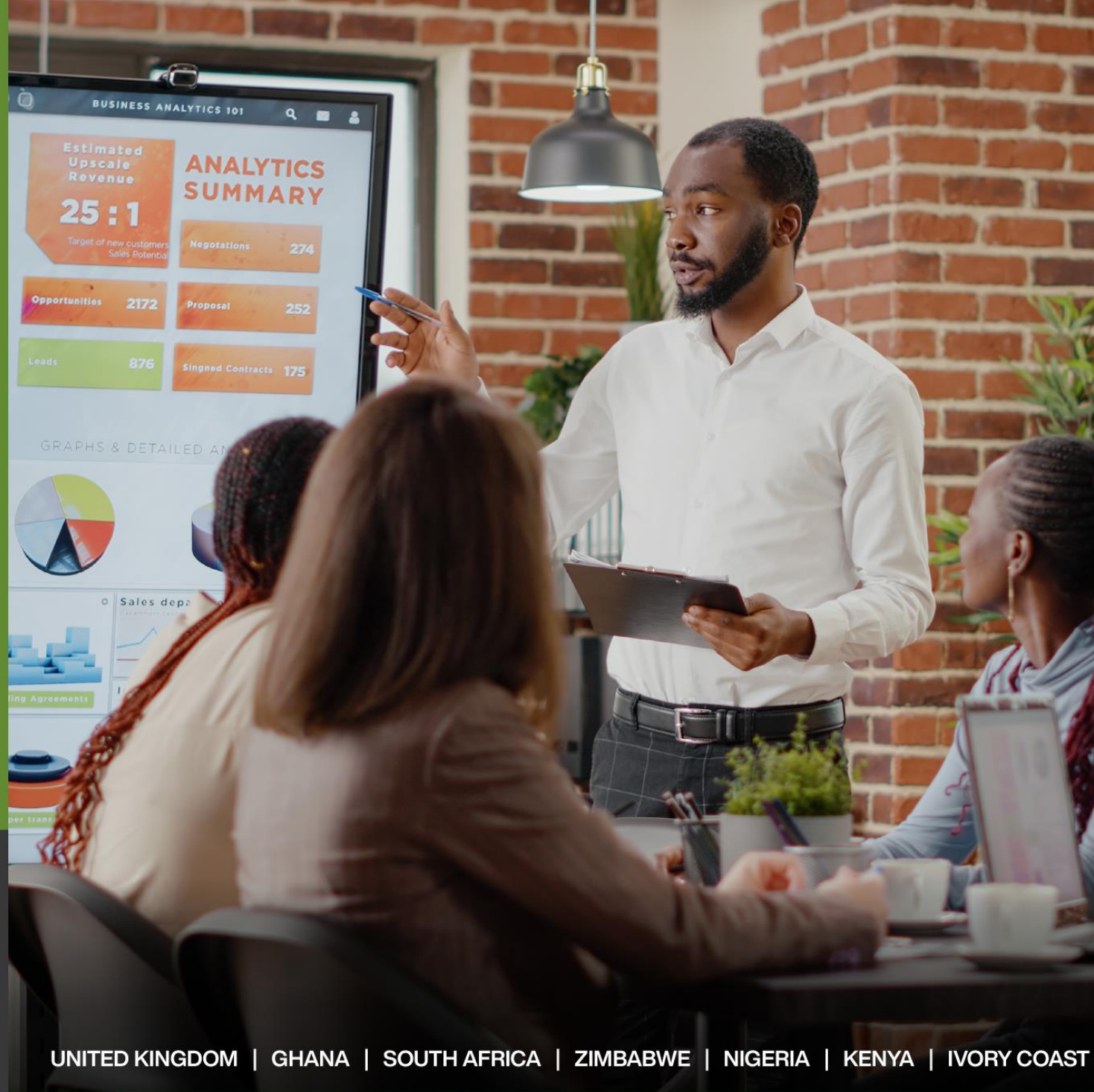


HARLEY REED ● 2025

HARLEY REED
SOUTH AFRICA

SKILLS TRAINING CALENDAR



UNITED KINGDOM | GHANA | SOUTH AFRICA | ZIMBABWE | NIGERIA | KENYA | IVORY COAST

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www.harleyreed.com

LOCAL SKILLS TRAINING WORKSHOPS

These workshops are designed to address local challenges, promote skill development, and contribute to individuals' educational advancement. Focusing on relevance to the regional landscape, the 2025 Local workshops aim to provide valuable learning experiences. All workshops are delivered from our training centre.

WORKSHOP	OVERVIEW <i>Full outlines available in our knowledge services brochure</i>	DURATION	DATE	LOCATION	FEE
Effective Time Management	In this training, participants will learn to develop a clear sense of purpose, structure priorities, deal with negative behaviour patterns, and gain practical strategies, tools, and techniques to develop better time management skills.	1 day	26th February	Johannesburg	\$ 195
Emotional Intelligence	This course is designed to provide employees with a comprehensive understanding of emotional intelligence, and equip them with the skills to recognise, understand and manage emotions – both theirs and others. Participants will learn how to apply these skills in the workplace to improve communication, enhance leadership abilities, and foster a positive work environment, leading to stronger relationships and improved performance.	1 day	30th April	Johannesburg	\$ 195
Effective Procurement	The course is designed to help those who have recently, or are about to, move into a formal procurement role. It will help to build an understanding of the breadth of the procurement function. Exploring procurement terms, basic models and techniques throughout the procurement cycle, the course uses case studies and workshop activities to help participants develop understanding and practice. Individuals will also be encouraged to discuss their own experiences and will leave with a set of templates to use in their day-to-day role.	2 days	25th – 26th June	Johannesburg	\$ 390

Finance & Budgeting for Non-Accountants	Participants will acquire an understanding of the sources of financial information and explore the driving forces behind financial information. They will understand the role of financial reporting, financial statement analysis and develop the skill to analyse and interpret key financial statements, cost control and reduction as well as developing budgets and relating them to the financial statements and management reports.	1 day	27th – 28th August	Johannesburg	\$ 195
The New Manager	This course is designed to help participants make the transition into management and presents essential knowledge required to handle various communication and leadership challenges faced by a new manager. It is ideal for individuals who wish to identify and utilise their unique leadership styles and learn how to understand the attitudes and abilities of their team and employees.	2 days	29th – 30th September	Johannesburg	\$ 390
Languages of Logistics & Transport	The course has been designed to provide a baseline understanding of Logistics and Transport Terms and Expressions. It will also develop participant's understanding logistical information and enhance their ability for successful progression to other CILT International qualifications	3 days	28th – 30th October	Johannesburg	\$ 550
Fundamentals of Sales and Marketing	Participants will have the opportunity to learn skills that will increase their chances of getting messages accepted, understood and acted upon. Participants will discover how to add value to brands and how to set marketing objectives and formulate/implement marketing strategies.	2 days	18th – 19th November	Johannesburg	\$ 390

For corporates interested in in-house training programs, please request our full knowledge services brochure. It includes a wide range of courses spanning procurement, supply chain, marketing, and finance.

* Individuals will receive a CIPS Certificate of Attendance

Events & Training Terms and Conditions

A registration will only be considered as confirmed once full payment is reflected in the Harley Reed bank account.

“Early Bird” discounts will only apply to the period as specified.

Payment

Payment must be made within 30 days from the date of the invoice or if the booking is made less than 30 days before the Course date, payment is required before the Course date. Course fee may be paid in local currency at the prevailing rate.

Please note that we do not accept payment by cash.

In the case of late bookings payment must be made prior to attendance of the Course. If payment is not made prior to the delegate attending the course Harley Reed reserves the right to refuse admission until payment has been made in full.

VAT

Fees quoted are exclusive of VAT, which will be shown separately on the invoice where applicable. A VAT invoice will be sent to cover your payment.

Copyright

All materials provided for Harley Reed Courses including graphics, code, text products, software, audio, music and design are owned by Harley Reed or Harley Reed third party Course providers. No content in whole or in part of the Harley Reed Materials may be copied, reproduced, uploaded, posted, displayed, linked to or used in any way without the prior written permission of Harley Reed. Any such use is strictly prohibited and will constitute an infringement of the copyright and other intellectual property rights of Harley Reed, or in the case of material licensed to Harley Reed, the owner of such materials.

Programme

Although details are correct at time of going to print, Harley Reed reserves the right to make unavoidable changes in the programme. Harley Reed also reserves the right to cancel an event at any time and offer delegates an alternative date, a credit towards another training event or a refund of fees without any liability for resulting or indirect loss.

Joining instructions

Joining instructions including venue details and start times are sent out by email to confirmed delegates at least 7 (seven) days before the event.

Cancellations & Course Change requests

Where a firm booking has been accepted by Harley Reed and is subsequently cancelled, or where a delegate wishes to transfer to a different course and/or date, the customer will be liable for the following charges. All cancellations / change requests must be received in writing.

Number of weeks before course date that the cancellation is made	Charge to Customer
More than 30 working days	No charge
21-30 working days	50% charge
20 working days or less	Full fee
Non-attendance Full fee	Full fee

Where a change is requested, subject to the fees above, the customer can transfer to any course taking place six months from the date from the original course (subject to payment of any difference in course fee where applicable).

International delegates

Harley Reed welcomes delegates from overseas for our physical programmes. Visa acquisition is however the sole responsibility of the individual and where denied a visa having already paid, fees will still be subject to cancellation policy above.

Data protection

Harley Reed International is registered under the provisions of the General Data Protection Regulations (GDPR) and all offices are compliant with these regulations as well as local country data protection laws. Harley Reed keeps any personal data in confidence.

Trademark

Harley Reed and its logo are all trademarks of Harley Reed International.

Individuals and corporates confirm that they understand that by booking onto any course, they agree to be bound by these terms and conditions.