

Doing our bit to contain the spread!

BHS CONTINUING ED

COURSES AUGUST - SEPTEMBER 2020

WE'RE STILL ONLINE



TIMES ARE TOUGH FOR ALL OF US. SO, TO GIVE BACK TO YOU WE HAVE SLASHED THE PRICES OF OUR COURSES SO THAT YOU CAN USE THIS TIME TO IMPROVE YOUR SKILLS & THEREFORE YOUR JOB PROSPECTS. CERTIFICATES OF ATTENDANCE WILL BE AWARDED ON REQUEST.

COMPUTER COURSES

MICROSOFT EXCEL - LEARNING THE BASICS

A basic knowledge of Excel is essential in most jobs. You can use Excel to analyse numbers, keep track of data and graphically represent your information. This course will introduce you to Microsoft Excel. You will learn the basics of data entry and formatting, as well as basic functions and formulae. Computer literacy is a pre-requisite for attending this course.

Format: Online via Zoom
Presented by Cedric Goliath
Tues & Thurs 4, 6 & 11 Aug 18:30 - 20:00
Cost: R290

MICROSOFT EXCEL - INTERMEDIATE

In this ongoing course you will learn how to work with the following in Excel:

- Conditional formatting
- Sorting and filtering
- Cell comments
- Freezing columns and rows
- Working with multiple worksheets or workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

Formate: Online via Zoom
Presented by Cedric Goliath
Thurs & Tues 13, 18 & 20 Aug 18:30 - 20:00
Cost: R290



MICROSOFT EXCEL - APPLYING ADVANCED FORMULAE & FUNCTIONS

If you need to be able to work with advanced features of Excel, then you will benefit from this course which will cover the following: ·

Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate; Filtering Data in a list including Advanced filtering and Custom sorting; What-if Analysis: Goal seeking; Scenario Manager; Adding Subtotals to a list; Using Pivot Tables including Pivot chart and Slicers; Recording and using Macros

Format: Online via Zoom
Presented by Cedric Goliath
Tues & Thurs 25, 27 Aug & 1 Sep
18:30 - 20:00 Cost: R290



HOW TO SEARCH THE INTERNET & FIND A JOB

In this session, you will look at the following:

- 13 steps to help you find your next job online
- What not to do when job hunting online
- Top 10 job search sites and platforms

Format: Online via Zoom
Presented by Octavia Chidiyiwa
Tuesday 11 August 18:30 - 20:00
Cost: R180

USING EXCEL TO MANAGE PROJECTS

There are a number of specialised software programmes available for managing projects. However, it is also possible to use the features of programmes such as Microsoft Excel and OpenOffice Calc for the very same purpose. You will use a specifically designed template to construct Gantt Charts and WBS to break down projects into activities and deliverables, and then link that to time management, both during planning and implementation. Furthermore you will use the template to construct a budget, and manage the budget.

Format: Online via Zoom
Presented by Christopher Swart
Tues & Thurs 1 & 3 September
18:30 - 20:00 Cost: R240

FINDING YOUR WAY AROUND WINDOWS 10

Struggling to get to grips with Windows 10? Windows 10 does what it set out to do: Bring the Windows 7-style interface into the tiled universe. It is, in many ways, what Windows 8 should've been. It has all the advancements from Windows 8 - security, stability, power saving, and on and on - with much of the Windows 7 interface fully integrated. This course will cover the differences between Windows 7 and Windows 10 and will take you through a journey of the main features and changes in Windows 10 from an interface change, ease of use, compatibility and security.

Format: Online via Zoom
Presented by Octavia Chidiyiwa
Thursday 20 August 18:30 - 20:00
Cost: R180

FINDING REMOTE & FREELANCE WORK OPPORTUNITIES

The job market is in a bad way all around the world, and we have all been touched by retrenchments and salary cuts. On top of it all, we need to stay at home as much as possible. This is, however, where remote and freelance work comes into its own. Find out where and how to find this type of work and you will have the best of both worlds.

Format: Online via Zoom
Presented by Octavia Chidiyiwa
Thursday 13 August 18:30 - 20:00
Cost: R180

GOOGLE DRIVE

Google Drive is a versatile programme that allows you to create folders and share them with business colleagues, friends and family. Photos can be backed up to a folder shared with family and friends. Documents can be created that more than one person can work on at a time and they can be accessed from any smart device. It even has a voice to text function. Whether at work or play - Google Drive will make your life easier and on top of it all - it's free! Please note - this course is aimed at beginners and you will be required to have a Gmail account.

Format: Online via Google Meet
Presented by Susan Stein
Tuesday 11 August 18:30 - 20:30
Cost: R180

LINKEDIN - GETTING YOUR PROFESSIONAL PROFILE ONLINE

Why have a boring CV when you can have a live resume feed on LinkedIn! LinkedIn is a social media application that allows you to create an online resume, connect with colleagues and network with like-minded individuals worldwide. It is an ideal platform for job seekers, employers, or those looking to expand their business visibility. Learn how to create a LinkedIn profile that will attract employers and invite networking and job opportunities.

Format: Online via Zoom
Presented by Octavia Chidiyiwa
Tuesday 18 August 18:30 - 20:00
Cost: R180

GOOGLE FORMS

Whether you want to create a Covid questionnaire for your staff to fill in on entering the building in the morning, or as a teacher to set, fill in and auto mark tests. With Google Forms you can create and analyse surveys right in your mobile or web browser - no special software required and you get instant results as they come in. It could make your life so much easier.

Format: Online via Google Meet
Presented by Susan Stein
Wednesday 19 August 18:30 - 20:30
Cost: R180

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CEP ONLINE

IN THE COMFORT OF YOUR HOME



GOOGLE CLASSROOM - TEACHING ONLINE

Google Classroom is a free web service that aims to simplify creating, distributing and grading assignments in a paperless way. In this course we will cover the following content:

- Creating and customizing classes
- Adding class details/materials
- Adding students
- Setting up the workflow
- Comment settings
- Creating, submitting and marking assignments
- Making announcements
- Managing and grading assignments
- Giving assignment feedback

Please make sure you have a Gmail account and you remember the password as we will need this to log into Google Classroom.

Format: Online via Google Meet
Presented by Susan Stein
Thursday 6 August 18:30 - 20:30
Cost: R180



WORKPLACE SKILLS

PROJECT MANAGEMENT - PLANNING FOR SUCCESS

The essence of Project Management is the ability to manage the relationship between the tasks/activities/work of a project to be completed on time and within budget. Find out how to do this by looking at the following important criteria:

- The Triple Constraint
- Scope Management
- Time Management
- Cost Management, and finally]
- Variance at Completion.

Certificates of attendance will be issued.

Format: Online via Zoom
Presented by Christopher Swart
Tues & Thurs 4, 6, 13 & 18 August
18:30 - 20:00 Cost: R460

STRATEGIC MANAGEMENT- POINTING YOUR BUSINESS IN THE RIGHT DIRECTION!

Is your business floundering because of a lack of long-term strategic planning – a lack of “vision”? Strategy is the direction and scope of an organisation over the long-term. Strategic management gives a business and the people that work in it, direction, hope and vision and is therefore a recipe for success! Be pro-active during these uncertain times!

Format: Online via Zoom
Presented by Christopher Swart
Tues & Thurs 25 & 27 August
18:30 - 20:00 Cost: R180

IMPROVING YOUR JOB PROSPECTS



DEALING WITH RETRENCHMENTS & CAREER TRANSITIONS

We are living in hectic times with retrenchments or salary cuts a daily reality. Fear and panic lead to rushed job applications which generate no results. An expert Retrenchment Recovery and Career Transitions coach, Jennifer, will work through the integrated process steps of not only coping, but of successfully finding new sources of income through career options that actually work. You will also be assisted in drafting a professional CV. (Please submit your current CV on registering).

An online copy of her book: **A Coaching Handbook for Re-inventing Yourself after Retrenchment** can also be ordered for R50.

Format: Online via Zoom

Presented by Jennifer Ritchie

Monday 17 August 18:30 - 20:00

Cost: R100 (add R50 if you'd like to order the online book)



PREPARING FOR INTERVIEWS

If you qualify for an interview, you have met the paper-based requirements of the job. This does not mean that you will succeed in an interview. An expert in panel interview techniques, Jennifer will guide you through all aspects including format, preparation, psychological aspects, how to anticipate and answer questions, and tips for success and legal understanding of the recruitment process and the job market. If you want to get the job you are applying for, invest in this very valuable course.

Format: Online via Zoom

Presented by Jennifer Ritchie

Monday 24 August 18:30 - 20:00

Cost: R100

PERSONAL DEVELOPMENT & "SOFT SKILLS"

CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

Conflict is an unavoidable part of life. Sometimes it's good, and other times it can have a very negative impact. Why are people overcome with fear when dealing with conflict? Most often, conflict occurs when dealing with difficult people. This interaction can lead to anxiety, anger, a feeling of helplessness, depression, irritability, defensiveness, low morale, and a loss of productivity. Fixing the problem may depend on you. These workshops will provide you with the tools to proactively engage others to resolve conflicts and affect positive change.

Format: Online via Zoom
Presented by Loretta Erasmus
Thursdays 6 & 13 August 18:30 - 20:00
Cost: R180



NEGOTIATION SKILLS

For most of us, negotiation is an everyday occurrence. For some this skill comes easily, others struggle with it! We negotiate when asking the boss for a raise, discussing the terms of a contract, bargaining with a seller at a market for the best price, encouraging our children to eat their vegetables, working out a conflict with your loved ones, asking the boss to leave early, etc. This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small.

Format: Online via Zoom
Presented by Loretta Erasmus
Tuesdays 18 & 25 August 18:30 - 20:00
Cost: R180

BEING AN EFFECTIVE TEAM MEMBER

The current "working from home" scenario has highlighted the importance of teamwork. This workshop will enable course participants to practice key skills needed to address the inevitable challenges that arise in teams, notably, appreciating individual differences, communicating collaboratively, and managing conflict.

Format: Online via Zoom
Presented by Loretta Erasmus
Thursday 27 August 18:30 - 20:00
Cost: R100

LIFESTYLE

RETIREMENT - MONEY IS ONLY HALF THE STORY!

Popular culture depicts retirement as one long holiday - but this is not entirely true and many retirees struggle to adapt to a new way of life. When you go on holiday, you need to have a budget in mind and you don't leave without a plan about where you are going and an itinerary. Retirement is also a journey, so you will need a plan for this exciting new stage of your life. This online course will reveal the secrets for a fulfilling retirement and give you guidance as to what you will need to have in your plan.

Format: Online via Zoom

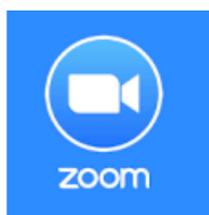
Presented by Paul Britton & Dr Anne Blacklaws

Monday 17 August 18:30 - 20:00

Cost: R100

We're using Zoom & Google Meet to deliver our lectures

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HOW TO REGISTER FOR AN ONLINE CEP COURSE?

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1. COMPLETE THE REGISTRATION FORM

YOU CAN FIND THE REGISTRATION
FORM:

- ATTACHED TO OUR NEWSLETTER
- ON OUR WEBSITE: WWW.BHS.ORG.
- ON THE BHS CEP FACEBOOK PAGE
- OR EMAIL kmiles@bhs.org.za AND
A FORM WILL BE SENT TO YOU

2. MAKE PAYMENT VIA EFT

ALL BANKING DETAILS CAN BE
FOUND AT THE BOTTOM OF THE
REGISTRATION FORM

3. EMAIL THE REGISTRATION FORM & PROOF OF PAYMENT

PROOF OF PAYMENT AND
REGISTRATION FORMS SHOULD BE
EMAILED TO KMILES@BHS.ORG.ZA

WHAT HAPPENS NEXT?

WE WILL ACKNOWLEDGE YOUR REGISTRATION VIA EMAIL AND
SEND YOU THE LINK TO THE MEETING AS WELL A MEETING ID.
FOR THOSE WHO HAVE NEVER USED ZOOM, WE WILL SEND YOU A
VIDEO WHICH WILL HELP YOU TO LOG IN, AND SUPPORT YOU
UNTIL YOU'RE COMFORTABLE WITH THE PROCESS!