

**BoTi** Business Optimization  
Training Institute

# 2024 TRAINING CATALOGUE





# UNLEASH THE POWER OF YOUR WORKFORCE IN THE DIGITAL ERA!

In the fast-paced digital economy, retaining top talent is a strategic challenge. Enter the era of holistic skills development with Business Optimization Training Institute (BOTI). We're not just a training provider; we're architects of transformation in the ever-evolving workplace.

**Established Excellence Since 2013:** BOTI, a **Level 1 BBBEE company** based in Johannesburg, stands as your partner in cultivating skills for the future. With a national footprint, we offer both traditional face-to-face and cutting-edge online training solutions.

**Accredited Expertise:** As a Services, **MICT, and ETDP SETA** accredited company, BOTI customizes training for individuals and groups, having enriched over 800 companies with our expertise. Our extensive course offering includes accredited, non-accredited courses, and learnerships.

**Tailored Learning for All:** Choose from In-Class Training at dedicated venues or on-site, Virtual Training via Zoom or Microsoft Teams, and E-learning through our advanced Learning Management System. BOTI ensures knowledge and skills transfer at a reasonable price, anytime, anywhere across South Africa.

**Knowledge and Skills Transfer at Your Fingertips:** BOTI's methodologies revolve around facilitating knowledge and skills transfer, ensuring that our training is not only effective but also reasonably priced. Experience quality training anytime, anywhere across South Africa.

Empower your workforce with BOTI, where success is not just a destination but a continuous journey of growth and excellence. Revolutionize Learning with BOTI—Empowering Your Workforce for a Digital Tomorrow!



## 1. Who We Are

### 2. SKILLS DEVELOPMENT AREAS PER CATEGORY

- HR & Labour
- Compliance
- Employment Equity & BBBEE
- Health and Safety
- Risk
- SCM & Procurement
- Corporate Governance
- Change, Conflict & Diversity Management
- Finance
- Business
- Workplace Essentials
- Admin/Office Support
- Executive Secretary/PA
- Business Writing & Communication Skills
- Customer Service Excellence
- Sales & Marketing
- Leadership (Executive/Middle Manager/Junior/Specialist to Manager/Supervisor)
- Leadership Coaching (1 on 1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
- MS Office
- MS SQL, Power BI
- MS Sharepoint
- Graphic Design
- Programming Courses
- Full Qualifications and Learnerships

### 3. Price List

### 4. Booking Form



# A TRAINING COMPANY OF GREAT DISTINCTION

BUSINESS OPTIMIZATION  
TRAINING INSTITUTE HAS  
TRAINED THOUSANDS OF  
DELEGATES FROM OVER 750  
COMPANIES ACROSS AFRICA  
AND SOUTH AFRICA.

## CONTACT US TODAY TO GET IN TOUCH WITH A SKILLS DEVELOPMENT CONSULTANT

Our Skills Development Consultants are not only specialists in their field, but BBBEE experts too. They have the expertise to arrange for employed as well as unemployed learnerships (minimum of 4 people) and are experts at structuring programmes that provide the best solutions in terms of BBBEE and Skills Development.

**Call us now on (011) 882 8853 to earn the maximum  
BBBEE points per training spend.**

If you run Business Optimization Training Institute Learnerships for PDIs you can earn 15 out of the 25 points available. However, the extra 10 points will be awarded if these are combined with disabled female and unemployed individuals.

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**HAYLEY**  
Chief Executive Officer (CEO)



**LUIS**  
Chief Operating Officer (COO)



**AMANDA MUYAMBO**  
Training Manager / Client Liaison



**HELEN FENTON**  
Client Liaison & Head of Research



**MELINDA LECHTMAN**  
Tender/RFQ Client Liaison



**LEANETTE LEGODI**  
Client Liaison



**LILIAN CHIRWA**  
Office Assistant



**JOAN KAY**  
Finance Support



**CARL DAVIDS**  
Client Liaison



**KRISTEN BEKAADT**  
Accredited Program Liaison

# FULL SETA ACCREDITATION

We are accredited with the following SETAs:



International Accreditation with



## REACH YOUR SKILLS DEVELOPMENT GOALS AND ACHIEVE YOUR BBBEE TARGETS. GET IN TOUCH WITH US NOW!

Over the years, skills development has become increasingly important and therefore we are committed to helping our clients achieve the highest rating possible in terms of the BBBEE Scorecard.

We work hand in hand with our clients to ensure that they receive the best training solutions and learnership programs to enable individuals to acquire the necessary skills, while at the same time achieving the maximum points for their BBBEE Scorecard. We help you to claim your SETA Mandatory and Discretionary Grants and assist you in obtaining a substantial tax rebate from SARS.

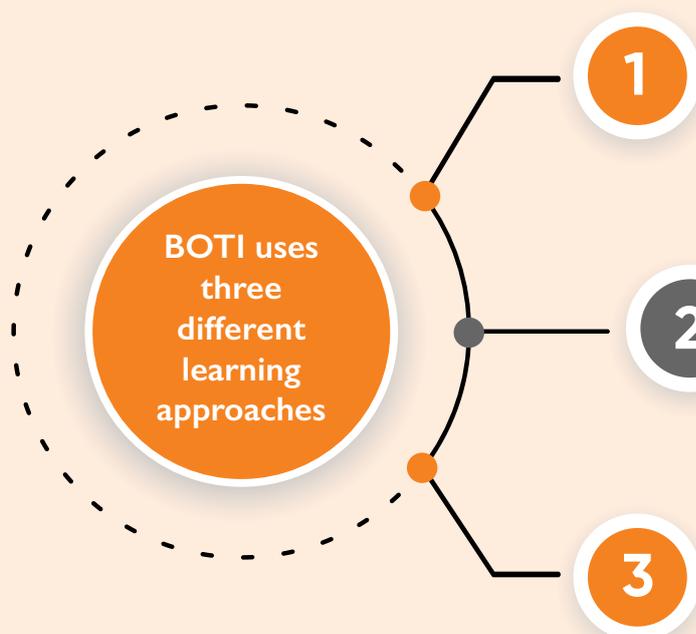
Recognition of Prior Learning (RPL) Learnerships enable individuals to obtain credit for knowledge, experience and skills that they already have. This allows them to obtain an accredited qualification over a 12 month period, with less time spent away from the workplace.

While we believe that all training one receives is an important step towards achieving growth, we place a great deal of focus on accredited courses.

**Business Optimization Training Institute caters for a number of Learnership (10 Services SETA, 1 MICT SETA, 1 ETDP) courses that include:**

- Business Administration (NQF Level 2,3,4)
- Generic Management (NQF Level 3,4, 5)
- Occupationally Directed Education Training and Development Practices (NQF Level 5)
- Further Education and Training Certificate: Project Management (NQF Level 04)

## LEARNING APPROACHES



### IN-CLASS TRAINING

Our in-class face-to-face training is classroom-based that is conducted at a dedicated BOTI training venue or at the client's own premises.

2

### VIRTUAL TRAINING

BOTI's instructor-led virtual training is conducted either via Zoom or Microsoft Teams.

3

### E-LEARNING

Our E-learning training is accessed via BOTI's Learning Management System (LMS) platform. Delegates are provided with a unique login and progress is tracked and monitored.

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## CAREER SUCCESS INSIGHT

Research conducted by Harvard University has concluded that



**85% of Job Success comes from having well-developed Soft-Skills and People Skills.**

Only 15% of Job Success comes from technical skills and knowledge.

# Our customers are experts in many different industries - we're experts in one.

Soft Skills and PC training services is what we do best. Let us do it for you



## Join BOTI's Family

BOTI has trained thousands of delegates from over 700 organizations over 10 years, including Government, major corporations, small entities and individuals.

**750**  
Organizations



## High quality standards and customer service excellence

BOTI is accredited with the Services SETA, MICT Seta and EDTP SETA for 12 qualifications and over 200 unit standards. To obtain and keep this accreditation requires us to meet various standards (e.g. QMS System with policies and procedures).



**12**  
Qualifications  
**200+**  
Unit Standards



## Your course. Your choice

Choose from over 400 non-accredited courses and over 500 accredited public course dates. We offer courses at various levels, from Adult Basic Training (ABET) to specialized courses such as Management and Leadership, Microsoft Suite, Lean Six Sigma, Key Negotiation Skills, Business Communication Skills and Project Management.



## A few of many testimonials include

"I benefited from the knowledge of the qualities of a good leader..... At the end of the course I felt more confident in leading people. Getting the knowledge of working with people. Before, I thought being a manager was enough....but I discovered a manager is supposed to act as a leader as well...."

"I learnt much more than I knew! The course has made me understand how to become more confident and professional..... Managing diary and arranging bookings. The course has improved my confidence and assertiveness and I feel that I can handle whatever comes my way! I plan to put my new skills to work in diary management - especially arranging itineraries and flight bookings etc..."



## Maximize return on training investment

By taking advantage of economies of scale. The bigger the group the more economical the investment in training. Benefit from the flexibility of bespoke courses for 1 - 20 people per group or take advantage of our competitively priced Public Courses. Our website allows you to instantly obtain quotes to make comparisons.



**1-20 people per group**



## Attend training anywhere

BOTI services both local and foreign delegates across South Africa (e.g. Johannesburg, Pretoria, Cape Town, Bloemfontein, Durban, Gqeberha and East London). We have more than 40 trainers on our database and are driven by a passion for lifelong learning.



**40 Trainers**



## Raise your BBBEE Scorecard

BOTI is a 100% black women owned, Level 1 Broad Based Black Economic Empowerment (BBBEE) empowered entity.

### Recognition of Prior Learning (RPL) Qualifications/Learnerships

Take advantage of BOTI's 5 different Recognition of Prior Learning (RPL) Qualifications/Learnerships and accredited courses to further improve your BBBEE Score. Our Learnerships also offer various tax benefits.



## Courses that make a difference

Transform yourself and/or your staff.

Our courses encourage active participation using:

**Break-away sessions:** Relevant business exercises

**Role-plays/simulations:** Questionnaires/checklists/discussions

**Training material:** All training material is inclusive

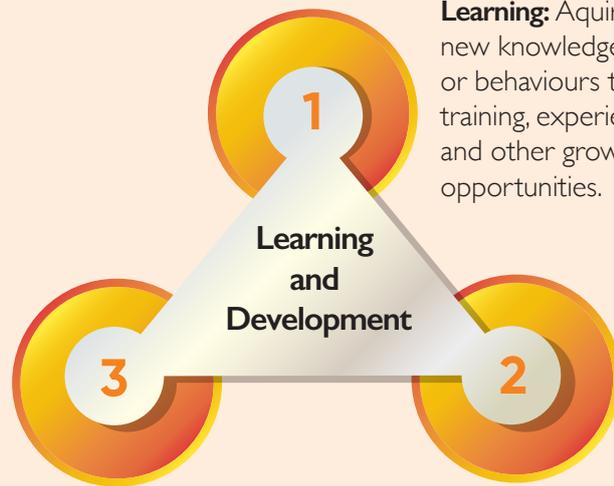
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**Learning:** Acquiring new knowledge, skills, or behaviours through training, experience and other growth opportunities.

**Together:** In an organisational context, learning and development encompasses initiatives designed to improve employee performance and drive business success through ongoing skill and capability building.

**Development:** An ongoing long-term process of enhancing professional capabilities and career progression.

**Why Is Skills Development Essential??**

- More Skilled workforce
- Efficient Work Processes
- Empowered work Ethic
- Motivated Staff
- Happy Customers
- .....IMPROVES BUSINESS PRODUCTIVITY (ROI)

**WHO IS RESPONSIBLE FOR SKILLS DEVELOPMENT IN A BUSINESS/ORGANIZATION?**

- Human Resources Department
- Line Managers (Executive/Senior/Junior/Supervisors)
- General Staff

**WHAT COURSES TO DO?**

- Analyse where are your business weaknesses?
- In which business unit or department do these weaknesses/development areas reside?
- Which Managers have developmental areas?
- Which general staff members have development areas?

Now choose a course that's suited from our range of over 300 courses...



**Select Course**



**Get Price**



**Sign the  
Booking Form**



**Start Training**

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## SKILLS DEVELOPMENT AREAS PER CATEGORY



## INTRODUCTION TO HUMAN RESOURCE MANAGEMENT COURSES:

Get in tune with the dynamic and essential field of Human Resource Management (HRM) courses! In today's fast-paced and ever-evolving business landscape, organizations recognize the pivotal role that effective human resource practices play in achieving success. HRM courses are designed to equip individuals with the knowledge and skills necessary to navigate the intricate world of managing people within an organization.

These courses delve into a broad spectrum of topics, ranging from recruitment and talent acquisition to employee development, performance management, and strategic HR planning. Participants will gain insights into the intricacies of fostering a positive workplace culture, understanding labour laws, and implementing HR policies that align with organizational goals.

Human Resource Management courses not only focus on the theoretical foundations of HR practices but also provide practical applications to prepare students for real-world challenges. Whether you are an aspiring HR professional, a manager seeking to enhance your leadership skills, or an entrepreneur aiming to build and manage a productive team, these courses offer valuable insights into the complexities of human resource dynamics.

Emphasizing the importance of ethical practices, diversity and inclusion, and the ever-growing influence of technology in HR, these courses are designed to shape well-rounded professionals capable of adapting to the evolving needs of the workforce.



Become part of the exciting field of Human Resource Management, where you will explore the critical role HR plays in shaping organizational success and fostering a workplace environment that values and empowers its greatest asset – its people.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>HR &amp; LABOUR</b>				
Chairing Disciplinary Hearings - Non Accredited-3 Days	39	11	NA	NA
Effective Disciplinary Hearing Training Course - Non Accredited-2 Days	34	6	NA	NA
Effectively Manage Human Resources & Labour Relations - Accredited-3 Days	46	16	NA	NA
Employee Motivation Employee Motivation - Non Accredited-1 Day	40	12	NA	NA
Employee Onboarding - Non Accredited-1 Day	40	12	NA	NA
Employee Recognition - Non Accredited-1 Day	40	12	NA	NA
Employee Recruitment - Non Accredited-1 Day	40	12	NA	NA
Hiring Strategies - Non Accredited-1 Day	40	12	NA	NA
HIV/AIDS Workplace Management Training Course - Non Accredited-1 Day	40	12	NA	NA
Human Resource Management - Non Accredited-1 Day	40	12	NA	NA
Lead people development and talent management -Accredited-3 Days	46	16	NA	NA
Measuring Results From Training - Non Accredited-1 Day	40	12	NA	NA
Millennial Onboarding - Non Accredited-1 Day	40	12	NA	NA
Recruit and select candidates to fill defined positions - Accredited-3 Days	46	16	NA	NA
Talent Management - Non Accredited-1 Day	40	12	NA	NA
Workplace Harassment - Non Accredited-1 Day	40	12	NA	NA
Workplace Violence - Non Accredited-1 Day	40	12	NA	NA

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## INTRODUCTION TO COMPLIANCE COURSES:

Explore the field of Compliance Training, where knowledge meets regulatory precision. Our courses are designed to equip individuals and organizations with the essential skills and insights needed to navigate the intricate landscape of compliance. Whether you are venturing into legal frameworks, industry-specific regulations, or data protection laws, our comprehensive training programs ensure that you are well-prepared to meet the challenges of compliance with confidence. Our diverse range of courses are meticulously crafted to unravel the complexities of compliance in South Africa, including specialized modules on POPI (Protection of Personal Information), CPA (Consumer Protection Act), and PFMA (Public Finance Management Act).

**“These courses provide a deep dive into the foundations of legislative systems, helping participants comprehend the development, interpretation, and enforcement of laws.”**

These offerings provide a thorough exploration of legal frameworks, industry regulations, and specific acts, ensuring a comprehensive grasp of compliance intricacies in the South African context. Prepare to navigate the dynamic regulatory landscape to ensure the highest standards of integrity and adherence to regulations are upheld.

Whether you seek to enhance your legal acumen, stay abreast of regulatory changes, or contribute to the development of sound legislative policies, Compliance courses offer a rich learning experience. Find out how to unravel the complexities of legal systems, and empower yourself to navigate the intricate pathways of legislation with confidence and expertise.



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<b>COMPLIANCE</b>				
POPI (Protection of Personal Information Act) Basic Training Course - Non Accredited-2 Days	34	6	NA	NA
Public Finance Management Training Course - Non Accredited-2 Days	44	14	NA	NA
The Consumer Protection Act Fundamentals Training Course - Non Accredited-1 Day	41	13	NA	NA

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## INTRODUCTION TO EMPLOYMENT EQUITY AND BBBEE (BROAD- BASED BLACK ECONOMIC EMPOWERMENT) COURSES:

Step into the world of Employment Equity and BBBEE courses, where the pursuit of fairness, inclusivity, and economic empowerment takes centre stage. These courses are designed to provide a comprehensive understanding of the policies and practices aimed at fostering equality and promoting economic transformation in the workplace.



Employment Equity courses delve into the principles and strategies designed to eliminate discrimination and ensure equal opportunities for all employees, irrespective of race, gender, or other designated attributes. Participants will explore the legal frameworks, reporting requirements, and practical measures needed to create diverse and inclusive workplaces.

On the other hand, BBBEE courses focus on the South African context, emphasizing the importance of economic empowerment for previously disadvantaged individuals. Participants will gain insights into the BBBEE scorecard, transformation charters, and the various elements that contribute to achieving meaningful and sustainable economic empowerment in businesses.

Both Employment Equity and BBBEE courses aim to equip individuals, businesses, and organizations with the knowledge and tools necessary to navigate the complexities of these initiatives. By fostering a deeper understanding of diversity, inclusivity, and economic transformation, participants will be better positioned to contribute to the development of equitable workplaces and drive positive change within their communities.

Partner with us in improving your knowledge that stretches beyond compliance, empowering you to embrace the principles of Employment Equity and BBBEE as catalysts for a more just, inclusive, and economically empowered future.

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<b>BBBEE &amp; EMPLOYMENT EQUITY / CONFLICT &amp; CHANGE MANAGEMENT</b>				
Adding value in Managing a Diverse Workforce - Accredited-2 Days	44	14	NA	NA
Black Economic Empowerment Fundamentals Training Course - Non Accredited-1 Day	41	13	NA	NA
Change Management - Non Accredited-1 Day	40	12	NA	NA
Conflict Resolution - Non Accredited-1 Day	40	12	NA	NA
Diversity Management Training Course - Non Accredited-2 Days	34	6	NA	NA
Employment Equity Fundamentals Training Course - Non Accredited-2 Days	34	6	NA	NA
Empower yourself with Essential Conflict Management Skills - Accredited-2 Days	44	14	NA	NA
Formulate recommendations for a change process -Accredited-3 Days	46	16	NA	NA
Workplace Diversity - Non Accredited-2 Days	34	6	NA	NA

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## INTRODUCTION TO HEALTH AND SAFETY COURSES:

Learn how to ensure that your workplace is safe and secure with our Health and Safety Courses, where the well-being of individuals and the integrity of workplaces take precedence. In an era that places a premium on the health and safety of employees, communities, and the environment, these courses are essential for individuals and organizations committed to fostering secure and healthy work environments.

Health and Safety Courses provide a comprehensive exploration of the principles, regulations, and practices aimed at preventing accidents, injuries, and occupational hazards. Participants will delve into risk assessment, emergency preparedness, and the development of effective safety policies, gaining the knowledge and skills necessary to create and maintain secure working conditions.

These courses cover a wide range of topics, including occupational health, safety management systems, compliance with industry standards, and the role of individuals in promoting a culture of safety. Whether you are an aspiring safety professional, a manager responsible for workplace well-being, or an employee seeking to enhance your safety awareness, these courses offer valuable insights applicable to various industries.



The dynamic nature of Health and Safety Courses is emphasized, reflecting the ever-evolving landscape of regulations and best practices. Participants will be equipped to identify potential hazards, implement preventive measures, and respond effectively to emergencies, contributing to the overall resilience and sustainability of their workplaces.

Become a champion of the health and safety of individuals and communities. Health and Safety Courses empower participants to foster a culture of well-being, ensuring that workplaces become environments where everyone can thrive safely.

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<b>HEALTH &amp; SAFETY</b>				
Health and Wellness at Work - Non Accredited-1 Day	40	12	NA	NA
Occupational Health & Safety - Non Accredited-2 Days	34	6	NA	NA
Safety In The Workplace - Non Accredited-1 Day	40	12	NA	NA

**“Health and Safety Courses provide a comprehensive exploration of the principles, regulations, and practices aimed at preventing accidents, injuries, and occupational hazards.”**

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**“The training was well executed and a high quality. 5 out of 5 candidates gave an overall score of 5 out of 5.**

**Comments included:**

- **‘My writing style will drastically improve.’**
- **‘Content & material well received and practical’**
- **‘Interactive learning’**

**We would like to recommend  
BOTI for future trainings.”**

- Communicare



# INTRODUCTION TO RISK COURSES:

Expand your knowledge of how managing risk plays an important role in your organization with our Risk Courses, where the art and science of managing uncertainties take centre stage. In a world shaped by complexity, volatility, and constant change, understanding and navigating risks is a critical skill for individuals and organizations alike.

Risk Courses offer a comprehensive exploration of the principles, methodologies, and strategies involved in identifying, assessing, and mitigating risks. Participants will delve into various types of risks, including financial, operational, strategic, and compliance-related, gaining insights into the dynamic landscape of risk management.

These courses cover a broad spectrum of topics, ranging from risk analysis and modeling to the development of

risk management frameworks and the integration of risk into strategic decision-making processes. Whether you are an aspiring risk professional, a manager seeking to enhance your organization's resilience, or an entrepreneur navigating the uncertainties of business, these courses provide valuable tools and perspectives.

The dynamic nature of Risk Courses reflects the ever-changing risk landscape, incorporating the latest industry practices and technological advancements. Participants will develop the skills to anticipate, respond to, and capitalize on risks, fostering a proactive and strategic approach to risk management.

Learn how to turn uncertainties into opportunities. Risk Courses empower individuals to navigate complexities, make informed decisions, and contribute to the creation of resilient and sustainable organizations. Explore the world of risk, where knowledge becomes a powerful tool in the pursuit of success amidst uncertainty

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<b>RISK MANAGEMENT</b>				
Conquering Risk Management Course - Accredited-3 Days	46	16	NA	NA
Cyber security - Non Accredited-1 Day	40	12	NA	NA
Risk Assessment and Management - Non Accredited-2 Days	34	6	NA	NA

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- Business Writing & Communication Skills
- Customer Service Excellence
- Sales & Marketing
- Leadership (Executive/Middle Manager/Junior/Specialist to Manager/Supervisor)
- Leadership Coaching (1on1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
- MS Office
- MS SQL, Power BI
- MS Sharepoint
- Graphic Design
- Programming Courses
- Full Qualifications and Learnerships

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## INTRODUCTION TO SUPPLY CHAIN AND PROCUREMENT COURSES:

Find out what Supply Chain Management is all about and where your organization fits into the overall scheme of things with our Supply Chain and Procurement Courses, where the intricate dance of sourcing, purchasing, and delivering goods and services comes to life. In an era of global connectivity and dynamic market forces, understanding the nuances of supply chain management and procurement is essential for individuals and organizations striving for efficiency, cost-effectiveness, and sustainability.

Supply Chain Courses provide a comprehensive exploration of the end-to-end processes involved in the production and distribution of goods or services. Participants will delve into logistics, inventory management, demand forecasting, and the strategic design of supply chain networks. These courses equip individuals with the knowledge and skills necessary to optimize the flow of products and information across the entire supply chain.

On the other hand, Procurement Courses focus on the strategic acquisition of goods and services. Participants will explore vendor management, contract negotiation, ethical sourcing, and sustainable procurement practices. These courses empower individuals to make informed decisions, minimize risks, and contribute to the overall success of their organizations through effective procurement strategies. The dynamic nature of both Supply Chain and Procurement Courses reflects the evolving landscape of global markets, technological advancements, and sustainability considerations. Participants will be prepared to navigate challenges, leverage emerging trends, and contribute to the creation of resilient and socially responsible supply chains.



# “Participants will delve into logistics, inventory management, demand forecasting, and the strategic design of supply chain networks.”

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>SUPPLY CHAIN / CONTRACTING/ PROCUREMENT / SERVICE PROVIDER MANAGEMENT</b>				
Contract Management - Non Accredited-1 Day	40	12	NA	NA
Governance & Efficiency in Tendering and Supply Chain Management Course - Non Accredited-3 Days	39	11	NA	NA
Manage service providers in a selected organization - Accredited-3 Days	46	16	NA	NA
Mastering Service Level Agreements and Contracts - Accredited-3 Days	46	16	NA	NA
Mastering Service Level Agreements and Contracts Course - Non Accredited-3 Days	39	11	NA	NA
Procurement Supply Chain Management Training Course - Non Accredited-2 Days	34	6	NA	NA
Supply Chain Management - Non Accredited-1 Day	40	12	NA	NA
Tender to secure business for a new venture - Accredited-3 Days	46	16	NA	NA

1. Who We Are

2. SKILLS DEVELOPMENT AREAS  
PER CATEGORY

- HR & Labour
- Compliance
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- Health and Safety
- Risk
- SCM & Procurement
- Corporate Governance
- Change, Conflict & Diversity Management
- Finance
- Business
- Workplace Essentials
- Admin/Office Support
- Executive Secretary/PA
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3. Price List

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## INTRODUCTION TO CORPORATE GOVERNANCE COURSES:

Brush up on your knowledge of ethical corporate structures with our Corporate Governance Courses, where the principles of accountability, transparency, and ethical decision-making shape the foundation of responsible business practices. **In an era where corporate behaviour is under increasing scrutiny, understanding** and implementing effective corporate governance is paramount for individuals and organizations committed to long-term success and ethical leadership.



Corporate Governance Courses offer a comprehensive exploration of the structures, processes, and policies that guide the interactions between corporate boards, management, shareholders, and other stakeholders. Participants will **delve into topics such as board composition, risk management, ethical considerations,** and regulatory compliance, gaining insights into the intricacies of creating and maintaining robust governance frameworks.

These courses emphasize the importance of aligning corporate strategies with the interests of stakeholders, fostering a culture of integrity, and enhancing overall organizational performance. Whether you are an aspiring governance professional, a board member, or a business leader aiming to enhance governance practices within your

organization, these courses provide essential tools and perspectives.

The dynamic nature of Corporate Governance Courses reflects the evolving landscape of business ethics, regulatory environments, and stakeholder expectations. Participants will be equipped to navigate complex governance challenges, contribute to the development

of ethical corporate cultures, and play a crucial role in building trust and resilience within their organizations.

Become more informed around what elevates the standards of corporate behaviour and governance. Corporate Governance Courses empower individuals to champion ethical leadership, cultivate transparency, and drive sustainable business practices.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>CORPORATE GOVERNANCE/ ETHICS</b>				
Corporate Governance and Ethics Training Course - Non Accredited-3 Days	39	11	NA	NA
Ethics & Fraud Training -Accredited-2 Days	44	14	NA	NA

**“Corporate Governance Courses offer a comprehensive exploration of the structures, processes, and policies that guide the interactions between corporate boards, management, shareholders, and other stakeholders.”**

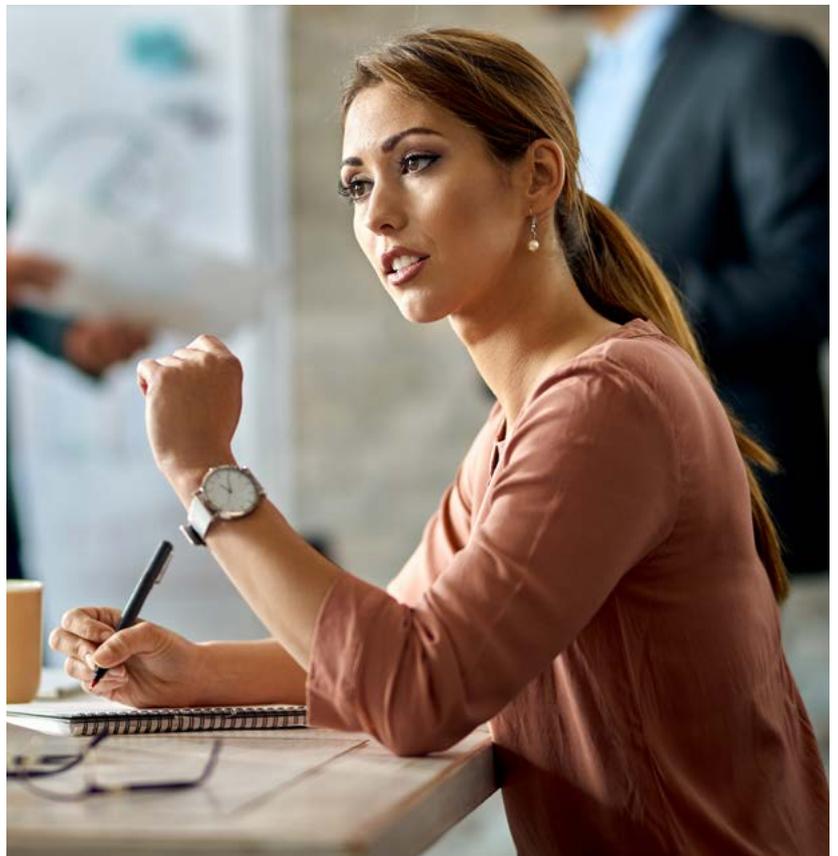
1. Who We Are

**2. SKILLS DEVELOPMENT AREAS  
PER CATEGORY**

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## **INTRODUCTION TO CHANGE, CONFLICT AND DIVERSITY COURSES:**

Access the transformative world of Change, Conflict, and Diversity Courses, where the dynamics of organizational evolution, resolution, and inclusivity take centre stage. In an era characterized by rapid change, diverse workplaces, and the inevitable presence of conflicts, understanding these elements is crucial for individuals and organizations striving for adaptability, harmony, and innovation.

Change Courses delve into the theories and methodologies of managing organizational change. Participants explore strategies for leading successful transitions, fostering a culture of adaptability, and navigating the complexities of change management. Whether you are a leader spearheading organizational transformations or an individual navigating personal change, these courses offer valuable insights into the nuances of change dynamics.

Conflict Courses focus on the constructive management and resolution of conflicts within diverse work environments. Participants gain skills in effective communication, negotiation, and mediation, fostering environments where conflicts become opportunities for growth and collaboration. These courses are designed for anyone seeking to navigate interpersonal conflicts and contribute to the creation of positive and productive workplace cultures.

Diversity Courses provide a comprehensive exploration of the importance of embracing diversity and inclusion in today's globalized world. Participants delve into the benefits of diverse teams, cultural competence, and strategies for building inclusive environments.

These courses empower individuals to appreciate differences, foster belonging, and contribute to organizations that thrive on diversity.

The dynamic nature of Change, Conflict, and Diversity Courses reflects the evolving landscape of workplaces, societal expectations, and the need for inclusive and adaptable organizational cultures. Participants will be equipped to lead change initiatives, manage conflicts effectively, and champion diversity and inclusion within their spheres of influence. Celebrate the richness of change, conflict, and diversity. Change, Conflict, and Diversity Courses empower individuals to navigate complexities, foster positive environments, and contribute to the creation of resilient and innovative organizations. Uncover more about diversity, where knowledge becomes a catalyst for positive transformation and growth.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>BBBEE &amp; EMPLOYMENT EQUITY / CONFLICT &amp; CHANGE MANAGEMENT</b>				
Adding value in Managing a Diverse Workforce - Accredited-2 Days	44	14	NA	NA
Black Economic Empowerment Fundamentals Training Course - Non Accredited-1 Day	41	13	NA	NA
Change Management - Non Accredited-1 Day	40	12	NA	NA
Conflict Resolution - Non Accredited-1 Day	40	12	NA	NA
Diversity Management Training Course - Non Accredited-2 Days	34	6	NA	NA
Employment Equity Fundamentals Training Course - Non Accredited-2 Days	34	6	NA	NA
Empower yourself with Essential Conflict Management Skills - Accredited-2 Days	44	14	NA	NA
Formulate recommendations for a change process -Accredited-3 Days	46	16	NA	NA
Workplace Diversity - Non Accredited-2 Days	34	6	NA	NA

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  - Health and Safety
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  - Corporate Governance
  - Change, Conflict & Diversity Management
  - Finance
  - Business
  - Workplace Essentials
  - Admin/Office Support
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  - Customer Service Excellence
  - Sales & Marketing
  - Leadership (Executive/Middle Manager/Junior/Specialist to Manager/Supervisor)
  - Leadership Coaching (1on1)
  - Process Improvement and Business Optimization
  - ETDP/SDF/Facilitator, Assessor, Moderator
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  - Full Qualifications and Learnerships
3. Price List
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## INTRODUCTION TO FINANCE COURSES:

Invest in improving your knowledge of all things finance with our Finance Courses, where the principles of managing money, making informed investment decisions, and understanding the intricacies of financial markets come to life. In an era where financial literacy is a key driver of success, these courses are designed to equip individuals with the knowledge and skills necessary to navigate the complex landscape of finance.

**“The feedback overall was that the training was excellent and of a high quality.”**  
- Linked Thoughts

Finance Courses offer a comprehensive exploration of various financial disciplines, covering topics such as financial analysis, investment strategies, risk management, and corporate finance. Whether you are an aspiring finance professional, a business leader looking to enhance your financial acumen, or an individual seeking to make informed personal financial decisions, these courses provide a solid foundation for understanding and mastering financial concepts.

Participants will delve into the principles of financial planning, budgeting, and investment, gaining insights into how to optimize resources and make strategic financial decisions. The courses also address the dynamic nature of financial markets, exploring the impact of economic factors, technological advancements, and global trends on financial decision-making.

The practical application of theoretical knowledge is emphasized in Finance Courses, ensuring that participants are not only well-versed in financial theories but also capable of applying them in real-world scenarios. From understanding financial statements to evaluating investment opportunities, these courses prepare individuals to navigate the complexities of the financial landscape with confidence.

Unlock the world of finance. Finance Courses empower individuals to make sound financial decisions, analyze investment opportunities, and contribute to the financial success of businesses and organizations. Partner with us in exploring these courses, where knowledge becomes a powerful tool in the pursuit of financial well-being and success.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>FINANCE</b>				
Apply the budget function in a business unit - Accredited-3 Days	46	16	NA	NA
Basic Bookkeeping - Non Accredited-2 Days	34	6	NA	NA
Basic Business Finance Training Course - Non Accredited-2 Days	34	6	NA	NA
Budgets And Financial Reports - Non Accredited-1 Day	40	12	NA	NA
Describe and assist in the control of fraud in an office environment - Accredited-3 Days	46	16	NA	NA
Finance For Non Finance Managers - Accredited-3 Days	46	16	NA	NA
Sage Pastel Introduction to Bookkeeping Fundamentals - Non Accredited-2 Days	72	62	4	32
Sage Pastel Partner 14 Advanced - Non Accredited-2 Days	72	62	4	32
Sage Pastel Partner 14 Intermediate - Non Accredited-4 Days	74	65	7	35
Sage Pastel Partner Bundle Version 14 Training Course - Non Accredited-5 Days	75	66	8	36
Sage Pastel Payroll Administration - Non Accredited-5 Days	75	66	8	36
Sage Pastel Xpress Version V14 Training Course - Non Accredited-3 Days	71	61	3	31

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**2. SKILLS DEVELOPMENT AREAS  
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- MS Sharepoint
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3. Price List

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## INTRODUCTION TO BUSINESS COURSES:

Get acquainted with the mechanics of business with our dynamic and diverse range of Business Courses, where the principles of commerce, management, and entrepreneurship converge to shape the foundations of success. In an ever-evolving global landscape, understanding the intricacies of business is essential for individuals aspiring to lead, innovate, and contribute to the growth of organizations.

**“Participants will delve into the principles of organizational behavior, strategic planning, market analysis, and financial management.”**

Business Courses offer a comprehensive exploration of various facets of the business world, covering topics such as management, marketing, finance, strategy, and entrepreneurship. Whether you're an aspiring business professional, a seasoned manager seeking to enhance your leadership skills, or an entrepreneur embarking on a new venture, these courses provide a solid foundation for navigating the complexities of the business environment.

Participants will delve into the principles of organizational behavior, strategic planning, market analysis, and financial management. The courses also emphasize the importance of innovation, ethical business practices, and the role of technology in shaping modern businesses. The practical application of theoretical knowledge is a key focus in Business Courses, ensuring that participants are not only well-versed in business theories but also capable of applying them in real-world scenarios. From understanding customer behavior to developing effective business strategies, these courses prepare individuals to face the challenges and opportunities of the business world with confidence.

Unlock the secrets of successful business practices. Business Courses empower individuals to think critically, make informed decisions, and contribute to the sustainable growth of businesses and organizations.



COURSE	ANNEXURE A: PRICING LINE NUMBER • Boti Provides Venue & • Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER • Client Provides Venue • Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER • Client Provides Venue • Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER • Boti Provides Venue & • Boti Provides Laptop
<b>BUSINESS</b>				
Business Acumen - Non Accredited-1 Day	40	12	NA	NA
Business Ethics - Non Accredited-1 Day	40	12	NA	NA
Business Succession Planning - Non Accredited-2 Days	34	6	NA	NA
Entrepreneurship - Non Accredited-1 Day	40	12	NA	NA
Essentials of Business Management - Non Accredited-4 Days	38	10	NA	NA
Monitoring and Evaluation Course - Accredited-3 Days	46	16	NA	NA
Plan strategically to improve new venture performance - Accredited-3 Days	46	16	NA	NA

1. Who We Are

**2. SKILLS DEVELOPMENT AREAS  
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3. Price List

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## INTRODUCTION TO WORKPLACE ESSENTIAL COURSES:

Embrace the New World of Work with our Workplace Essential Courses, where the fundamental skills and knowledge needed for success in today's dynamic work environments come to the forefront. In an era marked by rapid technological advancements, diverse teams, and evolving job roles, these courses are designed to equip individuals with the essential tools to thrive in the modern workplace.

Workplace Essential Courses cover a broad spectrum of skills and competencies crucial for professional development. From effective communication and time management to problem-solving, teamwork, and adaptability, these courses provide a comprehensive foundation for success in any workplace setting.

Participants will delve into the principles of interpersonal skills, conflict resolution, and emotional intelligence, gaining insights into building positive relationships and fostering a collaborative work culture. The courses also address the importance of digital literacy, critical thinking, and continuous learning, preparing individuals to navigate the ever-changing demands of the contemporary workplace.

The practical application of knowledge is a key focus in Workplace Essential Courses, ensuring that participants not only understand the concepts but can also apply them to real-world scenarios. Whether you are an entry-level professional or a seasoned employee looking to refresh your skills, these courses provide valuable insights and tools to enhance your performance and contribute to a thriving workplace environment.

Learn the essential skills needed for success in the workplace. Workplace Essential Courses empower individuals to adapt, communicate effectively, and excel in their professional endeavours.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>WORKPLACE ESSENTIALS</b>				
10 Soft Skills You Need 10 Soft Skills You Need - Non Accredited-1 Day	40	12	NA	NA
Appreciative Inquiry - Non Accredited-1 Day	40	12	NA	NA
Assertiveness Skills Training Course - Non Accredited-1 Day	40	12	NA	NA
Business Etiquette - Non Accredited-1 Day	40	12	NA	NA
Civility In The Workplace - Non Accredited-1 Day	40	12	NA	NA
Delivering Constructive Criticism - Non Accredited-1 Day	40	12	NA	NA
Developing Corporate Behavior - Non Accredited-2 Days	34	6	NA	NA
Essential Time Management Skills - Accredited-2 Days	44	14	NA	NA
Generation Gaps - Non Accredited-1 Day	40	12	NA	NA
Handling a Difficult Customer - Non Accredited-1 Day	40	12	NA	NA
Job Search Skills - Non Accredited-1 Day	40	12	NA	NA
Mastering Emotional Intelligence - Accredited-2 Days	44	14	NA	NA
Office Politics For Managers - Non Accredited-1 Day	40	12	NA	NA
Stress Management - Other - Non Accredited-1 Day	40	12	NA	NA
Stress Management Training - Non Accredited-1 Day	40	12	NA	NA
Time Management - Non Accredited-1 Day	40	12	NA	NA

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2. SKILLS DEVELOPMENT AREAS  
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- MS SQL, Power BI
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## INTRODUCTION TO ADMINISTRATION/OFFICE SUPPORT COURSES:

Streamline your work processes with our Administration and Office Support Courses, where the backbone of organizational efficiency and effectiveness is fortified. In the ever-evolving landscape of workplaces, these courses are designed to equip individuals with the essential skills and knowledge needed to excel in administrative and support roles.

Administration and Office Support Courses cover a diverse range of topics critical for success in office environments. From mastering office technologies and organizational systems to honing communication skills and time management, these courses provide a comprehensive foundation for professionals aspiring to thrive in administrative roles.

Participants will delve into the principles of office administration, record-keeping, and task prioritization, gaining insights into creating well-organized and productive workspaces. The courses also address customer service skills, interpersonal communication, and problem-solving, preparing individuals to handle the multifaceted responsibilities of administrative and support positions.

**“The courses also address customer service skills, interpersonal communication, and problem-solving, preparing individuals to handle the multifaceted responsibilities of administrative and support positions.”**

The practical application of knowledge is a key focus in Administration and Office Support Courses, ensuring that participants not only understand the theoretical concepts but can also apply them in real-world scenarios. Whether you are entering the workforce or seeking to enhance your administrative skills, these courses offer valuable insights and tools to contribute to the seamless functioning of offices and organizations.

Take the opportunity to cultivate the essential skills needed for success in administrative and office support roles. Administration and Office Support Courses empower individuals to manage tasks efficiently, communicate effectively, and play a crucial role in the smooth operation of workplaces.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>ADMINISTRATION / OFFICE SUPPORT</b>				
Administrative Office Procedures - Non Accredited-1 Day	40	12	NA	NA
Administrative Support Administrative Support - Non Accredited-1 Day	40	12	NA	NA
Apply the principles of knowledge management - Accredited-3 Days	46	16	NA	NA
Digital Citizenship - Non Accredited-1 Day	40	12	NA	NA
Events Management Expertise - Accredited-2 Days	44	14	NA	NA
Mastering Asset and Inventory Management - Accredited-2 Days	44	14	NA	NA
Mastering Data & Records Management - Accredited-2 Days	44	14	NA	NA
Powerful Project Management (as a project team member) - Accredited-3 Days	46	16	NA	NA

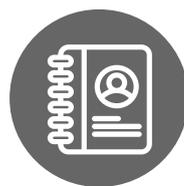
1. Who We Are

**2. SKILLS DEVELOPMENT AREAS  
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## **INTRODUCTION TO EXECUTIVE SECRETARIAL COURSES:**

Become a pillar of support with our Executive Secretarial Courses, where the artistry of administrative prowess and professional sophistication is cultivated. In the high-stakes arena of executive support, these courses are meticulously crafted to empower individuals with the advanced skills and strategic insights necessary to excel in roles supporting top-tier executives.

Executive Secretarial Courses encompass a refined set of topics critical for success in supporting executives and leadership teams. From mastering advanced communication techniques and organizational strategies to handling confidential information with discretion, these courses provide a comprehensive foundation for professionals aspiring to thrive in executive secretarial roles.

Participants will delve into the intricacies of executive-level communication, decision-making support, and project management, gaining insights into creating a seamless and efficient executive office environment. The courses also address advanced administrative skills, coordination of executive calendars, and strategic problem-solving, preparing individuals to excel in the multifaceted responsibilities inherent in supporting top-level executives.

**“The training and the facilitator was of a high quality. We highly recommend BOTI for training services.”**

- Shine

The practical application of knowledge is a central focus in Executive Secretarial Courses, ensuring that participants not only understand theoretical concepts but can also adeptly apply them in high-pressure and fast-paced executive settings. Whether entering the executive support field or seeking to enhance executive secretarial skills, these courses offer invaluable insights and tools to contribute to the smooth functioning and success of executive offices and organizations.

Make it a priority to learn the advanced skills necessary for success in executive secretarial roles. Executive Secretarial Courses empower individuals to navigate complex responsibilities, communicate effectively at the highest levels, and become indispensable assets in executive office environments. Explore these courses, where knowledge becomes the doorway to excellence in the dynamic world of executive secretarial support.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>SECRETARIAL / RECEPTION</b>				
Archiving and records keeping - Non Accredited-1 Day	40	12	NA	NA
Executive and Personal Assistants - Non Accredited-1 Day	40	12	NA	NA
Executive Assistant, Personal Assistant and/or Administrator Training Development Course - Accredited-3 Days	39	11	NA	NA
Office Management Training Course - Non Accredited-1 Day	40	12	NA	NA
Organizational Skills - Non Accredited-1 Day	40	12	NA	NA
Professional Receptionist Training - Accredited-2 Days	44	14	NA	NA
The Professional Receptionist / PA - Non Accredited-2 Days	34	6	NA	NA

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2. SKILLS DEVELOPMENT AREAS

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3. Price List

4. Booking Form



## INTRODUCTION TO BUSINESS WRITING AND COMMUNICATION SKILLS COURSE:

Enter the gateway of effective communication and polished professional correspondence – the Business Writing and Communication Skills Course. In the contemporary business landscape, the ability to convey ideas clearly, persuasively, and professionally is a hallmark of success. This course is thoughtfully designed to equip individuals with the essential skills and insights needed to master the art of business writing and communication.

The Business Writing and Communication Skills Course covers a diverse array of topics critical for success in professional environments. From crafting clear and concise emails to developing comprehensive reports, persuasive proposals, and engaging business documents, this course lays a solid foundation for individuals aspiring to enhance their communication proficiency.

Participants will delve into the principles of effective communication strategies, audience analysis, and the nuances of tone and style in business writing. The course also addresses the integration of technology, social media etiquette, and adapting communication styles to diverse audiences, ensuring that participants are well-versed in the dynamic and evolving landscape of business communication.

The practical application of knowledge is a core focus in the Business Writing and Communication Skills Course, ensuring that participants not only understand theoretical concepts but can also adeptly apply them in real-world business scenarios. Whether you are an aspiring professional, a seasoned executive, or anyone seeking to elevate their communication skills, this course offers valuable insights and tools to navigate the complexities of business communication with confidence.

Sharpen your communication prowess and elevate your professional writing skills. The Business Writing and Communication Skills Course empower individuals to convey ideas effectively, build strong professional relationships, and thrive in the competitive world of business communication. Learn the techniques of what this course has to offer and improve your skills in the field of business writing and communication.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>COMMUNICATION /BUSINESS WRITING</b>				
Advanced Interpersonal Skills Training Course - Non Accredited-1 Day	69	58	1	29
Assertiveness And Self-Confidence - Non Accredited-1 Day	40	12	NA	NA
Body Language Basics - Non Accredited-2 Days	34	6	NA	NA
Business Communication Strategies: verbal/ non-verbal and written &" - Accredited"-3 Days	46	16	NA	NA
Business Writing - Non Accredited-1 Day	40	12	NA	NA
Business Writing Skills for function and Purpose -Accredited-3 Days	46	16	NA	NA
Chairing a Meeting with Confidence & Keeping Good Minutes - Accredited-2 Days	44	14	NA	NA
Collaborative Business Writing - Non Accredited-2 Days	34	6	NA	NA
Communication Strategies - Non Accredited-1 Day	40	12	NA	NA
Developing your Interpersonal Skills to Effectively Resolve Conflict - Accredited-2 Days	44	14	NA	NA
Email Etiquette - Non Accredited-1 Day	40	12	NA	NA
Interpersonal Skills - Non Accredited-1 Day	40	12	NA	NA
Key Negotiation Skills - Accredited-2 Days	44	14	NA	NA
Media And Public Relations - Non Accredited-1 Day	40	12	NA	NA
Present information in report format - Accredited-3 Days	46	16	NA	NA
Presentation Skills Training - Non Accredited-2 Days	34	6	NA	NA
Professional Business Writing and Communication Course - Non Accredited-3 Days	39	11	NA	NA
Professional Presentations Course - Accredited-2 Days	44	14	NA	NA
Social Intelligence Social Intelligence - Non Accredited-1 Day	40	12	NA	NA

1. Who We Are

**2. SKILLS DEVELOPMENT AREAS  
PER CATEGORY**

- HR & Labour
- Compliance
- Employment Equity & BBBEE
- Health and Safety
- Risk
- SCM & Procurement
- Corporate Governance
- Change, Conflict & Diversity Management
- Finance
- Business
- Workplace Essentials
- Admin/Office Support
- Executive Secretary/PA
- Business Writing & Communication Skills
- Customer Service Excellence
- Sales & Marketing
- Leadership (Executive/Middle Manager/Junior/Specialist to Manager/Supervisor)
- Leadership Coaching (1on1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
- MS Office
- MS SQL, Power BI
- MS Sharepoint
- Graphic Design
- Programming Courses
- Full Qualifications and Learnerships

3. Price List

4. Booking Form



## **INTRODUCTION TO CUSTOMER SERVICE EXCELLENCE COURSE:**

Strive for excellence with our Customer Service Excellence course, where the pursuit of exceptional customer interactions becomes the cornerstone of organizational success. In today's competitive business landscape, the ability to provide unparalleled customer service is a defining factor that sets organizations apart. This course is meticulously designed to empower individuals with the skills and insights needed to deliver service excellence and create lasting positive impressions.

The Customer Service Excellence Course encompasses a comprehensive array of topics crucial for mastering the art of customer interaction. From understanding customer needs and expectations to effective communication, problem resolution, and creating a customer-centric culture, this course lays a robust foundation for individuals seeking to elevate their customer service skills.

Participants will delve into the principles of empathetic communication, active listening, and strategies for handling challenging situations with grace. The course also addresses the importance of building long-lasting customer relationships, leveraging technology for enhanced service delivery, and fostering a customer-centric mindset throughout the organization.

The practical application of knowledge is a central focus in the Customer Service Excellence Course, ensuring that participants not only comprehend theoretical concepts but can also seamlessly apply

them in real-world customer service scenarios. Whether you are a frontline service representative, a customer service manager, or anyone aiming to enhance their customer service skills, this course offers invaluable insights and tools to navigate the complexities of customer interactions with finesse.

Refine your customer service expertise and position yourself as a beacon of service excellence. The Customer Service Excellence Course empowers individuals to exceed customer expectations, build brand loyalty, and contribute to the overall success of organizations in today's customer-driven marketplace.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>CUSTOMER CARE</b>				
Call Center Training - Non Accredited-1 Day	40	12	NA	NA
Call Centre Management - Non Accredited-1 Day	40	12	NA	NA
Creating a Great Webinar - Non Accredited-1 Day	40	12	NA	NA
Customer Service - Non Accredited-1 Day	40	12	NA	NA
Customer Service Excellence - Accredited-2 Days	44	14	NA	NA
Customer Service Excellence Training Course - Non Accredited-1 Day	40	12	NA	NA
Customer Support - Non Accredited-1 Day	40	12	NA	NA
Developing a Lunch and Learn - Non Accredited-1 Day	40	12	NA	NA
Handling Difficult People & Situations Training Course - Non Accredited-1 Day	40	12	NA	NA
Slick and Confident Telephone Management Techniques - Accredited-2 Days	44	14	NA	NA
Social Media In The Workplace - Non Accredited-1 Day	40	12	NA	NA
Telephone Skills & Etiquette - Non Accredited-1 Day	40	12	NA	NA
Telework And Telecommuting - Non Accredited-1 Day	40	12	NA	NA

1. Who We Are

2. SKILLS DEVELOPMENT AREAS  
PER CATEGORY

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- Health and Safety
- Risk
- SCM & Procurement
- Corporate Governance
- Change, Conflict & Diversity Management
- Finance
- Business
- Workplace Essentials
- Admin/Office Support
- Executive Secretary/PA
- Business Writing & Communication Skills
- Customer Service Excellence
- Sales & Marketing
- Leadership (Executive/Middle Manager/Junior/Specialist to Manager/Supervisor)
- Leadership Coaching (1on1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
- MS Office
- MS SQL, Power BI
- MS Sharepoint
- Graphic Design
- Programming Courses
- Full Qualifications and Learnerships

3. Price List

4. Booking Form



## INTRODUCTION TO SALES AND MARKETING COURSE:

Make your mark, promote your brand and learn the arts of Sales and Marketing, where the art of persuasion, strategic thinking, and customer engagement converge to drive business success. In the ever-evolving landscape of commerce, the ability to navigate the intricacies of sales and marketing is a pivotal skill set for professionals aiming to propel their careers and contribute to organizational growth. This course is meticulously designed to equip individuals with the knowledge and skills essential for mastering the dynamic realms of sales and marketing.

The Sales and Marketing Course encompasses a comprehensive range of topics crucial for success in these dynamic fields. From understanding consumer behavior and market trends to crafting compelling marketing strategies and executing effective sales techniques, this course lays a robust foundation for individuals aspiring to excel in sales and marketing roles.

Participants will delve into the principles of market segmentation, brand management, digital marketing, and the intricacies of successful sales negotiations. The course also addresses the integration of cutting-edge technologies, data analytics, and social media into contemporary sales and marketing practices, ensuring that participants are well-versed in the ever-evolving landscape of these industries.

**“We highly recommend the services of BOTI. BOTI has consistently and expertly delivered quality training services in respect of our Soft Skills requirements.”**

- SATSA

The practical application of knowledge is a central focus in the Sales and Marketing Course, ensuring that participants not only grasp theoretical concepts but can also adeptly apply them in real-world scenarios. Whether you are a budding sales professional, a marketing enthusiast, or anyone looking to enhance their skills in these dynamic fields, this course offers valuable insights and tools to navigate the complexities of sales and marketing with finesse.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>SALES &amp; MARKETING</b>				
Coaching Sales People - Non Accredited-1 Day	40	12	NA	NA
Effective Sales Training Course - Non Accredited-1 Day	40	12	NA	NA
Identify brand mix elements - Accredited-3 Days	46	16	NA	NA
Internet Marketing Fundamentals - Non Accredited-1 Day	40	12	NA	NA
Marketing Basics - Non Accredited-1 Day	40	12	NA	NA
Marketing Courses Training Course - Non Accredited-2 Days	34	6	NA	NA
Marketing Fundamentals Training Course - Non Accredited-1 Day	40	12	NA	NA
Motivating Your Sales Team - Non Accredited-1 Day	40	12	NA	NA
Multi-Level Marketing - Non Accredited-1 Day	40	12	NA	NA
Overcoming Sales Objections - Non Accredited-1 Day	40	12	NA	NA
Professional Selling Over the Phone Training Course - Non Accredited-1 Day	40	12	NA	NA
Sales Fundamentals - Non Accredited-1 Day	40	12	NA	NA
Sales Skilled: Advanced Training Course - Non Accredited-1 Day	40	12	NA	NA
Top Ten Sales Secrets - Non Accredited-1 Day	40	12	NA	NA
Trade Show Staff Training - Non Accredited-1 Day	40	12	NA	NA
Web Design_ HTML & CSS Bundle (Level 1&2) - Non Accredited-2 Days	72	62	4	32
Web Design_HTML & CSS Advanced - Non Accredited-1 Day	76	64	9	37
Web Design_HTML & CSS Beginners - Non Accredited-1 Day	76	64	9	37
Supervisory / Team Leader Development				
Supervising Others - Non Accredited-1 Day	40	12	NA	NA
Taking charge as a Leader & Closing the Gap between Specialist and Manager - Accredited-3 Days	46	16	NA	NA
Teamwork And Team Building - Non Accredited-1 Day	40	12	NA	NA
Virtual Team Building And Management - Non Accredited-1 Day	40	12	NA	NA

1. Who We Are

**2. SKILLS DEVELOPMENT AREAS  
PER CATEGORY**

- HR & Labour
- Compliance
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- Health and Safety
- Risk
- SCM & Procurement
- Corporate Governance
- Change, Conflict & Diversity Management
- Finance
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- Workplace Essentials
- Admin/Office Support
- Executive Secretary/PA
- Business Writing & Communication Skills
- Customer Service Excellence
- Sales & Marketing
- Leadership (Executive/Middle Manager/Junior/Specialist to Manager/Supervisor)
- Leadership Coaching (1on1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
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- MS SQL, Power BI
- MS Sharepoint
- Graphic Design
- Programming Courses
- Full Qualifications and Learnerships

3. Price List

4. Booking Form



## INTRODUCTION TO EXECUTIVE/SENIOR LEADERSHIP COURSE:

Confidently take the helm and lead with our Executive/Senior Leadership Course, a transformative journey designed for seasoned professionals aspiring to elevate their leadership impact. In today's fast-paced business landscape, executive and senior leaders are tasked with steering organizations through complex challenges and driving sustainable success. This course is tailored to equip participants with advanced leadership strategies, strategic insights, and the skills needed to excel in high-level roles.

The Executive/Senior Leadership Course covers a spectrum of critical topics, from mastering strategic decision-making to fostering an innovative and resilient organizational culture. Participants will delve into effective communication at the executive level, stakeholder management, and the integration of contemporary leadership principles, ensuring they are well-prepared for the dynamic challenges inherent in executive roles.

This course is not just about theoretical concepts; it emphasizes practical application, providing participants with the tools to navigate real-world executive scenarios. Whether you are an experienced executive, a senior manager eyeing leadership roles, or a leader aiming to refine your strategic skills, this course offers invaluable insights to enhance your executive and senior leadership capabilities. Enhance your leadership acumen. The Executive/Senior Leadership Course empowers individuals to lead with vision, navigate complexities with confidence, and contribute significantly to the sustained growth and prosperity of organizations.



**“The Executive/Senior Leadership Course covers a spectrum of critical topics, from mastering strategic decision-making to fostering an innovative and resilient organizational culture.”**

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>EXECUTIVE &amp; SENIOR MANAGEMENT</b>				
Being A Likeable Boss - Non Accredited-1 Day	40	12	NA	NA
Build Winning Teams to Achieve Company Objectives - Accredited-2 Days	44	14	NA	NA
Executive & Senior Management Program - Non Accredited-3 Days	39	11	NA	NA
Leadership and People Management (3 Days) - Non Accredited-3 Days	39	11	NA	NA
Manager Management - Non Accredited-1 Day	40	12	NA	NA
Servant leadership - Non Accredited-1 Day	40	12	NA	NA

1. Who We Are

**2. SKILLS DEVELOPMENT AREAS  
PER CATEGORY**

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- Leadership Coaching (1on1)
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- MS Sharepoint
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3. Price List

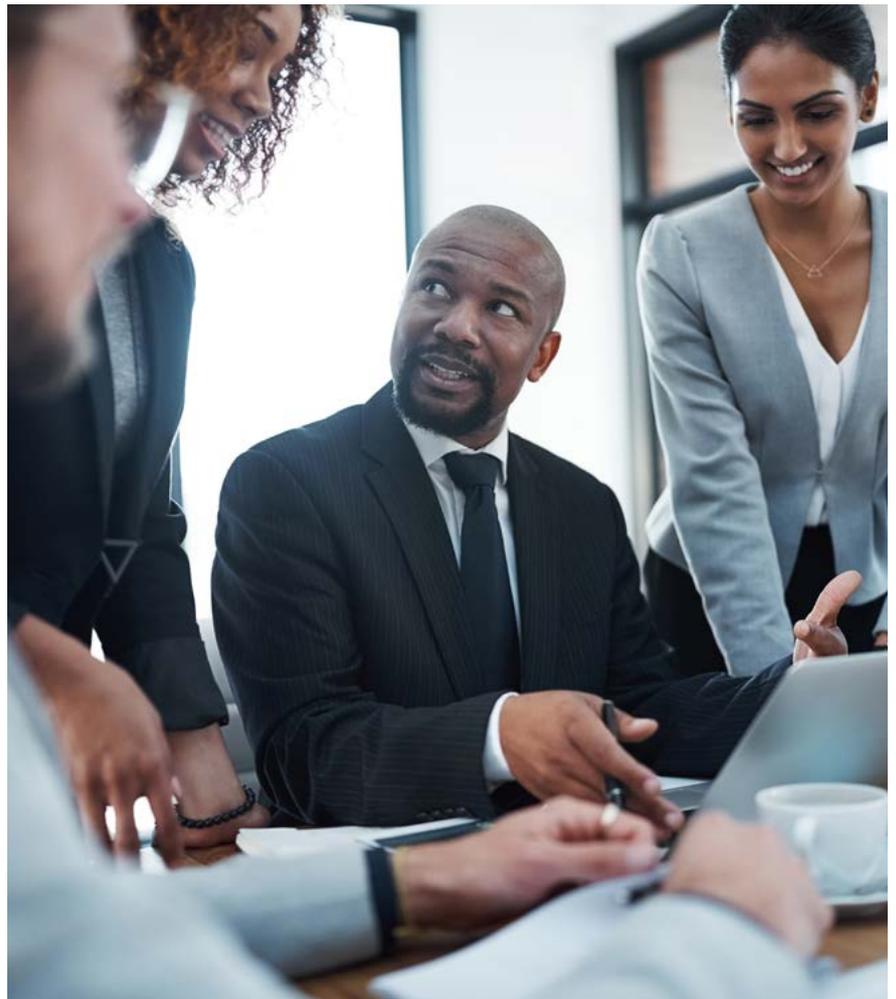
4. Booking Form



## **INTRODUCTION TO OUR LEADERSHIP COURSES (EXECUTIVE/SENIOR/ MIDDLE MANAGER/ JUNIOR/SUPERVISORY):**

Take the leap and learn to lead with one of our Leadership Courses, and embark on a transformative journey designed for individuals seeking to unleash their leadership potential and make a lasting impact in their professional spheres. Leadership is not merely a title but a set of skills and principles that empower individuals to inspire, guide, and drive positive change. This course is thoughtfully crafted to equip participants with the essential leadership skills, strategic insights, and interpersonal competencies necessary for success in various leadership roles.

The Leadership Course covers a diverse range of topics, including effective communication, strategic decision-making, and the cultivation of a compelling leadership style. Participants will delve into the intricacies of team dynamics, conflict resolution, and the art of motivating and empowering others.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>EXECUTIVE &amp; SENIOR MANAGEMENT</b>				
Being A Likeable Boss - Non Accredited-1 Day	40	12	NA	NA
Build Winning Teams to Achieve Company Objectives - Accredited-2 Days	44	14	NA	NA
Executive & Senior Management Program - Non Accredited-3 Days	39	11	NA	NA
Leadership and People Management (3 Days) - Non Accredited-3 Days	39	11	NA	NA
Manager Management - Non Accredited-1 Day	40	12	NA	NA
Servant leadership - Non Accredited-1 Day	40	12	NA	NA

**“This course is thoughtfully crafted to equip participants with the essential leadership skills, strategic insights, and interpersonal competencies necessary for success in various leadership roles.”**

1. Who We Are

**2. SKILLS DEVELOPMENT AREAS  
PER CATEGORY**

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3. Price List

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This course goes beyond theory; it places a strong emphasis on practical application, providing participants with the tools to navigate real-world leadership challenges. Whether you are a seasoned professional aiming to refine your leadership skills or an emerging leader ready to take on new responsibilities, this course offers valuable insights to elevate your effectiveness as a leader.

**“NHBRC was highly satisfied with the work conducted as the facilitator demonstrated a high level of professionalism when conducting the training and was deadline driven. Quality material and well-designed course content was utilised.”**

- NHBRC

Hone your leadership acumen and grow into a confident and impactful leader. The Leadership Course empowers individuals to lead with vision, influence with authenticity, and contribute meaningfully to the success of their teams and organizations.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
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## MIDDLE & JUNIOR MANAGEMENT

Developing New Managers - Non Accredited-1 Day	40	12	NA	NA
High Performance Teams Inside Company - Non Accredited-1 Day	40	12	NA	NA
High Performance Teams Remote - Non Accredited-1 Day	40	12	NA	NA
Leadership and People management (5 Days) - Non Accredited-5 Days	47	17	NA	NA
Middle Manager - Non Accredited-1 Day	40	12	NA	NA
Monitoring Individual Performance to create High Functioning teams - Accredited-2 Days	44	14	NA	NA
New And Middle Manager Development Training Course - Non Accredited-3 Days	39	11	NA	NA
New Management & Refined Supervisory Skills - Non Accredited-1 Day	40	12	NA	NA
Taking charge as a Team Leader in achieving company goals - Accredited-2 Days	44	14	NA	NA
Team Building For Managers - Non Accredited-1 Day	40	12	NA	NA

## SUPERVISORY / TEAM LEADER DEVELOPMENT

Supervising Others - Non Accredited-1 Day	40	12	NA	NA
Taking charge as a Leader & Closing the Gap between Specialist and Manager - Accredited-3 Days	46	16	NA	NA
Teamwork And Team Building - Non Accredited-1 Day	40	12	NA	NA
Virtual Team Building And Management - Non Accredited-1 Day	40	12	NA	NA

1. Who We Are

**2. SKILLS DEVELOPMENT AREAS  
PER CATEGORY**

- HR & Labour
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- Leadership Coaching (1on1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
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- MS Sharepoint
- Graphic Design
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3. Price List

4. Booking Form



## INDIVIDUALIZED EXECUTIVE COACHING (1HR ONE-ON-ONE SESSIONS):

Take a leap in professional development with our individualized executive coaching services. Tailored specifically for executives seeking targeted growth and enhanced leadership capabilities, our one-on-one executive coaching program offers a unique and focused approach to unlocking your full potential.



Our seasoned executive coaches work closely with you to identify strengths, address challenges, and refine leadership skills. Through personalized sessions, we delve into strategic decision-making, effective communication, and the nuances of executive leadership. This individualized coaching experience goes beyond traditional approaches, providing a confidential space for self-reflection and practical application in real-world professional scenarios.

Whether you are a seasoned executive navigating complex organizational dynamics or an emerging leader preparing for elevated responsibilities, our individualized executive coaching is designed to meet your unique needs. Elevate your leadership effectiveness, amplify your impact, and navigate your professional journey with confidence through our personalized executive coaching sessions.

Welcome to the world of Leadership One-on-One Coaching—an exclusive and personalized program designed to unlock your leadership potential through tailored guidance and support. In the ever-evolving landscape of leadership development, individualized coaching serves as a potent catalyst for personal and professional growth. This coaching experience is carefully curated to offer leaders at all levels targeted insights, strategies, and tools to enhance their effectiveness.

Leadership One-on-One Coaching provides a unique opportunity for focused self-discovery and skill refinement. This personalized approach enables participants to delve into their specific leadership challenges, refine their strengths, and address areas for improvement with the guidance of an experienced coach. Whether you are a seasoned executive navigating complex organizational dynamics or an emerging leader seeking to refine your leadership style, this coaching program is designed to cater to your unique needs.

Participants will collaborate closely with a skilled coach to explore leadership principles, develop tailored strategies, and receive constructive feedback. The coaching sessions

# “Elevate your leadership effectiveness, amplify your impact, and navigate your professional journey with confidence through our personalized executive coaching sessions”

prioritize practical application, empowering leaders to implement newfound insights directly into their roles and organizations.

Leadership One-on-One Coaching empowers leaders to navigate challenges with confidence, amplify their impact, and cultivate a leadership approach that aligns with their authentic selves.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>COACHING</b>				
12 X 1 Hour Executive / Senior Management Leadership Coaching Session (one on one) - Non Accredited-1 Hour	57	28	NA	NA
3 X 1 Hour Executive / Senior Management Leadership Coaching Session (one on one) - Non Accredited-1 Hour	55	26	NA	NA
6 X 1 Hour Executive / Senior Management Leadership Coaching Session (one on one) - Non Accredited-1 Hour	56	27	NA	NA

1. Who We Are

**2. SKILLS DEVELOPMENT AREAS  
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- HR & Labour
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3. Price List

4. Booking Form



## TRIPARTITE LEADERSHIP PROGRAM :

Take a dive into our comprehensive Leadership Program—a transformative experience that goes beyond conventional approaches. We integrate cutting-edge tools and methodologies such as the Enneagram, 360 Degree Assessment, and personalized One-on-One Coaching to provide a holistic and tailored leadership development journey.

In this program, participants will delve into the depths of self-discovery through the Enneagram, gaining profound insights into their leadership styles and strengths. The 360 Degree Assessment adds a multifaceted perspective, collecting feedback from peers, subordinates, and superiors to offer a comprehensive view of one's leadership impact.

The unique blend of these assessments sets the stage for personalized One-on-One Coaching sessions, where seasoned coaches work collaboratively with participants to interpret results, set strategic goals, and implement targeted developmental plans. This individualized approach ensures that participants not only understand their leadership dynamics but also have the support and guidance to make meaningful changes.

Determine how self-awareness, multi-dimensional insights, and personalized coaching converge to amplify your leadership impact and unlock your potential to drive sustained success.

### **We would like to thank BOTI for:**

- **The professional rollout and management of the program.**
- **Assisting with administration relating to the learnerships.**
- **The excellent quality of the facilitators as evidenced by feedback from delegates and the 100% pass rate.**
- **The rapidity of the production of Statement of Results (working with Service Seta)**

**We look forward to working with BOTI and intend doing further learnerships this year with BOTI.**

**- ISOWALL GROUP**

## TRI-PARTITE APPROACH TO LEADERSHIP EXCELLENCE



### Topics

- Strategic Planning
- Critical Thinking & Problem Solving
- Accountability In The Workplace
- Collaboration And Team Work
- Emotional Intelligence
- Listening Skills & Effective Communication
- Leadership & Influence
- Coaching And Mentoring

**CONTACT US FOR A QUOTE ON THIS POWERFUL AND HOLISTIC LEADERSHIP INTERVENTION**

### TESTIMONIALS 2021

“One of the best leadership interventions I have ever participated in.”

“It’s been a year of self-discovery and growth.”

“I have uncovered my blindspots.”

1. Who We Are

**2. SKILLS DEVELOPMENT AREAS  
PER CATEGORY**

- HR & Labour
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3. Price List

4. Booking Form



## PROCESS IMPROVEMENT COURSES:

Streamline your business processes with our comprehensive suite of Process Improvement Courses, where the pursuit of operational excellence and efficiency is at the forefront. In today's rapidly evolving business landscape, the ability to streamline processes is a critical skill for organizational success. Our courses are meticulously crafted to empower participants with the knowledge, methodologies, and practical tools needed to identify, analyze, and optimize processes across diverse industries.

Our Process Improvement Courses cover a wide array of essential topics, including process mapping, data analysis, Lean principles, and Six Sigma methodologies. Participants will explore strategies to enhance workflows, minimize inefficiencies, and foster a culture of continuous improvement within their organizations.



What sets our courses apart is the emphasis on practical application. Beyond theoretical understanding, participants gain hands-on experience, equipping them to initiate tangible improvements in their work environments. Whether you are an aspiring process improvement specialist, a manager aiming to boost team efficiency, or a leader committed to driving positive change, our courses provide valuable insights and actionable approaches.

Our Process Improvement Courses show you how you can lead impactful changes within your organization, driving success through optimized processes.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>PROCESS IMPROVEMENT</b>				
Attentive Problem Solving & Creative Thinking Course - Non Accredited-3 Days	39	11	NA	NA
Creative Problem Solving - Non Accredited-1 Day	40	12	NA	NA
Creative Problem Solving and critical thinking course - Accredited-2 Days	44	14	NA	NA
Crisis Management - Non Accredited-1 Day	40	12	NA	NA
Critical Thinking - Non Accredited-1 Day	40	12	NA	NA
Develop, implement and evaluate an operational plan - Accredited-3 Days	46	16	NA	NA
Developing Creativity - Non Accredited-1 Day	40	12	NA	NA
Lean Process And Six Sigma - Non Accredited-1 Day	40	12	NA	NA
Lean Six Sigma Black Belt & VmEdu Certification - Non Accredited-10 Days	48	19	NA	NA
Lean Six Sigma Green Belt Training & VmEdu Certification - Non Accredited-6 Days	45	15	NA	NA
Lean Six Sigma Training - Non Accredited-2 Days	44	14	NA	NA
Lean Six Sigma Yellow Belt Training - Non Accredited-3 Days	46	16	NA	NA
Microsoft Power BI Basics Training Course - Non Accredited-3 Days	70	59	2	30

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- HR & Labour
- Compliance
- Employment Equity & BBBEE
- Health and Safety
- Risk
- SCM & Procurement
- Corporate Governance
- Change, Conflict & Diversity Management
- Finance
- Business
- Workplace Essentials
- Admin/Office Support
- Executive Secretary/PA
- Business Writing & Communication Skills
- Customer Service Excellence
- Sales & Marketing
- Leadership (Executive/Middle Manager/Junior/Specialist to Manager/Supervisor)
- Leadership Coaching (1on1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
- MS Office
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- MS Sharepoint
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- Full Qualifications and Learnerships

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## INTRODUCTION TO OUR ETDP SDF, FACILITATION, ASSESSOR, AND MODERATOR COURSES:

Become a skills development expert with our Education, Training, and Development Practices (ETDP) suite of courses, encompassing the pivotal roles of Skills Development Facilitator (SDF), Facilitator, Assessor, and Moderator. In the ever-evolving landscape of education and training, these courses are meticulously designed to empower individuals with the diverse skills required to excel in these integral roles.

Our ETDP SDF, Facilitation, Assessor, and Moderator courses provide a comprehensive understanding of educational methodologies, skills development, and assessment practices. Participants will delve into the principles of effective facilitation, the art of assessment, and the crucial role of moderators in maintaining quality standards in education and training.



# “What sets our courses apart is the emphasis on practical application.”

What sets our courses apart is the emphasis on practical application. Beyond theoretical knowledge, participants gain hands-on experience, ensuring they are well-prepared to navigate the dynamic challenges within the realms of skills development, facilitation, assessment, and moderation.

Whether you are an educator, training professional, or aspiring to enter these fields, our courses offer valuable insights and tools to enhance your capabilities. Our ETDP SDF, Facilitation, Assessor, and Moderator courses unlock your potential to make a meaningful impact in the field of learning and development.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>EDUCATION, TRAINING AND DEVELOPMENT PRACTICES (ETDP)</b>				
Assessor Skills Training Course -Accredited-3 Days	46	16	NA	NA
Facilitation Skills - Non Accredited-2 Days	34	6	NA	NA
Life coaching essentials - Non Accredited-1 Day	40	12	NA	NA
Learning Essentials - Non Accredited-1 Day	40	12	NA	NA
Moderator Skills Training Course -Accredited-3 Days	46	16	NA	NA
Social Learning - Non Accredited-1 Day	40	12	NA	NA
Train The Trainer - Non Accredited-3 Days	39	11	NA	NA
Train the Trainer (Facilitator Training) -Accredited : Become an expert at training future experts -3 Days	46	16	NA	NA
Train-The-Trainer - Non Accredited-1 Day	40	12	NA	NA

1. Who We Are

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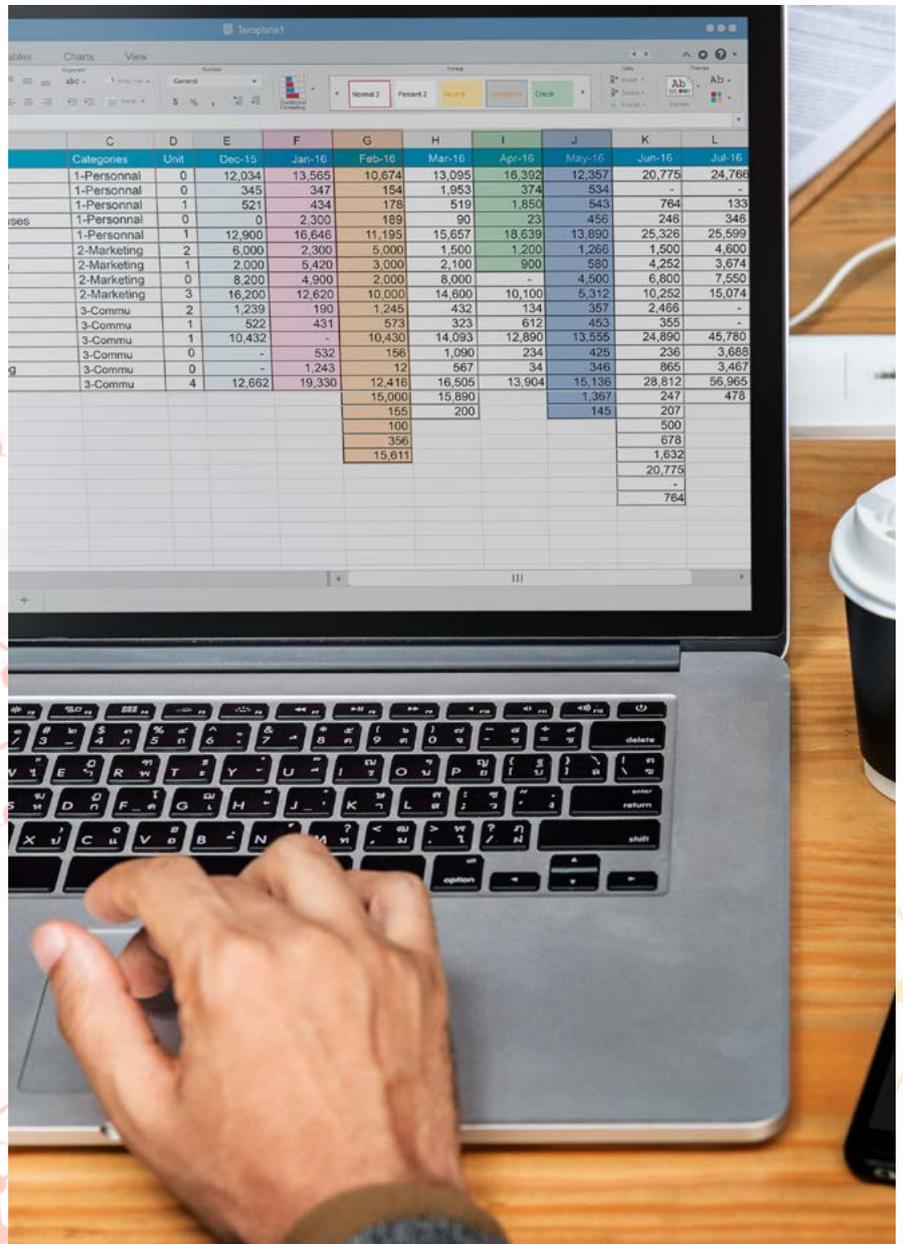
- HR & Labour
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  - Employment Equity & BBBEE
  - Health and Safety
  - Risk
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## MICROSOFT OFFICE COURSES:

Improve your digital literacy with our Microsoft Office Courses, where digital proficiency meets professional productivity. In today's tech-driven workplace, mastering Microsoft Office is essential for effective communication, collaboration, and organizational efficiency. Our courses are thoughtfully designed to equip individuals with the practical skills and insights needed to harness the full power of Microsoft Office applications.

Whether you're a beginner looking to navigate the basics or an advanced user aiming to optimize your workflow, our Microsoft Office Courses cater to diverse skill levels. Participants will explore the functionalities of essential applications such as **Word, Excel, Power BI, PowerPoint, Project, Outlook, and more**, gaining hands-on experience to boost their confidence and efficiency in using these tools.



COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & Boti Provides Laptop
<b>MICROSOFT TRAINING</b>				
Access 2021 Advanced - Non Accredited-1 Day	69	58	1	29
Access 2021 Essentials - Non Accredited-1 Day	69	58	1	29
Access 2021 Expert - Non Accredited-1 Day	69	58	1	29
Accredited Beginners to Advanced Microsoft Excel -5 Days	75	66	8	36
Excel Advanced - Non Accredited-1 Day	69	58	1	29
Excel Advanced Accredited-2 Days	72	62	4	32
Excel Intermediate accredited-2 Days	72	62	4	32
Excel Intermediate- Non accredited -1 Day	69	58	1	29
Getting Started With Windows 8 Training Course - Non Accredited-1 Day	69	58	1	29
Introduction to Basic Computing Training Course - Non Accredited-1 Day	69	58	1	29
Learn Microsoft Visual Basic - Non Accredited-3 Days	70	59	2	30
Microsoft All-in-One Basic Computer Course - Accredited-5 Days	75	66	8	36
Microsoft Excel Pivot Tables - Non Accredited-1 Day	69	58	1	29
Microsoft Office Excel Beginners - Accredited-2 Days	72	62	4	32
Microsoft Office Excel Beginners - Non Accredited-1 Day	69	58	1	29
MS Outlook for Beginners - Accredited-1 Day	76	64	9	37
MS PowerPoint for beginners - Accredited-1 Day	76	64	9	37
MS Project Essentials - Non Accredited-1 Day	69	58	1	29
MS Project Expert - Non Accredited-1 Day	69	58	1	29
MS Project Part 1 & 2 Saturday Classe Training Course - Non Accredited-2 Days	73	60	5	33
MS Word for Beginners - Accredited-1 Day	76	64	9	37
Outlook 2021 / Outlook 365 Advanced - Non Accredited-1 Day	69	58	1	29

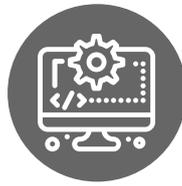
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## MICROSOFT OFFICE COURSES:

What sets our courses apart is the emphasis on practical application. Beyond theoretical knowledge, participants engage in real-world scenarios, ensuring they can seamlessly integrate their newfound skills into their professional tasks. Whether you are a student, professional, or anyone seeking to enhance your Microsoft Office proficiency, our courses offer valuable insights and practical expertise.

Digital literacy is a must for professional success. Our Microsoft Office Courses can elevate your skills to enable you to excel in the modern workplace.

**BOTI was awarded an RFQ to conduct a 3 day People Management and Supervisory Skills Course (2-4 December 2020) for 7 of our staff members.**

**The courses was efficiently scheduled and planned around our timetable.**

**We were impressed by the quality of training – all 7 Staff members attended with overall scores of 5 out of 5.**

**Feedback from delegates included:**

- **‘The Training was Formative, Relevant and Direct...’**
  - **‘The whole course was brilliant...’**
- **‘I learned the importance of Leadership and effective ways of leading a team’**

-Department of Public Enterprises

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & Boti Provides Laptop
<b>MICROSOFT TRAINING</b>				
Powerpoint 2021 / Powerpoint 365 Advanced - Non Accredited-1 Day	69	58	1	29
Powerpoint 2021 / Powerpoint 365 Essentials - Non Accredited-1 Day	69	58	1	29
Powerpoint 2021 / Powerpoint 365 Expert - Non Accredited-1 Day	69	58	1	29
Project 2016 Advanced - Non Accredited-1 Day	69	58	1	29
Solving Problems With Excel - Accredited-1 Day	76	64	9	37
Visio Professional 2021 Advanced - Non Accredited-1 Day	69	58	1	29
Visio Professional 2021 Essentials - Non Accredited-1 Day	69	58	1	29
Word 2021 / Word 365 Advanced - Non Accredited-1 Day	69	58	1	29
Word 2021 / Word 365 Essentials - Non Accredited-1 Day	69	58	1	29
Word 2021 / Word 365 Expert - Non Accredited-1 Day	69	58	1	29
Writing Excel Macros with VBA - Non Accredited-3 Days	70	59	2	30



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## INTRODUCTION TO MICROSOFT SQL AND POWER BI COURSES:

Take a tour around our dynamic suite of Microsoft SQL and Power BI Courses, where data management meets powerful visualization. In the era of data-driven decision-making, proficiency in Microsoft SQL and Power BI is a strategic advantage for professionals involved in database management and analytics. Our courses are thoughtfully curated to provide a comprehensive understanding of Microsoft SQL Server alongside the advanced capabilities of Power BI.

**“Participants will explore the intricacies of database management, SQL optimization, and learn how to transform raw data into compelling visual narratives with Power BI.”**

Whether you're delving into database design and SQL querying with Microsoft SQL or aiming to harness the visualization prowess of Power BI, our courses cater to a spectrum of skill levels. Participants will explore the intricacies of database management, SQL optimization, and learn how to transform raw data into compelling visual narratives with Power BI.

What sets our courses apart is the emphasis on practical application. Beyond theoretical knowledge, participants engage in hands-on exercises and real-world scenarios, ensuring they can seamlessly integrate their skills into professional tasks. Whether you are an IT professional, data analyst, or anyone keen on mastering the intersection of database management and visualization, our courses offer valuable insights and practical expertise.

Get on board with our Microsoft SQL and Power BI Courses and discover how you can elevate your skills to succeed in the interconnected worlds of database management and dynamic data visualization.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>MICROSOFT SQL</b>				
Administering SQL Server Databases - Non Accredited-3 Days	71	61	3	31
Designing a Data Solution with MS SQL Server Training Course - Non Accredited-3 Days	71	61	3	31
DEVELOPING MICROSOFT SQL SERVER DATABASES (COURSE #20464) Training Course - Non Accredited-3 Days	71	61	3	31
Getting Started with Microsoft SQL Server - Non Accredited-3 Days	71	61	3	31
Implementing a Data Warehouse with MS SQL Server Training Course - Non Accredited-3 Days	71	61	3	31
MCSA: SQL Server Training Course - Non Accredited-3 Days	71	61	3	31
Microsoft SQL Server Reporting Services - Non Accredited-2 Days	72	62	4	32
Microsoft SQL Server Training Course - Non Accredited-3 Days	71	61	3	31
Querying MS SQL Server Training Course - Non Accredited-3 Days	71	61	3	31

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## MS SHAREPOINT COURSES:

Tap into the power of effective collaboration with our MS SharePoint Courses, your gateway to mastering the collaborative power of Microsoft SharePoint. In today's dynamic business environment, effective collaboration and document management are essential for organizational success. Our courses are thoughtfully designed to empower individuals with the skills and insights needed to leverage the full potential of Microsoft SharePoint.

Key highlights of our MS SharePoint Courses include:

1

**Site Creation and Customization:** Learn how to create and customize SharePoint sites tailored to your team or project needs.

2

**Document Management:** Explore efficient document storage, version control, and collaboration features for streamlined workflows.

3

**Workflow Automation:** Understand how to automate business processes and workflows to enhance productivity.

4

**Permissions and Security:** Master the art of setting permissions and ensuring secure access to information within SharePoint.

5

**Integration with Microsoft 365:** Discover how SharePoint integrates with other Microsoft 365 applications for enhanced collaboration.

6

**Customization with Apps and Web Parts:** Customization possibilities with apps and web parts to enhance your SharePoint sites.

7

**Social Collaboration:** Explore features for social collaboration, discussion boards, and news feeds to facilitate team communication.

8

**Search and Content Discovery:** Learn how to optimize search functionality for efficient content discovery within SharePoint.

Our MS SharePoint Courses go beyond theory, offering hands-on experiences and practical applications. Whether you are an IT professional, project manager, or anyone aiming to enhance collaboration within your organization, our courses provide valuable insights and actionable skills.

MS SharePoint Courses can help you to unleash the potential to create, collaborate, and innovate within your team or organization.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>MS SHAREPOINT</b>				
Configuring and Administering Microsoft Sharepoint (MS Course no. 10174B and support for exam no. 70-667) - Non Accredited-3 Days	71	61	3	31
Designing a Microsoft Sharepoint Infrastructure (MS Course no. 10231B and support for exam no. 70-668) - Non Accredited-3 Days	71	61	3	31
Microsoft Sharepoint End User Level 1 (MS Course no. 50575A) - Non Accredited-3 Days	71	61	3	31
Microsoft Sharepoint End User Level 2 (MS Course no. 50469B) - Non Accredited-2 Days	72	62	4	32
Ms Windows SharePoint Designer Training Course - Non Accredited-2 Days	72	62	4	32
SharePoint 365 Essentials - Non Accredited-1 Day	69	58	1	29
SharePoint Designer Essentials - Non Accredited-1 Day	69	58	1	29

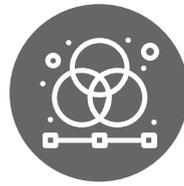
1. Who We Are

2. SKILLS DEVELOPMENT AREAS  
PER CATEGORY

- HR & Labour
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## GRAPHIC DESIGN AND COMPUTER-ASSISTED DESIGN (CAD) COURSES:

Get your graphic design studio up and running with our Graphic Design and Computer-Assisted Design (CAD) Courses, where creativity meets precision in the digital realm. In a visually driven world, mastering the art of graphic design and CAD is essential for professionals across various industries. Our courses are meticulously designed to empower individuals with the skills and tools needed to bring their creative visions to life and design with precision.

Key features of our Graphic Design and CAD Courses include:

1

**Graphic Design Fundamentals:** Delve into the principles of graphic design, including layout, colour theory, typography, and composition.

2

**Industry-Standard Software:** Learn to navigate and utilize leading graphic design software such as Adobe Creative Cloud (Photoshop, Illustrator, InDesign) for projects.

3

**Vector Graphics and Illustration:** Explore the world of vector graphics, mastering the creation of scalable and high-quality illustrations.

4

**CAD Software Proficiency:** Gain hands-on experience with Computer-Aided Design software, developing skills in 2D and 3D design, drafting, and modeling.

5

**Digital Imaging and Photo Editing:** Enhance your understanding of digital imaging techniques and photo editing for impactful visual storytelling.

6

**User Interface (UI) and User Experience (UX) Design:** Learn the essentials of designing user-friendly interfaces and optimizing user experiences.

7

**Print and Digital Media:** Understand the nuances of designing for both print and digital platforms, adapting your skills to diverse media.

8

**Project-Based Learning:** Engage in practical, project-based learning experiences to apply your skills in real-world scenarios.

Whether you're a budding graphic designer, architect, engineer, or anyone passionate about visual communication, our Graphic Design and CAD Courses provide valuable insights and hands-on expertise.

Make a lasting visual impact with our Graphic Design and CAD Courses and discover how you can shape the digital and visual landscapes of tomorrow.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>GRAPHIC DESIGN / COMPUTER ASSISTED DESIGN</b>				
Adobe Acrobat Pro X for Beginners - Non Accredited-1 Day	69	58	1	29
Adobe Illustrator for Beginners - Non Accredited-2 Days	73	60	5	33
Adobe InDesign for Beginners - Non Accredited-2 Days	73	60	5	33
Adobe Photoshop for Beginners - Non Accredited-2 Days	73	60	5	33
Adobe Photoshop for Intermediate & Advanced Users - Non Accredited-2 Days	73	60	5	33
AutoCAD 3D Drawing & Modeling - Non Accredited-3 Days	71	61	3	31
"AutoCAD Electrical Essentials Training Course - Non Accredited-3 Days"	71	61	3	31
AutoCAD Revit Architecture Essentials Training Course - Non Accredited-3 Days	71	61	3	31
Autodesk Inventor Essentials - Non Accredited-3 Days	71	61	3	31
Autodesk Revit Architecture Essential Training Course - Non Accredited-3 Days	71	61	3	31
Autodesk Revit MEP Essentials - Non Accredited-3 Days	71	61	3	31
Autodesk Revit Structure Essentials - Non Accredited-3 Days	71	61	3	31
Autodesk Vault Essentials Training Course - Non Accredited-3 Days	71	61	3	31
CorelDRAW for Beginners - Non Accredited-2 Days	73	60	5	33
Graphic Design Fundamentals - Non Accredited-2 Days	73	60	5	33
Introduction to Technical Drawing - Non Accredited-2 Days	34	6	NA	NA
Managing a Drawing Office - Non Accredited-2 Days	72	62	4	32
MicroStation Fundamentals - Non Accredited-3 Days	71	61	3	31

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## OUR PROGRAMMING COURSES:

Master popular coding languages with our Programming Courses, where the world of coding and problem-solving unfolds. In an era driven by technology, programming skills are fundamental for individuals across diverse fields. Our courses are meticulously crafted to empower beginners and experienced learners alike with the knowledge and practical skills needed to thrive in the dynamic landscape of programming.

Key highlights of our Programming Courses include:

1

**Programming Fundamentals:** Delve into the core concepts of programming, including variables, loops, conditionals, and functions.

2

**Language Proficiency:** Master popular programming languages such as Python, JavaScript, Java, or C++, depending on your course selection.

3

**Algorithmic Thinking:** Develop problem-solving skills and learn to design efficient algorithms for various computational tasks.

4

**Web Development:** Explore the essentials of building dynamic and interactive websites, covering both front-end and back-end development.

5

**Database Integration:** Understand the principles of database design and integration to create robust and scalable applications.

6

**Version Control:** Learn to use version control systems like Git to collaborate on projects and track code changes effectively.

7

**Mobile App Development:** Gain insights into creating mobile applications for iOS or Android platforms, depending on your course focus.

8

**Hands-on Projects:** Engage in practical, hands-on projects that allow you to apply your programming skills to real-world scenarios.

Whether you're an aspiring software developer, a data analyst, or someone simply curious about the world of coding, our Programming Courses offer a structured and accessible path to building valuable technical skills.

Code is a powerful tool for innovation and problem-solving. Our Programming Courses will help you to discover how you can shape the digital future with the language of technology.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue •Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & •Boti Provides Laptop
<b>PROGRAMMING</b>				
Programming in C# (MS Course no. 20483A ) - Non Accredited-3 Days	71	61	3	31
Programming in HTML5 with JavaScript and CSS3 (MS Course no. 20480A) - Non Accredited-3 Days	71	61	3	31
Python Programming Training - Non Accredited-5 Days	78	63	18	42
Software Development Fundamental : Training for MTA Exam 98-36I Training Course - Non Accredited-3 Days	71	61	3	31

**I would like to thank and express my sincere appreciation to you for the excellent Executive Secretarial Course which was conducted last week at the Embassy of the United Arab Emirates.**

**We believe that the Secretaries which attended the course will be able to use the information and tips given to them, to the best of their knowledge. The facilitator delivered outstanding work and we want to congratulate BOTI for the High Level of Trainers that are appointed by the organization.**

-Embassy of the United Arab Emirates

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## LEARNERSHIP QUALIFICATIONS

### Why Should Learnerships Be Considered?

Overview of what Learnerships entail

Essentially, Learnerships encompass two main elements of study:

- Training involving theory aspects of the Learnership
- Relevant practical work experience

A Learnership is conducted over a specified time period which is usually 12 months. There is a requirement for an agreement to be put in place between all parties to the Learnership which is referred to as a four-party agreement and is drawn up between the learner, the learner's employer, the training services provider and the SETA. Once a learner has successfully completed the Learnership and deemed to be competent, they will be awarded with a National Qualification. If a learner has reached competence in part of a National Qualification then those credits towards the National Qualification will be awarded to the learner.

1

#### Benefits

ROI and Tax

2

#### Optimized

Productivity

3

#### Customer

Excellence

## Full Training Learnership

A Full Training Learnership is pursued when the learner receives the full extent of the training required to complete the National Qualification and where the learner possesses little if any work experience or former training relevant to the National Qualification in question.

## Recognition of Prior Learning (RPL)

The approach to a Recognition of Prior Learning (RPL) Learnership is carried out on the assumption that learning is in place based on former training and/or previous work experience. The RPL Learnership is suitable for learners who are working in a certain capacity yet, do not possess a qualification in the required field. In the case where a learner has a certain degree of work experience and has already received training in various appropriate short courses the learner will not be required to undergo the full extent of the theoretical training component of the Learnership. In this case a blended approach is applied using a combination of recognition of prior learning and the appropriate theoretical training in order to obtain the qualification.

## Funded VS Unfunded Learnerships

### Funded Learnerships

With funded Learnerships, a learner's employer will submit an application for bursary funding to the relevant SETA which funds will be allocated towards a full learnership qualification. However, in this case there are two types of bursaries that can be applied for:

### Unemployed Learnership

For unemployed learnerships the employer would employ new staff on a temporary, permanent or contract basis. In this regard the SETA will award funds which go towards supplementing the learner's salary during the period of the Learnership and covering the training costs of the learner to complete the qualification.

### Employed Learnership

An employed learnership is appropriate when an employer needs existing staff members to obtain a formal qualification. The funds awarded by the SETA are therefore used towards Unfunded Learnerships.

## CASE STUDY OF 100 EMPLOYEES TAKING A LEARNERSHIP

Using the example below, a R1 120k tax saving can be achieved. This tax saving is illustrated by calculating the taxable amount of income of a company with and without the tax deduction of the Learnership. Therefore, the difference between the two taxable amounts represents the company's actual tax saving. To illustrate this calculation, let's assume that a company has a R30 million revenue, and its total expenses amount to R10 million.

**Without Learnerships: Revenue R30,000k minus R10,000k Expenses = R20,000k Taxable Profits**

**Thus Tax Payable: R20,000k x 28% = R5,600k**

**With Learnerships: Assuming a full allowance of R40,000 per employee, the total annual learnership allowance will be R4,000K.**

**Thus, the tax payable will be calculated as follows:**

**Revenue R30,000K minus Expenses R10,000k = Profit R20,000k minus R4,000K Learnership Rebate = R16,000 Taxable Profits Tax Payable: R16,000k x 28% = R4,480k**

The above does not take into account the further completion allowance. The tax saving needs to be set off against the training expenses if the Learnerships are not funded by a SETA.

Tax Saving: When running 100 Learnerships, the tax saving above is: R5,600k – R4,480k = R1,120k.

Disclaimer: This information is intended for general guidance purposes only. Please consult with a qualified tax practitioner or financial advisor to assess your specific situation and obtain professional tax advice tailored to your needs.

1. Who We Are

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**Learnership Tax Implications**

When employees undertake a Learnership, an employer may qualify for a tax allowance based on the amount determined by SARS, which is deducted from the company's amounts owing to SARS if the company is in a tax-paying position. The employer qualifies for this tax rebate regardless of whether the Learnership was funded by the relevant SETA.

**Learnerships for Existing Employees**

The employer is entitled to apply for a tax rebate when an existing employee undertakes a Learnership as follows:

- At the commencement of the Learnership, an allowance of R40,000 may be applied for.
- Upon completion of the Learnership, an allowance of R40,000 may be applied for.

Hence, the total amount claimed is calculated as follows:  $R80,000 \times 28\%$  (28% being the normal tax rate) = R22,400, which is deducted from the company's amount owing to SARS per person completing the Learnership. Competence in the said Learnership does not need to be achieved to qualify for this rebate.

**Please note:**

These allowances are increased to R60,000 for learners with disabilities. In the case of Learnerships that are less than 12 months, a pro rata portion of the allowance will be awarded irrespective of the reason for the Learnership not being completed during the 12-month period.

Should an employee leave the company prior to completing the Learnership, the company is no longer required to reverse the amount of the allowance claimed upon the commencement of the Learnership.

It should be noted that companies who do not obtain funds for Learnerships from one of the SETAs may nevertheless put employees on an unfunded Learnership program even though they will need to pay for the training through a training services provider. Such funds are offset by the tax rebate.



## Learnership Benefits

Some of the benefits of a Learnership are highlighted as follows:

1

A Learnership affords the opportunity for employees to obtain a national qualification while they are working which they may not have been able to do.

2

Affords the opportunity for learners to do it in their own time or at their own expense.

3

When employees are given recognition for their experience and the opportunity to upskill this results in increased levels of morale and job satisfaction.

4

Studies reveal that the employee attrition rate is reduced when employees are given the opportunity to complete a Learnership.

5

Employee morale is boosted when the company is prepared to invest in their training and development.

6

Completing a Learnership provides a solid platform from which individuals can further develop themselves.

7

Learnership training enables the employer to achieve points on their BBBEE Scorecard which is the best way to obtain maximum points in terms of skills development.

8

Significant savings and tax rebates can be achieved.

9

Tax rebates can be used to offset any additional training costs and can also be put towards the annual training budget allocation.

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## FULL QUALIFICATIONS AND LEARNERSHIPS:

SETA, or Sector Education and Training Authority, is a South African initiative aimed at promoting skills development and education within specific economic sectors. SETAs work to address the skills needs of employers and workers, ultimately contributing to economic growth and employment.

While we can provide a general overview, it's important to note that specific SETA qualifications and learnerships may vary depending on the sector. Here's a brief overview of the SETA qualifications and learnerships process:

### 1. Identification of Skills Needs:

- SETAs identify skills needs within specific economic sectors through research and collaboration with industry stakeholders.

### 2. Development of Qualifications:

- SETAs work with industry experts and educational institutions to develop qualifications that meet the skills requirements of the sector.

### 3. Learnerships:

- Learnerships are structured training programs that combine theory and workplace experience. They provide individuals with practical skills and formal qualifications.
- Learnerships are typically funded by SETAs, and participants (learners) receive stipends or salaries during the program.

### 4. Workplace Experience:

- Learnerships include practical, on-the-job training, allowing participants to apply the knowledge gained in a real-world setting.

### 5. Formal Qualifications:

- Successful completion of a learnership results in a formal qualification, recognized by the relevant SETA. These qualifications align with the National Qualifications Framework (NQF).

### 6. Assessment and Certification:

- Learners are assessed through a combination of theoretical exams and practical assessments. Upon successful completion, they receive a certificate or qualification.

### 7. Ongoing Skills Development:

- SETAs continue to monitor skills needs within their sectors and adapt qualifications and learnerships accordingly to ensure relevance and effectiveness.

### The sectors covered by SETAs that BOTI include:

- SETA for Education, Training and Development Practices (ETDP)
- SETA for Finance, Accounting, Management Consulting, and other Financial Services (FASSET)
- SETA for Information Technology (MICT SETA)
- SETA for Wholesale and Retail (W&R SETA)

For detailed and up-to-date information on specific SETA qualifications and learnerships, it's recommended to visit the official website of the relevant SETA or consult with accredited training providers in South Africa.

COURSE	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & Client Provides Laptop (if applicable)	ANNEXURE A: PRICING LINE NUMBER •Client Provides Venue & Boti Provides Laptop	ANNEXURE A: PRICING LINE NUMBER •Boti Provides Venue & Boti Provides Laptop
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## FULL QUALIFICATIONS

Business Admin - NQF 2:National Certificate: Business Administration Services (SAQA ID 23833; NQF Level 02; Credits: 120) - Full Qualification - Accredited-24 days over 1 year	52	23	NA	NA
Business Admin - NQF 3: National Certificate: Business Administration Services (SAQA ID 67465; NQF Level 03; Credits: 120) - Full Qualification - Accredited-24 days over 1 year	52	23	NA	NA
Business Admin - NQF 4: Further Education and Training Certificate: Business Administration Services (SAQA ID 61595; NQF Level 04; Credits: 140) - Full Qualification - Accredited-26 days over 1 year	53	24	NA	NA
Further Education and Training Certificate: Generic Management (SAQA ID 57712; NQF Level 04; Credits: 150) - Full Qualification - Accredited-30 days over 1 year	51	22	NA	NA
Further Education and Training Certificate: Project Management (SAQA ID 50080; NQF Level 04; Credits: 136)- Full Qualification - Accredited-24 days over 1 year	52	23	NA	NA
General Education and Training Certificate: Business Practice (SAQA ID 61755; NQF Level 01; Credits: 121)- Full Qualification - Accredited-24 days over 1 year	52	23	NA	NA
National Certificate: Generic Management (SAQA ID: 59201, NQF Level 05; Credits: 162) - Full Qualification - Accredited-30 days over 1 year	51	22	NA	NA
National Certificate: Info.Tech: End User Computing (SAQA I.D. 61591; NQF 03; Cred: 130)- Full Qualification - Accredited-24 days over 1 year	79	68	25	54
National Certificate: Management (SAQA ID 83946; NQF Level 03; Credits: 120) - Full Qualification - Accredited-24 days over 1 year	52	23	NA	NA
National Certificate: Occupationally Directed Education Training and Development Practices (SAQA ID 50334; NQF Level 05; Credits: 120) - Full Qualification - Accredited-30 days over 1 year	51	22	NA	NA
New Venture Creation NQF2: Further Education and Training Certificate: New Venture Creation (SAQA ID 66249; NQF Level 04; Credits: 149)- Full Qualification - Accredited-30 days over 1 year	51	22	NA	NA
New Venture Creation NQF2: National Certificate: New Venture Creation (SMME) (SAQA ID 49648; NQF Level 02; Credits: 138)- Full Qualification - Accredited-26 days over 1 year	53	24	NA	NA

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**It's with great eagerness that I mention the great service I have received from BOTI training center.**

**Their work ethics are tremendous and professional at all times, it's easy to call to ask questions and be sure to get the answers immediately without any delay.**

**I have been working closely with a lady called Leanette and she has made it easy for me to just pick up my phone and call her with regards to any queries I have at any given time.**

- Dipalopalo FM Solutions

## E-LEARNING AT YOUR FINGERTIPS

E-learning is a cost-effective choice for you and your staff's Skills Development goals. With BOTI's E-learning platform, you can conveniently and economically train all your staff and track their performance.

E-learning is an effective alternative to classroom-based education and can be used as a stand-alone option or part of a blended approach to training.



### LEARNING MANAGEMENT SYSTEM (LMS)

- Access to over 120 Soft Skills and Computer related Training Courses
- User-friendly (**alternative**) to classroom-based training
- Allows you to load Industry & Company Specific Content or Legal & Compliance Training
- Use as powerful content refresher medium
- Convenient and Cost-Effective
- Engaging and Interactive
- Includes case studies and assessments

### OUR REPOSITORY OF 150 COURSES IS CATEGORIZED INTO THE FOLLOWING FOCUS AREAS

- Career Development (20 courses)
- Administrative Skills (30 courses)
- Human Resources (24 courses)
- Personal Development (24 courses)
- Sales and Marketing (25 courses)
- Supervisors and Managers (17 courses)
- Workplace Essentials (21 courses)
- Microsoft Office Beginners to Advanced (9 courses)

## PACKAGES

**R1 999 PER MONTH**

10 Courses Per Company  
10 Staff Members

**R3 999 PER MONTH**

10 Courses Per Company  
11 – 20 Staff Members

**R5 999 PER MONTH**

50 Courses Per Company  
60 – 100 Staff Members

**ORGANIZATIONAL WIDE ACCESS TO ALL 150 COURSES**

Contact us directly for quotes and bulk discounts

## BOTI TRAINING CATALOGUE 2024

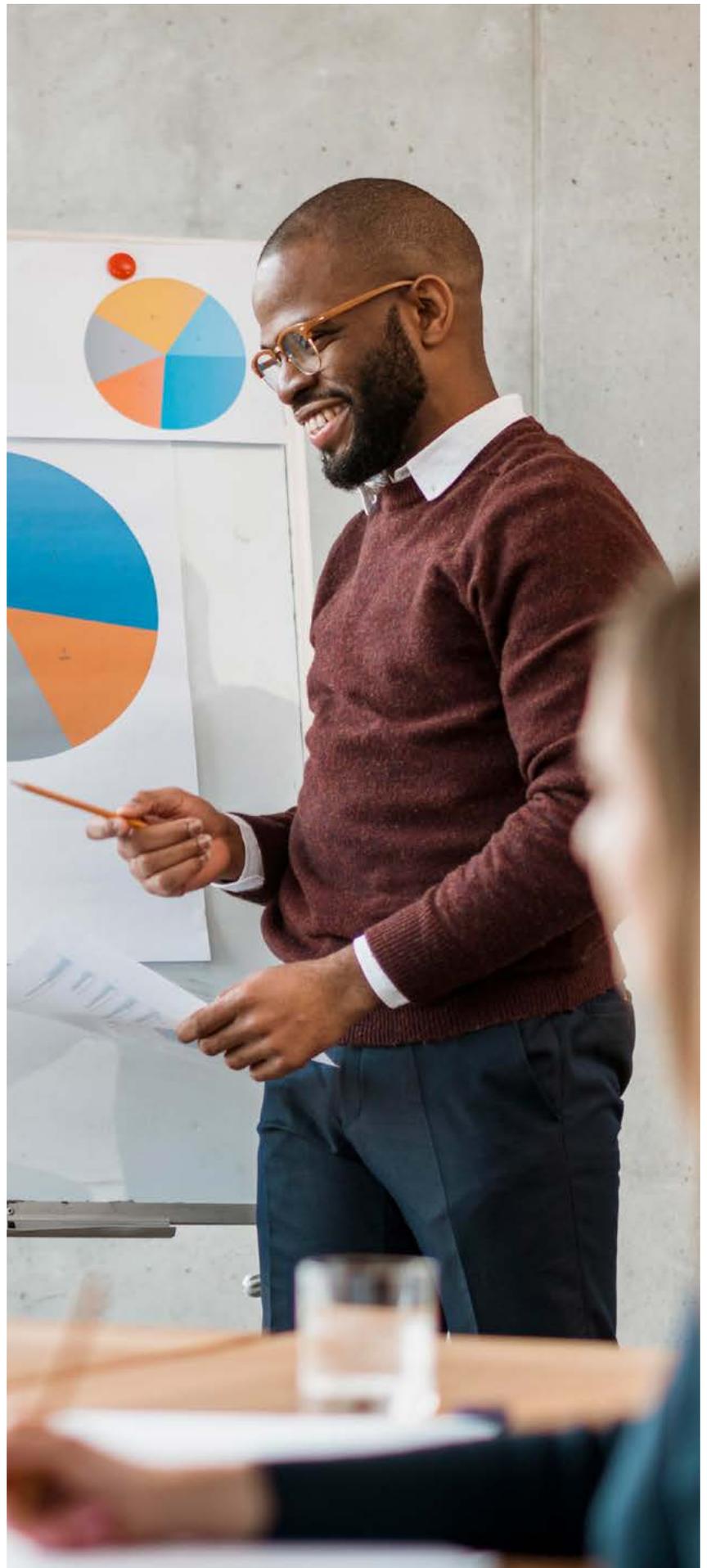
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1	5 471	8 520	12 768	16 398	19 967	22 287	25 522	26 591	29 304	32 561
2	14 572	23 974	35 924	46 020	55 934	62 100	71 009	73 422	80 770	89 745
3	20 373	29 788	43 923	54 508	64 635	72 905	80 420	83 835	92 353	102 614
4	14 119	20 652	30 472	37 926	45 074	50 984	56 391	59 065	65 140	72 378
5	10 022	16 247	24 346	31 209	37 951	42 194	48 265	50 006	55 037	61 153
6	9 373	14 858	22 263	28 431	34 478	38 027	43 404	44 451	48 787	54 208
7	26 628	38 923	57 373	71 090	84 196	94 826	104 449	108 605	119 566	132 851
8	32 882	48 059	70 824	87 672	103 757	116 747	128 478	133 376	146 779	163 087
9	7 864	11 517	17 022	21 344	25 513	29 064	32 362	34 294	37 927	42 142
10	17 825	34 707	52 003	55 275	66 972	73 673	84 031	85 727	94 003	104 448
11	13 599	21 890	32 799	41 853	50 725	55 850	63 717	65 089	71 395	79 328
12	5 146	7 826	11 727	15 009	18 231	20 204	23 091	23 813	26 179	29 088
13	7 475	10 683	15 772	19 677	23 430	26 564	29 446	30 961	34 177	37 975
14	13 340	18 985	27 972	34 593	40 908	45 984	50 558	52 398	57 640	64 044
15	41 055	60 393	89 073	110 651	131 315	148 264	163 702	170 941	188 386	209 318
16	19 205	27 287	40 173	49 508	58 385	65 405	71 670	73 835	81 103	90 114
17	22 051	35 955	53 872	68 697	83 220	91 495	104 344	106 365	116 611	129 568
18	23 674	39 427	59 080	75 642	91 900	101 912	116 497	120 254	132 236	146 929
19	156 515	185 601	229 874	262 312	293 225	317 946	340 151	348 689	374 237	415 819
20	25 070	35 590	52 373	64 423	75 862	84 826	92 782	95 272	104 565	116 184
21	30 935	43 892	64 574	79 338	93 340	104 246	113 894	116 708	128 028	142 253
22	74 334	108 544	145 853	171 322	206 712	212 339	237 808	271 035	304 608	338 453
23	60 534	89 086	120 059	141 560	170 997	176 624	198 125	225 832	253 815	282 017
24	65 134	95 572	128 657	151 480	182 902	188 529	211 353	240 900	270 746	300 829
25	69 880	109 087	150 060	181 561	220 998	236 626	268 127	305 834	343 817	382 019
26	18 170	35 995	53 820	71 645	89 470	107 295	125 120	142 945	160 770	178 633
27	29 555	58 420	87 285	116 150	145 015	173 880	202 745	231 610	260 475	289 417
28	58 535	115 690	172 845	230 000	287 155	344 310	401 465	458 620	515 775	573 083
29	6 506	11 858	17 219	21 961	26 643	30 076	34 423	36 604	40 431	44 923
30	17 677	33 987	49 276	62 710	75 961	85 465	97 712	103 463	114 149	126 832
31	23 478	39 801	57 274	71 197	84 662	96 270	107 123	113 876	125 732	139 702
32	16 189	27 328	39 373	49 052	58 426	66 561	74 193	79 092	87 393	97 103
33	12 092	22 923	33 247	42 335	51 302	57 770	66 067	70 034	77 290	85 878
34	11 443	21 534	31 164	39 558	47 830	53 604	61 206	64 478	71 040	78 933
35	30 768	52 275	75 175	93 342	110 899	125 979	140 053	148 660	164 071	182 301
36	38 057	64 748	93 076	115 487	137 136	155 688	172 983	183 444	202 410	224 900
37	8 899	14 854	21 472	26 907	32 189	36 852	41 263	44 308	49 054	54 504
38	21 965	42 274	61 137	77 528	93 675	104 826	119 635	125 781	138 508	153 898

## BOTI TRAINING CATALOGUE

2024

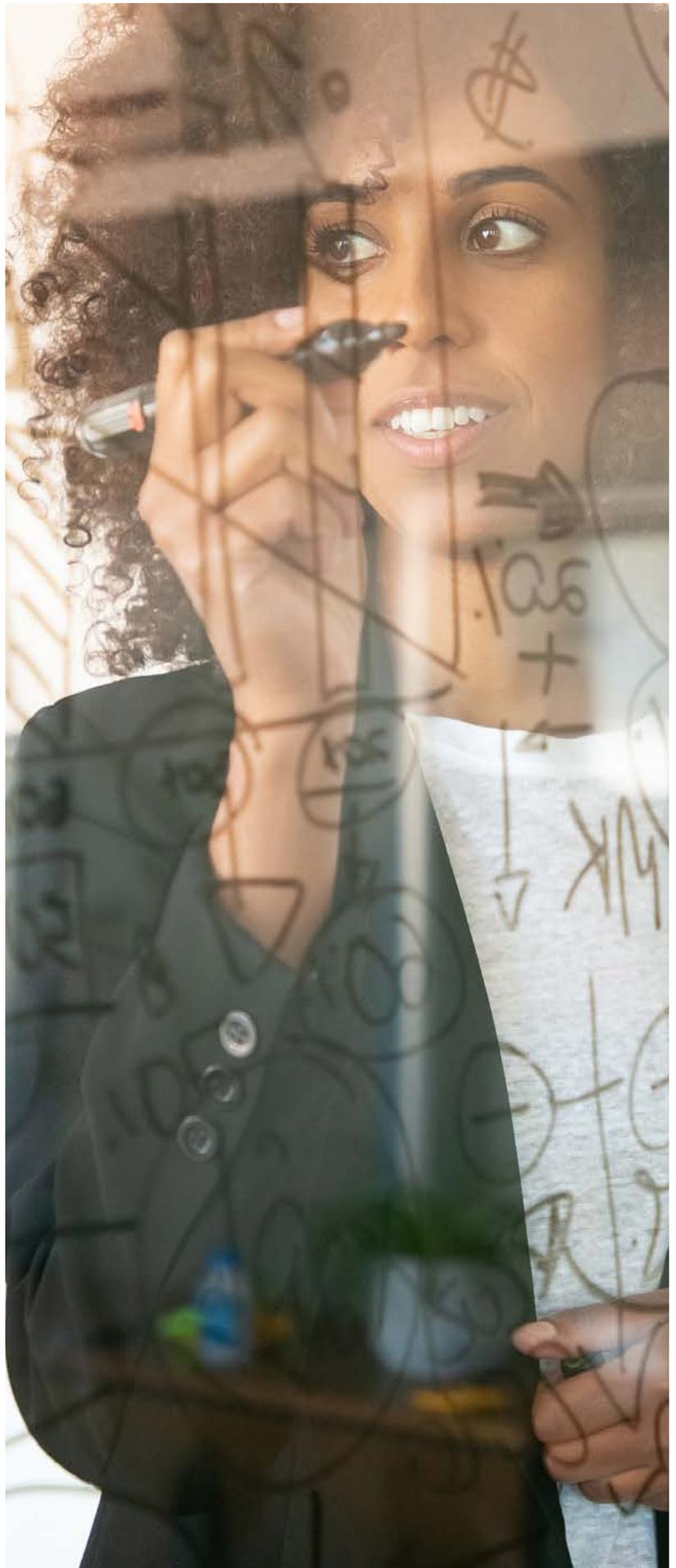
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1	32 680	35 651	34 536	37 192	36 397	38 823	38 263	40 514	40 136	42 248
2	89 309	97 428	93 289	100 465	97 285	103 770	101 297	107 256	105 327	110 871
3	101 945	111 213	107 953	116 257	113 977	121 576	120 019	127 079	126 078	132 713
4	72 329	78 904	77 127	83 060	81 937	87 400	86 759	91 862	91 592	96 412
5	60 995	66 540	63 912	68 828	66 841	71 297	69 780	73 885	72 731	76 559
6	53 356	58 206	54 884	59 106	56 424	60 185	57 974	61 385	59 537	62 670
7	131 561	143 522	138 778	149 453	146 017	155 751	153 279	162 295	160 564	169 014
8	161 178	175 830	169 603	182 650	178 057	189 927	186 539	197 512	195 050	205 315
9	42 712	46 595	46 302	49 864	49 897	53 224	53 499	56 646	57 106	60 111
10	102 346	111 650	104 609	112 656	106 895	114 021	109 203	115 626	111 533	117 403
11	77 851	84 928	79 747	85 881	81 659	87 103	83 589	88 505	85 535	90 037
12	28 860	31 484	30 022	32 331	31 188	33 267	32 360	34 264	33 538	35 303
13	38 129	41 595	40 885	44 030	43 647	46 557	46 415	49 145	49 189	51 778
14	63 162	68 904	66 294	71 393	69 437	74 066	72 592	76 862	75 758	79 745
15	208 388	227 332	221 221	238 238	234 088	249 694	246 989	261 518	259 925	273 605
16	88 195	96 212	91 702	98 756	95 227	101 575	98 768	104 578	102 327	107 713
17	126 841	138 372	129 472	139 431	132 130	140 939	134 817	142 747	137 531	144 770
18	145 939	159 206	152 042	163 738	158 173	168 718	164 331	173 998	170 518	179 493
19	400 520	436 931	416 235	448 253	432 027	460 829	447 897	474 244	463 847	488 260
20	113 228	123 521	117 111	126 119	121 016	129 084	124 945	132 294	128 896	135 680
21	138 261	150 830	142 519	153 482	146 806	156 593	151 121	160 010	155 465	163 648
22	367 612	401 031	383 452	412 948	399 361	425 985	415 339	439 771	431 389	454 094
23	306 469	334 330	321 392	346 115	336 370	358 795	351 404	372 075	366 494	385 783
24	326 850	356 564	342 079	368 393	357 367	381 191	372 716	394 640	388 126	408 553
25	416 472	454 333	451 396	486 118	486 374	518 799	521 408	552 080	556 500	585 789
26	193 315	210 889	225 860	243 234	258 405	275 632	290 950	308 065	323 495	340 521
27	311 995	340 358	363 515	391 478	415 035	442 704	466 555	493 999	518 075	545 342
28	617 665	673 816	719 555	774 905	821 445	876 208	923 335	977 649	1 025 225	1 079 184
29	46 031	50 216	50 112	53 967	54 199	57 812	58 291	61 719	62 388	65 672
30	129 364	141 124	140 019	150 790	150 691	160 737	161 379	170 872	172 085	181 142
31	141 999	154 909	154 683	166 581	167 383	178 542	180 100	190 695	192 835	202 984
32	99 032	108 034	108 281	116 610	117 541	125 377	126 813	134 273	136 097	143 260
33	87 698	95 670	95 066	102 378	102 445	109 274	109 835	116 296	117 236	123 407
34	80 059	87 337	86 038	92 656	92 028	98 163	98 029	103 795	104 042	109 517
35	184 967	201 783	201 085	216 553	217 225	231 706	233 388	247 116	249 574	262 709
36	227 935	248 657	247 487	266 524	267 067	284 871	286 675	303 538	306 312	322 434
37	56 064	61 160	61 879	66 639	67 699	72 213	73 526	77 851	79 358	83 535
38	155 752	169 911	166 916	179 756	178 103	189 976	189 312	200 448	200 543	211 098

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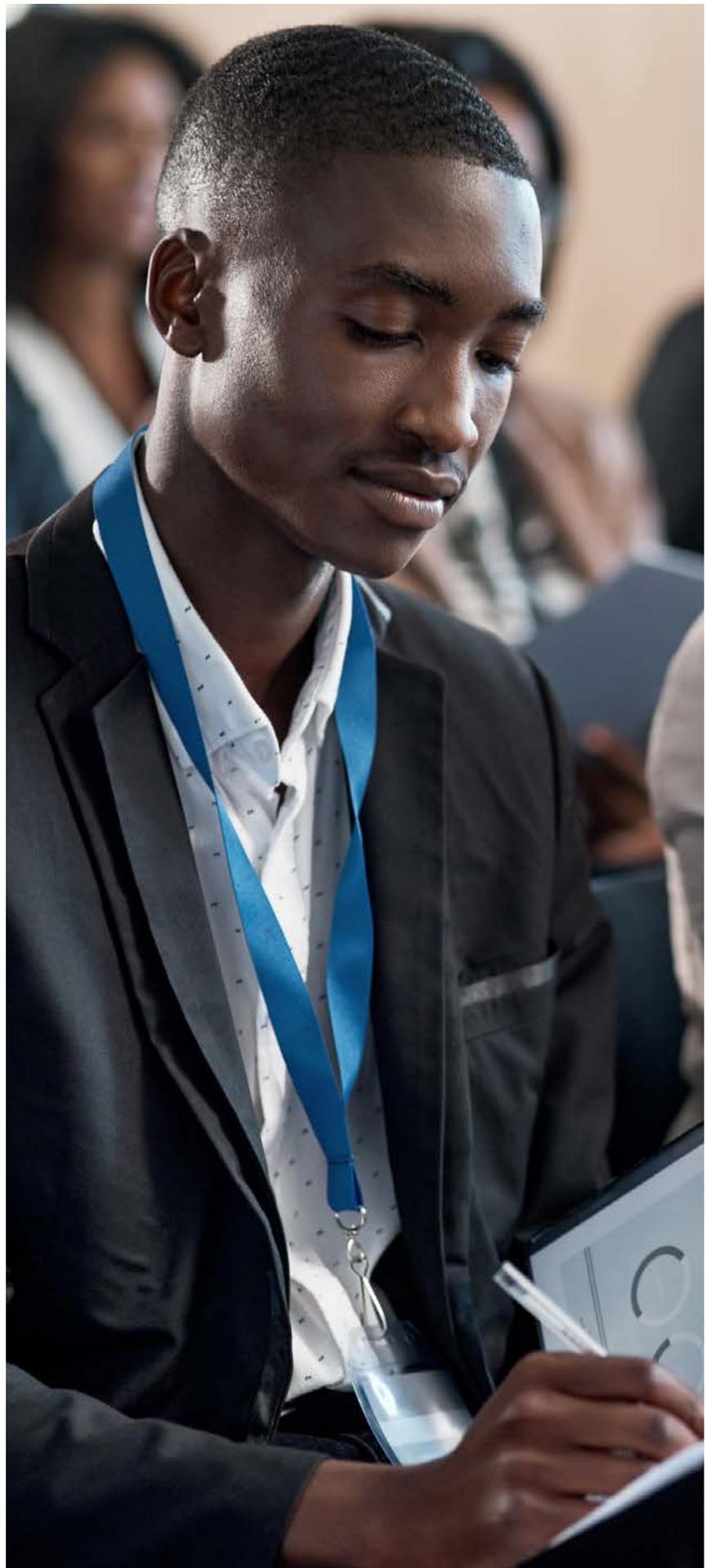
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**ANNEXURE A:**

PRICING LINE ITEM	1 DELE-GATE	2 DELE-GATES	3 DELE-GATES	4 DELE-GATES	5 DELE-GATES	6 DELE-GATES	7 DELE-GATES	8 DELE-GATES	9 DELE-GATES	10 DELE-GATES
39	16 704	31 904	46 151	58 543	70 753	79 215	90 420	95 130	104 774	116 415
40	6 181	11 164	16 177	20 572	24 907	27 992	31 992	33 826	37 306	41 451
41	8 510	14 021	20 222	25 240	30 106	34 352	38 347	40 975	45 304	50 337
42	28 849	56 117	81 333	103 458	125 279	140 854	161 002	170 322	187 868	208 742
44	15 410	25 661	36 873	45 719	54 259	61 561	68 360	72 425	79 892	88 769
45	47 265	80 420	115 776	144 030	171 369	194 994	217 108	231 023	255 144	283 493
46	22 310	37 301	53 524	66 197	78 412	88 770	98 373	103 876	114 481	127 202
47	27 226	52 644	76 124	96 513	116 598	130 437	148 849	156 433	172 242	191 380
48	166 865	218 980	274 379	317 944	359 982	395 830	429 161	448 825	485 499	539 444
49	29 210	48 941	70 175	86 676	102 565	115 979	128 386	135 326	149 070	165 634
50	36 110	60 581	86 826	107 154	126 719	143 188	158 399	166 777	183 659	204 066
51	105 384	208 681	279 368	338 216	406 985	445 991	504 838	571 444	638 395	709 328
52	85 374	169 195	226 871	275 075	331 215	363 545	411 749	466 159	520 845	578 717
53	92 044	182 357	244 370	296 122	356 471	391 027	442 779	501 254	560 028	622 254
54	94 720	189 196	256 872	315 076	381 216	423 547	481 751	546 161	610 847	678 719
55	15 065	29 785	44 505	59 225	73 945	88 665	103 385	118 105	132 825	147 583
56	35 765	70 840	105 915	140 990	176 065	211 140	246 215	281 290	316 365	351 517
57	70 955	140 530	210 105	279 680	349 255	418 830	488 405	557 980	627 555	697 283
58	5 146	7 826	11 727	15 009	18 231	20 204	23 091	23 813	26 179	29 088
59	13 599	21 890	32 799	41 853	50 725	55 850	63 717	65 089	71 395	79 328
60	9 373	14 858	22 263	28 431	34 478	38 027	43 404	44 451	48 787	54 208
61	19 205	27 287	40 173	49 508	58 385	65 405	71 670	73 835	81 103	90 114
62	13 340	18 985	27 972	34 593	40 908	45 984	50 558	52 398	57 640	64 044
63	22 051	35 955	53 872	68 697	83 220	91 495	104 344	106 365	116 611	129 568
64	7 475	10 683	15 772	19 677	23 430	26 564	29 446	30 961	34 177	37 975
65	25 070	35 590	52 373	64 423	75 862	84 826	92 782	95 272	104 565	116 184
66	30 935	43 892	64 574	79 338	93 340	104 246	113 894	116 708	128 028	142 253
67	17 825	34 707	52 003	55 275	66 972	73 673	84 031	85 727	94 003	104 448
68	60 534	89 086	120 059	141 560	170 997	176 624	198 125	225 832	253 815	282 017
69	6 181	11 164	16 177	20 572	24 907	27 992	31 992	33 826	37 306	41 451
70	16 704	31 904	46 151	58 543	70 753	79 215	90 420	95 130	104 774	116 415
71	22 310	37 301	53 524	66 197	78 412	88 770	98 373	103 876	114 481	127 202
72	15 410	25 661	36 873	45 719	54 259	61 561	68 360	72 425	79 892	88 769
73	11 443	21 534	31 164	39 558	47 830	53 604	61 206	64 478	71 040	78 933
74	29 210	48 941	70 175	86 676	102 565	115 979	128 386	135 326	149 070	165 634
75	36 110	60 581	86 826	107 154	126 719	143 188	158 399	166 777	183 659	204 066
76	8 510	14 021	20 222	25 240	30 106	34 352	38 347	40 975	45 304	50 337
77	21 965	42 274	61 137	77 528	93 675	104 826	119 635	125 781	138 508	153 898
78	27 226	52 644	76 124	96 513	116 598	130 437	148 849	156 433	172 242	191 380
79	85 374	169 195	226 871	275 075	331 215	363 545	411 749	466 159	520 845	578 717

## BOTI TRAINING CATALOGUE 2024

### 1. Who We Are

### 2. SKILLS DEVELOPMENT AREAS PER CATEGORY

- HR & Labour
- Compliance
- Employment Equity & BBBEE
- Health and Safety
- Risk
- SCM & Procurement
- Corporate Governance
- Change, Conflict & Diversity Management
- Finance
- Business
- Workplace Essentials
- Admin/Office Support
- Executive Secretary/PA
- Business Writing & Communication Skills
- Customer Service Excellence
- Sales & Marketing
- Leadership (Executive/Middle Manager/Junior/Specialist to Manager/Supervisor)
- Leadership Coaching (1on1)
- Process Improvement and Business Optimization
- ETDP/SDF/Facilitator, Assessor, Moderator
- MS Office
- MS SQL, Power BI
- MS Sharepoint
- Graphic Design
- Programming Courses
- Full Qualifications and Learnerships

### 3. Price List

### 4. Booking Form



## ANNEXURE A:

PRICING LINE ITEM	11 DELEGATES	12 DELEGATES	13 DELEGATES	14 DELEGATES	15 DELEGATES	16 DELEGATES	17 DELEGATES	18 DELEGATES	19 DELEGATES	20 DELEGATES
39	117 905	128 624	126 477	136 206	135 065	144 070	143 670	152 121	152 292	160 308
40	42 212	46 049	45 598	49 106	48 990	52 256	52 388	55 469	55 791	58 727
41	51 480	56 160	56 462	60 805	61 449	65 546	66 442	70 351	71 441	75 201
42	212 696	232 032	229 926	247 612	247 183	263 662	264 468	280 025	281 781	296 612
44	89 865	98 034	97 447	104 943	105 041	112 044	112 646	119 272	120 263	126 593
45	288 497	314 724	314 682	338 888	340 900	363 626	367 152	388 750	393 440	414 147
46	128 249	139 908	138 432	149 081	148 633	158 541	158 850	168 194	169 085	177 984
47	193 599	211 199	207 356	223 306	221 140	235 883	234 953	248 774	248 794	261 888
48	534 035	582 584	572 003	616 003	610 047	650 717	648 170	686 297	686 372	722 496
49	166 634	181 782	179 418	193 219	192 224	205 039	205 054	217 116	217 906	229 375
50	205 018	223 656	220 403	237 357	235 816	251 537	251 257	266 037	266 728	280 766
51	768 157	837 989	850 754	916 197	933 421	995 649	1 016 157	1 075 931	1 098 964	1 156 804
52	626 905	683 897	695 234	748 714	763 618	814 526	832 058	881 002	900 554	947 952
53	673 989	735 261	747 074	804 542	820 219	874 900	893 424	945 979	966 691	1 017 569
54	736 908	803 900	825 238	888 718	913 622	974 530	1 002 062	1 061 007	1 090 560	1 147 957
55	159 160	173 629	185 495	199 764	211 830	225 952	238 165	252 175	264 500	278 421
56	380 305	414 878	444 245	478 418	508 185	542 064	572 125	605 779	636 065	669 542
57	754 285	822 856	881 015	948 785	1 007 745	1 074 928	1 134 475	1 201 209	1 261 205	1 327 584
58	28 860	31 484	30 022	32 331	31 188	33 267	32 360	34 264	33 538	35 303
59	77 851	84 928	79 747	85 881	81 659	87 103	83 589	88 505	85 535	90 037
60	53 356	58 206	54 884	59 106	56 424	60 185	57 974	61 385	59 537	62 670
61	88 195	96 212	91 702	98 756	95 227	101 575	98 768	104 578	102 327	107 713
62	63 162	68 904	66 294	71 393	69 437	74 066	72 592	76 862	75 758	79 745
63	126 841	138 372	129 472	139 431	132 130	140 939	134 817	142 747	137 531	144 770
64	38 129	41 595	40 885	44 030	43 647	46 557	46 415	49 145	49 189	51 778
65	113 228	123 521	117 111	126 119	121 016	129 084	124 945	132 294	128 896	135 680
66	138 261	150 830	142 519	153 482	146 806	156 593	151 121	160 010	155 465	163 648
67	102 346	111 650	104 609	112 656	106 895	114 021	109 203	115 626	111 533	117 403
68	306 469	334 330	321 392	346 115	336 370	358 795	351 404	372 075	366 494	385 783
69	42 212	46 049	45 598	49 106	48 990	52 256	52 388	55 469	55 791	58 727
70	117 905	128 624	126 477	136 206	135 065	144 070	143 670	152 121	152 292	160 308
71	128 249	139 908	138 432	149 081	148 633	158 541	158 850	168 194	169 085	177 984
72	89 865	98 034	97 447	104 943	105 041	112 044	112 646	119 272	120 263	126 593
73	80 059	87 337	86 038	92 656	92 028	98 163	98 029	103 795	104 042	109 517
74	166 634	181 782	179 418	193 219	192 224	205 039	205 054	217 116	217 906	229 375
75	205 018	223 656	220 403	237 357	235 816	251 537	251 257	266 037	266 728	280 766
76	51 480	56 160	56 462	60 805	61 449	65 546	66 442	70 351	71 441	75 201
77	155 752	169 911	166 916	179 756	178 103	189 976	189 312	200 448	200 543	211 098
78	193 599	211 199	207 356	223 306	221 140	235 883	234 953	248 774	248 794	261 888
79	626 905	683 897	695 234	748 714	763 618	814 526	832 058	881 002	900 554	947 952



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  - MS SQL, Power BI
  - MS Sharepoint
  - Graphic Design
  - Programming Courses
  - Full Qualifications and Learnerships
3. Price List  
4. **Booking Form**

**Boti** Business Optimization Training Institute

**Training Booking 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). 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. I wish to proceed with the training as quoted:

Name	
Proposed course date (if known)	
Company	
Fax No.	
Vat No.	
Company	
Tel.	
E-mail	
Food Requirements	
Training Centre	
Authorized Signature	
Name of Authorized Signatory	
Designation	
Date of Signature	

**Click here to fill out and submit your booking form**