



1. Administrative Skills Courses

Accountability in the Workplace

Administrative Office Procedures

Administrative Support

Archiving and Records Management

Basic Bookkeeping

Business Writing

Collaborative Business Writing

Executive and Personal Assistants

Meeting Management

Organizational Skills

Social Media In The Workplace

Supply Chain Management



2. Career Development Courses

Building Confidence and Assertiveness

Communication Strategies

Creative Problem Solving

Creativity: Thinking Outside the Box

Developing Creativity

Digital Citizenship

Entrepreneurship

Interpersonal Skills

Leadership Development for Women

mLearning Essentials

Negotiation Skills

Personal Branding

Project Management 6th Edition

Telework And Telecommuting

Ten Soft Skills You Need

The Cloud and Business

Time Management

3. Human Resources Courses

Business Succession Planning

Contract Management

Crisis Management

Developing a Lunch and Learn

Diversity, Equity, and Inclusion

Employee Onboarding

Employee Recruitment

Employee Termination Processes

Generation Gaps

Health and Wellness at Work

Hiring Strategies

Human Resource Management

Managing Workplace Harassment

Measuring Results From Training

Millennial Onboarding

Sensitivity Training

Talent Management

Train-The-Trainer

Unconscious Bias

Universal Safety Practices

Workplace Harassment

Workplace Violence

4. Personal Development Courses

Adult Learning - Mental Skills

Adult Learning - Physical Skills

Anger Management

Attention Management

Being A Likeable Boss

Critical Thinking

Developing Emotional Intelligence

Goal Setting and Getting Things Done

Improving Mindfulness

Improving Self-Awareness

Increasing Your Happiness

Job Search Skills

Life Coaching Essentials

Managing Personal Finances

Managing Workplace Anxiety

Personal Productivity

Public Speaking

Social Intelligence

Social Learning

Stress Management

Taking Initiative

Work-Life Balance

5. Sales And Marketing Courses

Body Language Basics

Call Center Training

Coaching Salespeople

Contact Center Training

Creating a Great Webinar

Employee Recognition

Event Planning

High Performance Teams Inside the Company

High Performance Teams Remote Workforce

In Person Sales

Internet Marketing Fundamentals

Marketing Basics

Media And Public Relations

Motivating Your Sales Team

Multi-Level Marketing

Overcoming Sales Objections

Presentation Skills

Proposal Writing

Prospecting and Lead Generation

Sales Fundamentals

Servant Leadership

Social Media Marketing

Call Us on: 082 739 0928

Telephone Etiquette

Top 10 Sales Secrets

Trade Show Staff Training

6. Supervisors And Managers Courses

Budgets And Financial Reports

Coaching And Mentoring

Conducting Annual Employee Reviews

Developing New Managers

Employee Motivation

Facilitation Skills

Knowledge Management

Leadership And Influence

Lean Process And Six Sigma

Manager Management

Middle Manager

Office Politics For Managers

Performance Management

Self-Leadership

Supervising Others

Team Building Through Chemistry

Trust Building and Resilience Development

Virtual Team Building And Management

Call Us on: 082 739 0928

Email Us on: info@learnermanagementsystems.co.za

7. Compliance Training for Employees Courses

The Protection of Personal Information (POPI) Act

Public Finance Management (PFMA) Overview

Prevention and Combating of Corrupt Activities Act Overview

Occupational Health And Safety

Ergonomics

Anti-Money Laundering

FAIS Level 1 Regulatory

FICA

Tip-Off Anonymous- Whistleblowing

Data Protection Regulation

Appreciative Inquiry

Business Acumen

Business Ethics

Business Etiquette

Change Management

Civility In The Workplace

Conflict Resolution

Customer Service

Customer Support

Cyber Security

Delivering Constructive Criticism

Developing Corporate Behavior

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Handling a Difficult Customer

Networking Outside the Company

Networking Within the Company

Office Health and Safety

Respect In The Workplace

Responsibility In the Workplace

Risk Assessment and Management

Safety In The Workplace

Team Building For Managers

Teamwork And Team Building

Workplace Bullying

8. Microsoft Courses

Access 2016 Essentials

Excel 2016 Essentials

Outlook 2016 Essentials

PowerPoint 2016 Essentials

Word 2016 Essentials

Excel 2016 Expert

Word 2016 Expert

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