

Business Training Prices and Duration

For booking information contact • Email: training@saryx.co.za • Phone 086 099 5105

Course Name:	Cost (excl. VAT)	No of Days	<p>For training dates please email us on training@saryx.co.za or phone our office on +27(0)86 099 5105 to enquire about or book a date.</p> <p>** please note that you will receive a certificate of attendance at the end of the training session – please let us know if you would like to get your SERVICES seta accredited certificate of competence for all short courses, in which have an additional POE, Assessment and Moderation fee will apply</p>
Learnerships			
GETC Business Practice – Level 1 – 130 credits	R 22 900	24	
NC Business Administration Level 3 – 120 credits	R 25 900	24	
FETC Generic Management Level 4 – 150 credits	R 27 900	24	
New Venture Creation Level 2 – 138 credits	R 24 900	24	
Short Courses			
Draft a business plan and adapt #14444	R 1750	1	
Basic accounting practices #13999	R 1750	1	
Personal Entrepreneurship Qualities #10006	R 1750	1	
Types of Business and the legal implications #13994	R 1750	1	
Manage personal finances #243189	R 1750	1	
Time Management for beginners #15091	R 1750	1	
Customer Service #110082	R 1750	1	
Various ways to improve communication #119635	R 1750	1	
Learn to strategize in business #119631	R 1750	1	
How to Market your business #116164	R 1750	1	
Adapt your business to a changing Business environment # 10069	R 1750	1	
Engage in directed planning behaviour #256154	R 1750	1	
Values and ethics in the workplace #13537	R 1750	1	
Interpret & Implement instructions #256154	R 1750	1	
Monitor safety, health & Environmental requirements in the Workplace # 115091	R 1750	1	
How to produce a presentation # 117923	R 1750	1	
How to use the internet #116931	R 1750	1	
How to deal with a team #8420	R 1950	1	
Time Management for Intermediates #13929	R 1950	1	

Short courses cont.

Training new staff #7860	R 1950	1
Monitor & control office supplies #13937	R 1950	1
Monitor & control Office Equipment #13931	R 1950	1
Meeting communications #13934	R 1950	1
Resolving conflict in the workplace #9533	R 1950	1
Good Oral communication for Business #8968	R 1950	1
Communication in the workplace #9960	R 1950	1
Basic Business Calculations #11241	R 1950	1
How to apply Basic business Principles #8000	R 1950	1
Telephone Skills #7790	R 1950	1
Dealing with customer complaints #10025	R 1950	1
Dealing with customer complaints #10025	R 1950	1
Manage a Budget #242810	R 1950	1
Financial Planning for small business #114738	R 1950	1

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Onsite Training

With on-site training from Saryx, you can train several people in the same technology/course, or you can customize your training for a non-standard technology/course deployment. There's no need to travel for the training you need. Our on-site training option brings world-class Saryx training to your site or a convenient nearby location.

On-site training saves money by eliminating travel and hotel expenses.

We offer the following for Onsite Training:

- All In-Class courses can be offered as Onsite Training
- Affordable pricing applies per group / company
- Customized training material can be developed to client specification and needs

Room Rental

We provide Training rooms with or without PCs to freelance trainers, individuals or businesses. We also offer training rooms for meetings, corporate events and conferences where we provide data projectors, flipcharts, whiteboards and catering as required.

Training Room Name	Room Details
Training Lab 01	<ul style="list-style-type: none"> • Data Projector • Two white boards with stationery • Flip Chart • Air-conditioning • Tea Room can be used for refreshments

Prices and training dates are subject to change without notice