | | 18 | | |

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