



**HARLEY
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HARLEY REED SOUTH AFRICA

**2026 SKILLS
TRAINING CALENDAR**

UK | GHANA | NIGERIA | KENYA | SOUTH AFRICA | ZIMBABWE | CÔTE D'IVOIRE

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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 2026 local workshops aim to provide valuable learning experiences. All workshops are delivered from our training centre.

WORKSHOP	OVERVIEW	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	27th February	Johannesburg	R 3,500
Inventory Management and Warehousing	This course deals with all aspects of the inventory and warehouse operation. Participants will be introduced to issues of tracking, handling and managing goods and materials that are held in stock. It will also cover advanced stock control methods, demand planning as a tool for reduction of obsolescence and redundancy, methods for dealing with variety and proliferation, health and safety and others.	2 days	29th – 30th April	Johannesburg	R 7,000
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	26th – 27th June	Johannesburg	R 7,000

Excelling in Commercial Negotiations	This course is designed for those who are faced with negotiations. It enables them to analyse approaches to the negotiation of agreements, how to prepare for them and what techniques are available to ensure successful outcomes.	2 days	27th – 28th August	Johannesburg	R 7,000
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	R 7,000
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	2 days	28th – 29th October	Johannesburg	R 7,000
Embedding ESG in Supply Chains: Practical Pathways to Deliver Compliance and Value	This course offers a comprehensive and highly practical journey through the design and implementation of ESG-aligned supply chain programmes. The training equips cross-functional leaders with frameworks, tools and insights using case studies, templates, diagnostic tools and scenario-based exercises; participants will leave prepared to lead their organisation's ESG journey with confidence.	3 days	17th – 19th November	Johannesburg	R 14,000

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.

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

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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.