

Course	Dates	Time
Registry Procedures	11 March	0830 - 1230 hrs
Dealing with Challenging Co-Workers	16 & 18 March	0830 - 1230 hrs
Dynamic Communication	23 – 25 March	0830 - 1230 hrs
Course for Local Councils Executive Secretaries Module 1	7 – 9 April	0830 - 1230 hrs
Personal Guide for Managing Change	12 & 13 April	0830 - 1230 hrs
Foundation Course for Principals	14 – 16 April	0830 - 1230 hrs
Foundation Course for Principals	19 – 21 April	0830 - 1230 hrs
Registry Procedures	22 April	0830 - 1230 hrs