



MSHL TRAINING & PROJECTS
Live the life you want

BBBEE Level 1

(Registration: 2018/368067/07)

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Mission

To provide Executive Coaching and Soft Skills Training of exceptional quality through facilitators who are constantly evolving to achieve their highest potential and are empowering others to do the same. The results are not only in increased productivity but also in enhanced personal effectiveness.

Vision

To make MSHL Training and Projects a dynamic, vibrant, valued-based learning organisation comprising of exceptionally skills, motivated and committed professionals who facilitate seamless transformation of our participants to excellent performers.

MSHL Training and Projects is able to achieve its mission and vision because of the MSHL methodology and the MSHL trainers. Our site is very informative and contains significant amount of information about our organisation and the programs that we run. MSHL hopes that organisations will reach out to us for their Soft Skills training and leadership development needs and allow the efficacy of the program to speak for our work.

Values

- Marketing and Networking (getting the name out there).
- Responsiveness (being an on-call, with fast response time).
- Quality (getting the job done right the first time, offering 100% guarantee).
- Relationships (developing loyal repeat customers - retainers).

Business goals & objectives

- **Profit** - To generate sufficient profit to finance future growth and to provide the resources needed to achieve the other objectives of the company and its owners
- **Growth** - To grow the business at a rate that is both challenging and manageable, leading the market with innovation and adaptability.
- **Citizenship** - To be an intellectual and social asset to the community and environment.

About MSHL

MSHL Training & Projects Soft Skills courses enable delegates to increase their knowledge in the vital they have in the organization. Through the guidance of highly experienced facilitators, delegates skills and experience will be taken to a higher level and become more successful after the trainings

The training courses presented by MSHL Skills are focused on developing such skills as becoming more confident in leading presentations, developing more robust office procedures and systems, holding meetings that are more constructive, building stronger working relationships with colleagues and improving delegates interpersonal skills. Build delegates knowledge, deepen delegates experience and increase their confidence.

Course Description	Course Dates	Durations	Amount/ Prices	Provinces
Organizing and Behavioral Skills for Administrative Professionals / Executive Secretaries/PA	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R7800	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Leadership for Administrative Professionals	12, 13 & 14 Feb 2020 18, 19 & 20 March 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Office Management & Effective Administration Skills	12, 13 & 14 Feb 2020 18, 19 & 20 March 2020 22, 23 & 24 April 2020	3 Days	R7600	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Presentation Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8400	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Office Management Professional (Office Management and Effective Administration Skills)	13 & 14 Feb 2020 19 & 20 March 2020 23 & 24 April 2020	2 days	R9000	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Communication and Planning Skills for Administrative Professionals	13 & 14 Feb 2020 19 & 20 March 2020 23 & 24 April 2020	2 days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
SharePoint Implementation Best Practices From Design to integration	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
The Office Professional and Records Management Masterclass	13 & 14 Feb 2020 19 & 20 March 2020 23 & 24 April 2020	2 days	R 7900	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE

Effective Records Management Training	13 & 14 Feb 2020 19 & 20 March 2020 23 & 24 April 2020	2 days	R4 800	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Asset Management Training	13 & 14 Feb 2020 19 & 20 March 2020 23 & 24 April 2020	2 days	R4 800	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Disposal Management Training	13 & 14 Feb 2020 19 & 20 March 2020 23 & 24 April 2020	2 days	R4 800	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Finance & Accounting for Office Administrators & Secretaries	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R9100	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Office Management & Effective Administration Skills	13 & 14 Feb 2020 19 & 20 March 2020 23 & 24 April 2020	2 days	R7800	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Masterclass for Executive Secretaries and PA's	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R 8900	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Managing People & Strategy	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Team Work & Team Building	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Excellence in Maintenance and Reliability Management	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Engineering Electronic Document Management Systems (EDMS)	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Creativity, Critical Thinking and Problem Solving	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Managing People & Strategy	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG,

	22, 23 & 24 April 2020			EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Portfolio Management and Corporate Finance Principles	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Leadership	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
The Power of Positive Thinking, Psychology and Attitude	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Strategic Thinking and Leadership for Engineers	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Leadership and Management Skills for Supervisors	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
The Practical Leader	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Emotional Intelligence	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
The Effective Strategic Manager	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Designing Solutions to Complex Business Problems	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Managing and Leading Innovation	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Business Data Collection, Analysis and Presentation	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST,

				MPUMALANGA, W CAPE & E CAPE
Working Effectively in Project Teams	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Business Process Optimisation and Modelling	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Creativity, Critical Thinking and Problem Solving	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Leadership, Vision and Organisational Reality	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Management	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Management and Leadership Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
The Power of Positive Thinking, Psychology and Attitude	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Leading & Managing Vendor Relations	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Managing Stress & Work-Life Balance	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Negotiation Skills & Deal Making Strategies	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Strategic Thinking and Leadership for Engineers	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE

Leadership and Management Skills for the 21st Century	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
The Effective Strategic Manager	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Success under Pressure	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Management Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Team Leadership Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Leadership	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE

HRM Skills for Today's Leaders and Professionals	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Human Resource Management	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Payroll Management and Effective Payroll Controls	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Recruitment, Selection and Retention:	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Creating a Highly Competent Motivated Workforce	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE

HRM Skills for Today's Leaders and Professionals	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
The Effective Human Resources Administrator	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Talent Retention Through Remuneration and Training	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Organization and Relationship Systems in the Workplace	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Organizational Structure & Work Ethics Behavior	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
HRM Skills for Today's Leaders and Professionals	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Effective Talent Management	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Recruitment, Psychometric Analysis & Assessment	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Organizational Structure & Work Ethics Behaviour	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Enhancing Job Performance: Skills for Achieving Personal and Organizational	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Payroll Management and Effective Payroll Controls	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Organization and Relationship Systems in the	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG,

Workplace	22, 23 & 24 April 2020			EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Training Material and eLearning Design and Development	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Talent Retention Through Remuneration and Training	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Payroll Management and Effective Payroll Controls	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
The Effective Human Resources Administrator	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Human Resource Management	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Creating a Highly Competent Motivated Workforce	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
HRM Skills for Today's Leaders and Professionals	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Enhancing the Skills of Training Coordinators and Administrators	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Advanced Recruitment, Psychometric Analysis & Assessment	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Finance and Accounting	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Business Data Collection, Analysis and Presentation	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST,

				MPUMALANGA, W CAPE & E CAPE
The Office Professional and Records Management Masterclass	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Business Etiquette & Protocol	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Developing Transformational Leadership	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Digital Business Leadership	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Communication, Negotiation and Presentation Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Project Management Professional	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Management Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Management and Leadership Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Team Leadership Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Operations Management Masterclass	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Business Data Collection, Analysis and Presentation	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE

Developing Transformational Leadership	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Business Etiquette & Protocol	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Emotional Intelligence	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Communication, Negotiation and Presentation Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Management Excellence Masterclass	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Management Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Management and Leadership Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
The Office Professional and Records Management Masterclass	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE
Mastering Team Leadership Skills	12, 13 & 14 Feb 2020 18, 19 & 20 Marc 2020 22, 23 & 24 April 2020	3 Days	R8 999	KZN, FREE STATE, PLK, GAUTENG, EASTERN CAPE, NORTH WEST, MPUMALANGA, W CAPE & E CAPE





BBBEE Level 1 (Registration: 2018/368067/07)

TRAINING/WORKSHOP REGISTRATION FORM

Company Name : _____

Company postal address: _____

Postal code: _____

Tel : _____ Fax: _____

Email : _____

PO Number: _____

Where did you hear about this event? _____

DELEGATES

1. Name of delegates: _____

Title : _____

Position: _____

Mobile : _____

Email : _____

2. Name of delegates: _____

Title : _____

Position: _____

Mobile: _____

Email: _____

3. Name of delegates: _____

Title : _____

Position: _____

Mobile: _____

Email: _____

4. Name of delegates: _____

Title : _____

Position: _____

Mobile: _____

Email: _____

5. Name of delegates: _____

Title : _____

Position: _____

Mobile: _____

Email: _____

PAYMENT TO BE MADE TO THE FOLLOWING BUSINESS ACCOUNT

- Account Holder: MSHL Training and Projects PTY (LTD)
- Account Type: Business Cheque Account **(FNB)**
- Acc No.: 62800654049
- Branch Code: 261-550
- Branch Name: Centurion

To register please complete the form & email to: infor.mshl@gmail.com

Terms & conditions

Delegate cancellation-All delegate cancellations must be received in writing and are subject to the following conditions:

for any cancellation received 20 working days before the start of a training course, MSHL Training and Projects will issue a 100% credit for the value paid to be used up to one year from the date of issue for any future MSHL Training and Projects training course

for any cancellation received less than 20 working days before the date of a training course, the full fee will be payable

and no refunds or credit notes will be given if a registered delegate does not cancel and fails to attend the training course,

this will be treated as a cancellation and no refund or credit note will be given Delegate substitutions are welcome; please

notify us 5 days before the event MSHL Training and Projects substitutions and cancellations

speakers and topics are confirmed at the time of publishing the programme, but MSHL Training and Projects reserves the right to substitute, alter or cancel advertised speakers and or topics in appropriate circumstances (and will give notice to such substitutions or alterations via email prior to the training course ASAP. MSHL Training and Projects cancellation & postponement policy

In the event that MSHL Training and Projects cancels an event, delegates' payments will be refunded. In the event MSHL Training and Projects postpones an event, delegates' payments at the postponement date will be credited towards the rescheduled dates. If the delegate is unable to attend the rescheduled event, the delegate will receive 100% credit representing payment towards a future event. This credit will be available for up to one year from the date of issuance. No refunds will be done on postponed events. MSHL Training and Projects is not responsible for any loss or loss as a results of substitution, alterations or postponement of an event MSHL Training and Projects shall assume no liability whatsoever in the event this training course is rescheduled or postponed due to a fortuitous event, act of God, unforeseen occurrence or any other event that renders performance of this training course impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but not limited to: war, fire, labour strike, extreme weather or other emergency