



IN-HOUSE COURSE LIST

Advanced Problem Solving	Essential Finance	MBA for office Professionals
Asset Management	Event Management	Meetings and Minutes Taking
Business Communication	Finance and Non-Financial Managers	Negotiating to Win
Business Communication and Report Writing	Finance for Non-Financial Managers	Occupational Health and Safety
Business Ethics	Finance for Project Managers	People Management for New Managers
Career & Self Development	High Performance PA or Administrator : Essential Skills	Performance Management
Computer Courses	HR for Office Professionals	Presentation and Communication Skills
Conflict Management	Labour Relations and Labour Law	Presentation Skills: Create and Deliver Dynamic Presentations
Conflict Prevention & Resolution	Life day Spa	Project Management
Corporate Budgeting for Managers	Management Accounting	Project Management
Corporate Governance	Management for New Managers	Project Management for Non-Project Managers
Customer Service	Managers Development Program	Purposeful Communication
Developing Business Plans	Managing Discipline Effectively	Report Writing
Disaster Management & Recovery	Managing Diversity : Appreciating	Risk Management

RAMS TRAINING

TRAINING DEVELOPMENT CONFERENCING

3 Yelanda Street, The Reeds ext 15, Centurion.Gauteng, 012 640 4611/12/13



	and Respecting our Differences	
Disciplinary Process : From Start to End	Managing Employee Learning & Growth	Sales and Marketing
Effective Business Writing	Managing the Media and Media Relations	Six Sigma: The Quest for Error Free Business Performance
Effective Facilitation	Marketing through Social Media	South African & International Taxation
Effective Facilitation	Mastering Broad-Based Black Economic Empowerment	Strategic Management
Effective Job Analysis	Mastering Leadership & Management Skills	Successful Customer Excellence
Effective Office Admin and Record Keeping	Mastering Time Management & Self-Management	Supply Chain Management
Effective Organisational Development	Mastering Time Management & Self-Management Skills	Team effectiveness
Emotional Intelligence	Maximizing Human Capital	Technical Person to Successful Sales Person
Emotional Intelligence : The Key to Personal and Effective Leadership	Time and Stress Management	Telephone & Receptionist Skills
The Alternate Sales Managers	Train-the-Trainer: How to Bring Training to Life	The 3 Day MBA
The Key to Coaching and Mentoring	Understanding and Implementing the Customer Protection Act.	Workplace Stress Management: Achieving Work-Life Balance
The Management MBA		

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Magic Makers: Cleaning and Tea Staff

Warehouse Training