



# **BOTI** Business Optimization Training Institute

Flexible and Impactful Training

[Boti.co.za](http://Boti.co.za) or (011) 882 8853 or [info@boti.co.za](mailto:info@boti.co.za) or 97 Greenlands Crescent, Sunningdale, Johannesburg, South Africa

## **Date**

**Johannesburg:**

**27-29 Aug 2018 (3 days)**

## **Course Fee**

**R9 923 (Excl. Vat)**

**Discount: Take 5% off this fee  
if you book 14 days before**

**NB Deadline: Book ASAP to  
Secure your place**

## **Benefits of Attending:**

**Some of the benefits of  
attending this course include:**

- Learn how to create clear organisational correspondence.
- Speed up the writing process.
- Organise your ideas and conclusions coherently.
- Establish a professional, reader-friendly writing style.
- Broaden your choice of language when writing.
- Enhance the presentation of your business information.
- Learn the best ways to compose a business letter.
- Improve Face to Face Communication with impactful results.

## **Professional Business Writing and Communication Course**

Writing in general is fast becoming a lost art. However in business, people still need to write, whether it is an email or a proposal. Our business writing course aims to give participants an “extra edge” when it comes to writing and we will discuss topics such as grammar and punctuation.

The second part of the course covers proposal writing, a professional looking proposal will go far to establishing credibility and getting job approval. A proposal is a sales pitch for your product or service. It outlines a problem that the customer has and points out a product or service as a solution.

The third module focus on communication strategies. Topics covered include: listening, asking questions, communicating verbally and non-verbally and barriers to effective communication. We move on to discuss key skills such as pitch and tone and then we focus on non-verbal communication (body language).



## **Course Outline**

### **Day 1: Business Writing Basics**

- Working with words.
- Constructing sentences.
- Creating paragraph.
- Writing meeting agenda.
- Writing e-mails.
- Writing business letter.
- Writing reports.
- Other kinds of documents.



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## Who Should Attend

- Business Professionals who want to improve their reports, business cases, and other documentation.
- Technical people/specialists who need to write reports for non-technical readers.
- Sales staff responsible for preparing proposals.
- Anyone else aiming to improve their business writing skills.

## Delegates will receive

- Learners Manual.
- Notepad & Pen.
- Attendance Certificate.
- Immediate knowledge and skills transfer.

BOTI is accredited as Training provider with MICT Seta\*



Accreditation no: ACC/2016/07/0045

mictseta

Media, Information and Communication Technologies  
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

*\*Note: The specific course advertised is non credit bearing*

BOTI is Level 1 BB-EEE which means that you earn 135% of BBEEE Spend on Scorecard in addition to the training spend forming a portion of your Skills Spend



BOTI has served more than 300 customers over the past 4 years

- Proofreading as well as finalising.

## Day 2: Proposals Writing Course

- Understanding proposals.
- Beginning the proposal writing process.
- The outline.
- General format.
- Special sections.
- Creating a framework.
- Finding facts.
- Writing skills.
- Writing the proposal.
- Checking for readability.
- Proofreading and editing.
- Adding the final touches.

## Day 3: Communication Strategies Course

- Comprehending communication barriers.
- Para-verbal communication abilities.
- Non-verbal communication.
- Speaking Like a STAR S = Scenario, T = Task, A = Activity, R = Result.
- Listening abilities.
- Appreciative inquiry.
- Mastering the ability of conversation.
- Advanced communication abilities.

## Course Duration

3 days



Please contact us: Tel: (011) 882-8853,

Email: [info@boti.co.za](mailto:info@boti.co.za)

JNB WRIT 27-29 Aug 2018



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### Testimonials from Various Courses

#### Leadership & People Management (Various Levels)

"...I benefited in the sense of knowing the difference between leadership and manager. Delivery of the lecture was excellent!...

...Found that my style of leading is good but I need to improve in a lot of areas... Was pleasantly surprised with the course and inspired to improve leadership skills...

...This has broadened my knowledge on leadership and has shown me the power of leading people by example....

#### Executive Secretary & PA course

"...I learnt much more than I knew!

...

...I enjoyed every minute of the training!..

#### Critical Thinking & Creative Problem Solving

...Great insight into what I can change and approach....

...I intend using my skills to work with the staff and make a change as we go along..."

*\*\*In certain cases Modified to improve readability*

### Johannesburg Venues\*

**Maslow Hotel**-Address: Corner Grayston Drive & Rivonia Road; Sandton; 2031; Gauteng; South Africa. Description: The beautifully appointed training rooms in Sandton are always in demand. They're the ideal setting for training and team-building, brainstorming and workshops.



Located in the heart of Sandton's Financial District, this modern Sandton conference venue is the perfect space to be trained in.

**Regus Business Centre** - Address: West Tower, 2nd Floor, Nelson Mandela Square, Maude St., Sandown, Johannesburg, 2146). Description: It's located in the landmark Nelson Mandela Square complex, fronted by a 6m tall bronze statue of the famous political leader.

**\*Venues are dependent availability and will be communicated to candidates within 7 days of conference, however venue will be of similar quality in Sandton Area**

**Terms & Conditions:** *Business Optimization Training Institute (Pty) Ltd (BOTI) 2017/286086/07 (Vat registration number: 4770208033) reserves the right to change this brochure without notification. Delegates are to be at the training venue by 08h00 in preparation for a 08h30 start time:*

1. Course fees are due and payable prior to course commencement.
2. BOTI reserves the right to make changes to the course content, trainer, duration and dates without prior notification. If the course is not held for any reason, BOTI's liability is limited to the refund of the full course fee only.
3. Tea/coffee and a light lunch will be provided. Special Meals: Please note that we do provide Halaal friendly or Kosher meals on request. Should STRICTLY Halaal or Kosher be required, we are happy to outsource from appropriately certified caterers at an additional surcharge of R100 person meal. Kosher R150.
4. Certificates of attendance are issued after successful completion, and settlement of account in full
5. BOTI will not be held liable for incorrect entry level bookings
6. On receipt of this submitted booking form and payment or purchase order (at BOTI's discretion) you will receive a confirmation letter by email confirming your participation in the training event. This includes a location map with directions and venue details and starting times. Until you receive this confirmation the booking is not confirmed.
7. No cancellations will be accepted, please ensure you attend on the date specified on the booking form.
8. Rescheduling is required in writing 48 hours prior to course starting date, and attracts an administration fee of R150 per incident. Should written notice not be received within this time period, the course will be invoiced in full and a new enrolment will be required. Substitutions may be made at any time.
9. The delegate will be expected to comply with the rules and regulations of BOTI and the various buildings in which it is situated.
10. BOTI does not accept any responsibility for any personal injury of any degree or whatever the cause may be, or any loss, whatever the cause, of any personal belonging of any delegate. BOTI will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by BOTI to the client.
11. When a person is registered on an BOTI course or sends an email to BOTI, that person consents to receiving communications electronically or otherwise from BOTI



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## Registration Form

Should you wish to make a booking please complete the *booking form* and email to [bookings@boti.co.za](mailto:bookings@boti.co.za) or fax to [086 610 1197](tel:0866101197). Once we receive this form, you will be **provisionally booked**. We will send you banking details for payment. **Proof of payment will confirm the booking.**

|                                                                        |                                                                                                                                                  |                |     |                |           |           |            |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----|----------------|-----------|-----------|------------|
| Course Name:                                                           | Professional Business Writing and Communication Course                                                                                           |                |     |                |           |           |            |
| Course Date and Duration                                               | Johannesburg: 27-29 Aug 2018 (3 days)                                                                                                            |                |     |                |           |           |            |
| Course Cost:                                                           | <table><tr><td>Fee (ex Vat)</td><td>Vat</td><td>Fee (incl Vat)</td></tr><tr><td>R9 923.00</td><td>R1 448.45</td><td>R11 411.45</td></tr></table> | Fee (ex Vat)   | Vat | Fee (incl Vat) | R9 923.00 | R1 448.45 | R11 411.45 |
| Fee (ex Vat)                                                           | Vat                                                                                                                                              | Fee (incl Vat) |     |                |           |           |            |
| R9 923.00                                                              | R1 448.45                                                                                                                                        | R11 411.45     |     |                |           |           |            |
| Early Bird Course Cost - (provided form is received by 13 August 2018) | <table><tr><td>Fee (ex Vat)</td><td>Vat</td><td>Fee (incl Vat)</td></tr><tr><td>R9 426.85</td><td>R1 414.03</td><td>R10 840.88</td></tr></table> | Fee (ex Vat)   | Vat | Fee (incl Vat) | R9 426.85 | R1 414.03 | R10 840.88 |
| Fee (ex Vat)                                                           | Vat                                                                                                                                              | Fee (incl Vat) |     |                |           |           |            |
| R9 426.85                                                              | R1 414.03                                                                                                                                        | R10 840.88     |     |                |           |           |            |
| Number of People Attending:                                            |                                                                                                                                                  |                |     |                |           |           |            |
| Total Cost [People Attending x Cost Per Person (Including VAT)]        |                                                                                                                                                  |                |     |                |           |           |            |

### COMPANY / ORGANISATION DETAILS

|                 |  |                       |  |
|-----------------|--|-----------------------|--|
| Company Name    |  | Company Tel           |  |
| Billing Address |  | Payment Person: Name  |  |
|                 |  | Payment Person: Tel   |  |
|                 |  | Payment Person: email |  |
| Company VAT No. |  | Fax                   |  |

### Authorizing Signature

|       |  |            |  |
|-------|--|------------|--|
| Name  |  |            |  |
| Tel   |  | Position   |  |
| Cell  |  | Department |  |
| Email |  |            |  |

By signing I accept BOTI's Terms and Conditions, and confirm my authority to make the booking and ensure payment on behalf of your entity.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact us on (011) 882 8853

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## ***Delegate Names:***

|    | Name | Position | Email | Tel | Special Requirements<br>(additional costs apply) | Dietary costs |
|----|------|----------|-------|-----|--------------------------------------------------|---------------|
| 1. |      |          |       |     |                                                  |               |
| 2. |      |          |       |     |                                                  |               |
| 3. |      |          |       |     |                                                  |               |
| 4. |      |          |       |     |                                                  |               |
| 5. |      |          |       |     |                                                  |               |



***Our customers are experts in many different industries. We're experts in one – providing Soft Skills and PC training services.***

