

NO	Description	Quantity (Graduates)	Unit Rate	Total cost (Exc.VAT)
01	Business communication and writing skills.	12		
02	Time management	12		
03	Labour Relations	12		
04	Diversity in the workplace	12		
05	Basic project management skills	12		
06	Email etiquette	12		
07	Dealing with harassment in the workplace	12		
08	Ethical decision making	12		
09	Accountability and delegation	12		
10	Stress management	12		
11	Situational Leadership	12		
12	Financial literacy	12		
13	Emotional Intelligence	12		
14	Business Management	12		
15	Catering services and drinks during the program <b>(Breakfast, Tea, and lunch) 2024 group</b>	<b>6 Graduates</b>		
16	Catering services and drinks during the program <b>(Breakfast, Tea, and lunch) 2025 group</b>	<b>6 Graduates</b>		
17	Cost of venue around the Sandton area. (22 days yearly)	6		
18	Cost of venue around the Sandton area. (22 days yearly)	6		
19	Disbursement fees <b>(Provide a capped lumpsum cost)</b>			
20	Other (specify)			

<b>Subtotal (Exc.VAT)</b>			<b>R</b>
<b>VAT (@15%)</b>			<b>R</b>
<b>Total (Inc.VAT)</b>			<b>R</b>