bergvliet high

continuing education

TERM 4

November 2020

educator enrichment | adult education | learner enrichment | corporate training

bergvliet high continuing education

GENERAL INFORMATION

Continuing Education Office – Telephone: 021 – 713 7999 Fax 021 7150631
E-Mail: kmiles@bhs.org.za Website: www.bhs.org.za

This prospectus is divided into 3 **sections**:

1. **ADULT ENRICHMENT** 2. **EDUCATOR ENRICHMENT** and 3. **LEARNER ENRICHMENT**

2. Admission will be on a first-come, first-served basis. **Adult enrichment** courses are only available to over 16's unless by special arrangement.
3. All the courses will be held at **Bergvliet High School** unless otherwise stated.
   Please note: For your convenience, we are available to present most of the course advertised in this prospectus at your place of work to groups of 10 or more. Please contact us if you would like to discuss this option.
4. Term 4 courses begin on **2 November 2020 .** Classes will be held on successive Mondays, Tuesdays, Wednesday, Thursdays or Saturdays. The programme ends on **28 November.**
5. Additional Programmes and Registration forms are available from the foyer of the School, local libraries (if they are open), or on our website: **www.bhs.org.za** under "Continuing Ed".
6. Details published herein are subject to change to fit in with school activities. Changes are unlikely and, as far as possible will be made by mutual arrangement.
7. Course participants will be advised wherever possible of programme disruptions caused by unscheduled power outages and affected courses will be rescheduled.
8 All courses at Bergvliet High School, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses.
9. Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded.
10. **NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING.**
11. Please note the dates and starting times carefully. Parking is available in the School grounds on a first-come, first-served basis and although precautions will be taken to ensure the safety of your vehicle, the School and the Continuing Education Programme will not be held responsible for any loss or damage to vehicles parked in or around the school grounds.
12. **Please note: Full Covid protocols are in place and will be strictly adhered to.**

REGISTRATION

1. Registration at the Finance office of the School is on an **ONGOING BASIS during the school term**, Mondays – Fridays from 08:30 – 15:30 (excluding Public Holidays).
2. **DIRECT DEPOSITS –** All Electronic Banking details can be found on the Registration Forms at the back of the Prospectus. **Electronic Payments should** be made payable to **BERGVLIET HIGH SCHOOL. EFT, Debit or Credit Card payments are accepted.**
3. **NO PHONE-BOOKINGS WILL BE ACCEPTED**
4. Please Note: The registration form can be found at the back of this prospectus.
5. For **registration enquiries,** contact the Continuing Education office: **021 713 7999, Katharine Miles**: **082 409 2195 or e-mail: kmiles@bhs.org.za**

ADULT ENRICHMENT COMPONENT 4

FINANCE, BUSINESS, & ENTREPRENEURSHIP SKILLS 4

Practical Bookkeeping/Accounting 4
Project Management – Planning for Success! 4

SKILLS FOR IMPROVING YOUR JOB PROSPECTS 5

How to Search the Internet and Find your Next Job 5
LinkedIn – Getting your Professional Profile Online 5
Get the Job you Want! 5
Professional Interview Techniques 5

"SOFT SKILLS" IN THE WORKPLACE & FOR PERSONAL DEVELOPMENT 6

Managing Diversity in the Workplace 6
Workplace Bullying & Harassment Awareness Training 6
Becoming an Emotionally Intelligent Leader 6
Finding & Using your Strengths 6
Conflict Management & Dealing with Difficult People 7
Communicating Effectively – Through Voice & Body Language 7
Negotiation Skills 7
Mastering the Art of Public Speaking 7

ESSENTIAL IT SKILLS FOR THE WORKPLACE 8

Using Outlook to Manage your Emails, Tasks & Priorities in the Workplace 8
MS Excel – Getting Started with Spreadsheets 8
MS Excel – Intermediate 8
MS Excel – Applying Advanced Formulae & Functions 9
Creating an Excel Dashboard & Pivot Tables 9
Using Excel to Manage Projects 9
OneDrive – Cloud Storage for All Devices! 9
Microsoft Forms 10

MARKETING/BRANDING YOUR BUSINESS/SCHOOL 10

Online Marketing for Business 10
Social Media for Business/Schools 10
Writing Engaging Content for the Web 11

COMPUTER & ELECTRONIC DEVICES FOR SENIORS 11

Computers for Beginners 11
Cyber Security – Feeling Safe on the Internet 11
Finding your Way Around Windows 10 12
Mastering your Android Smartphone! 12

COMPUTER SKILLS 12

Computers for Beginners 12
Cyber Security – Feeling Safe on the Internet 13
Finding your Way Around Windows 10 13
Using Outlook to Manage your Emails, Tasks & Priorities in the Workplace 13
OneDrive – Cloud Storage for All Devices! 13
MS Excel – Getting Started with Spreadsheets 14
MS Excel – Intermediate 14
MS Excel – Applying Advanced Formulae & Functions 14
Creating an Excel Dashboard & Pivot Tables 14
Using Excel to Manage Projects 15
Microsoft Forms 15

How to Search the Internet and Find your Next Job 15
LinkedIn – Getting your Professional Profile Online 15
Online Marketing for Business 15
Social Media for Business 16
Mastering your Android Smartphone! 16

PHOTOGRAPHY & MEDIA 16

Introduction to Photography – Getting to Know your Camera 16
Creative Photography - Taking your Photos to the Next Level 16

ART 17

Learn to Draw 17

LIFESTYLE, HEALTH & WELNESS 17

Making the Most of your Retirement 17
Training your Memory 17
Living with OCD 18
First Aid: Level 1 18

LANGUAGES, LEARNING & WRITING 18

Writing Engaging Content for the Web 18
Xhosa for Beginners 19

CORPORATE TRAINING 19

Communicating Effectively – Through Voice & Body Language 19
Managing Diversity in the Workplace 20
Workplace Bullying & Harassment Awareness Training 20
Project Management – Planning for Success! 20

EDUCATOR ENRICHMENT COMPONENT 20

COURSES FOR WHICH YOU CAN EARN SACE CPDT POINTS 20

Interactive Whiteboard Training Course 20
Computers for Beginners 21
Using Outlook to Manage your Emails, Tasks & Priorities in the Workplace 21
MS Excel – Getting Started with Spreadsheets 21
MS Excel – Intermediate 21
MS Excel – Applying Advanced Formulae & Functions 21
Creating an Excel Dashboard & Pivot Tables 22
Conflict Management & Dealing with Difficult People 22
Managing Diversity in Schools 22
Becoming an Emotionally Intelligent Leader 22
First Aid: Level 1 23
Xhosa for Beginners 23
Memory Training Techniques 23

LEARNER ENRICHMENT COMPONENT 23

First Aid: Level 1 23

FOURTH TERM 2020: REGISTRATION FORM 24

ADULT ENRICHMENT COMPONENT

FINANCE, BUSINESS, & ENTREPRENEURSHIP SKILLS

Practical Bookkeeping/Accounting

Clive Stevens ***Accounting Teacher***

This comprehensive "hands-on" course will cover:

- Accounting Terms
- Subsidiary Journals (8 journals)
- Posting to General Ledger, Debtor's Ledger & Creditor's Ledger
- Extracting a Trial Balance

This course is ideal for:

- those in business and who like to understand the accounting side of the business in order to make informed decisions,
- those who have/are thinking of starting their own business, or
- those who want to upskill themselves in order to find a job.

Certificates of attendance will be issued on completion of the course.

Dates: 4 – 25 November Wednesdays 18:30 – 20:30 Sessions: 4 Cost: R 540

Project Management – Planning for Success!

Christopher Swart ***B.Sc. M. En. Programme in Project Management***

- Part One: The Triple Constraint

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. To do this we need to understand this relationship known as the "triple constraint". In part one of this course we will explore the notion that success in a project is none other than to follow a set of instructions similar to that of a recipe. However, this recipe needs to be reliable and accurate.

- Part Two: Scope Management

Scope Management is the process to complete a "to do" list within the project plan, or the "project recipe". Why is this the cornerstone to project success? We explore the typical pitfalls in defining the tasks to be completed, and how this is related to what needs to be delivered, and why so many projects fail at this level.

- Part Three: Time Management

In Project Management we plan to start each task identified on time, and to finish it within the estimated timeframe planned. Inevitably this will not happen, but we need to adjust our planning continuously to still finish the project as close as possible to the initial estimate for completion. We explore the tools that Project Managers use to do this, such as the Gantt Chart.

- Part Four: Cost Management

When we need to estimate the budget for a project, that estimate need to be as accurate as possible. For this we use the ABC of Cost Management, i.e. Activity Based Costing. Together with the cost of equipment and materials, this will constitute our budget, but we then have to control this budget. We explore the tools for doing this.

- Finally: Variance at Completion

What are the classical mistakes for not finishing a project within the estimated time? And why do projects inevitably run over budget? We look at ways to avoid this and the tools readily available to manage this process.

Dates: 4, 9, 11,16 & 18 Nov Wed & Mon 18:30 – 20:30 Sessions: 5 Cost: R 590

SKILLS FOR IMPROVING YOUR JOB PROSPECTS

How to Search the Internet and Find your Next Job

Octavia Chidyiwa ***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

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

Date: 5 November Thursday 18:30 - 20:30 Sessions: 1 Cost: R270

LinkedIn – Getting your Professional Profile Online

Octavia Chidyiwa ***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

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. Bring along your CV detail and a digital photograph of yourself to upload to the LinkedIn account that you create.

Date: 10 November Tuesday 18:30 - 20:30 Sessions: 1 Cost: R270

Get the Job you Want!

Jennifer Ritchie ***Recruitment Specialist/Career Coach, Trainer & Consultant***

A comprehensive and practical workshop, facilitated by a career coach, trainer and consultant on understanding the elements that lead to finding a satisfying and rewarding job. Components include a skills analysis, individual career goals and an action plan, appropriate CV formatting and compilation, interview understanding and preparation, self-marketing basics, and invaluable techniques to get out there in a way which elicits results and ensures success. The course fee includes a helpful reference book.

Date: 3 November Tuesday 18:30 – 20:30 Sessions: 1 Cost: R240

Professional Interview Techniques

Jennifer Ritchie ***Recruitment Specialist/Career Coach, Trainer & Consultant***

If you are asked to attend an interview, it means you have met the paper-based requirements for a position, yet so often the process goes no further, and feedback is seldom given. Succeeding in an interview requires specific recruitment process understanding, a particular approach and basic preparation techniques. You need to know where to start, how to articulate your value add, how to deal with competency-based questions and come through having scored higher than other shortlisted candidates. The workshop equips you with all these critical techniques in a way which will leave you motivated and determined to prove your worth and build on your career success.

Date: 5 November Thursday 18:30 – 20:30 Sessions: 1 Cost: R240

"SOFT SKILLS" IN THE WORKPLACE & FOR PERSONAL DEVELOPMENT

Managing Diversity in the Workplace

Loretta Erasmus ***M. Phil. Management Coaching / Business Coach***

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can sometime be a challenge but one that can easily be overcome. This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 4 November Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

Workplace Bullying & Harassment Awareness Training

Loretta Erasmus ***M. Phil. Management Coaching / Business Coach***

Are you a victim of workplace bullying and harassment? Or a manager of staff who need to deal with the consequences and impact of workplace bullying? At a personal level, employees experience a range of psychological and physical health problems after they are bullied such as anxiety, depression, post-traumatic stress, low self-esteem, strain, humiliation, burnout, and other physical health issues. It is also associated with an increased intention to leave and absenteeism, and decreased job satisfaction and commitment. This workshop will empower you to deal with these behaviours and take positive action.

Date: 5 November Thursday 18:30 – 20:30 Sessions: 1 Cost: R140

Becoming an Emotionally Intelligent Leader

Steve Reid ***B. Comm. Business Coach,***
Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Emotionally intelligent leadership is critical to motivating, engaging and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 2 November Monday 18:30 – 20:30 Sessions: 1 Cost: R140

Finding & Using your Strengths

Steve Reid ***B. Comm. Business & Life Coach,***
Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Have you found your "sweet spot" in your job, or in your life in general? When you understand where your strengths lie, your confidence and ability to be successful increases because you're doing what you're good at! This course examines the ground-breaking research on strengths conducted by the Gallup Research company. It will help you to:-

- Understand your own core strengths
- Engage with your own life through your strengths
- Clarify methods to identify what your key tasks/strengths are.

Date: 24 November Tuesday 19:00 – 21:00 Sessions: 1 Cost: R140

Conflict Management & Dealing with Difficult People

Loretta Erasmus ***M. Phil. Management Coaching / Business Coach***

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 participatory workshops will provide you with the tools to proactively engage others to resolve conflicts and affect positive change.

Date: 16 & 18 November Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R280

Communicating Effectively – Through Voice & Body Language

Steve Reid ***B. Comm. Business Coach,***
Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

Do you feel that your opinion is not heard and that people with louder voices or bigger personalities cut through what you have to say? Learn and develop assertive, confident speaking in business or social situations.

The course will cover:

- Vocal technique.
- Strategies for communication.
- Being seen and heard.

By the end of this course you should be able to:

- Recognise the techniques for improving vocal communication.
- Identify the importance of body language in vocal intention.
- Begin to apply what you have learnt in everyday life

Date: 9 & 11 November Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R280

Negotiation Skills

Loretta Erasmus ***M. Phil. Management Coaching / Business Coach***

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.

Date: 10 & 12 November Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R280

Mastering the Art of Public Speaking

Steve Reid ***B. Comm. Business Coach,***
Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

The fear of public speaking is listed as one of the most intimidating of all fears! This course will help you to prepare off-stage so that you can be well prepared on-stage. You will cover:

- A method to be exceptionally clear (Fog cutting arrow)
- Tools to increase your confidence and impact
- Ways to overcome fear and lack of confidence
- Tools to build a compelling talk
- A "pop up" opportunity to apply your learning. (Pitch your idea)

Short videos and exercises make this two-night session a practical, yet positive experience.

Date: 19 & 26 November Thursdays 18:30 – 20:30 Sessions: 2 Cost: R280

ESSENTIAL IT SKILLS FOR THE WORKPLACE

Using Outlook to Manage your Emails, Tasks & Priorities in the Workplace

Cedric Goliath ***Network Administrator and IT Trainer***

Find out how to become a more efficient and productive administrator by learning to manage your daily tasks on Outlook. In this course, you will learn how to:

- Organising and managing your emails using message rules
- Creating an efficient folder system
- Using categories to filter your emails, contacts and calendar
- Creating multiple signatures including with images or logos
- Creating, enabling and customizing the out of office notice
- Creating reminders and organizing your tags to help you find emails
- Organising follow up action via tags
- Keeping track of your tasks via email and calendar, as well as Microsoft To Do
- Sharing Calendars
- Creating recurring appointments
- Using mail merge with your Word and your Outlook contacts.

Date: 25 November Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

MS Excel – Getting Started with Spreadsheets

Cedric Goliath ***Network Administrator and IT Trainer***
Educators Earn CPDT points

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.

Dates: 3 & 5 November Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Intermediate

Cedric Goliath ***Network Administrator and IT Trainer***
Educators Earn CPDT points

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/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

Dates: 10 & 12 November Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Applying Advanced Formulae & Functions

Cedric Goliath ***Network Administrator and IT Trainer***

Educators Earn CPDT points

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

Dates: 16 & 18 November Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Creating an Excel Dashboard & Pivot Tables

Cedric Goliath ***Network Administrator and IT Trainer***

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. On this course you will learn how to create Dashboards using the existing tools in Excel.

Date: 23 November Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Using Excel to Manage Projects

Christopher Swart ***B.Sc. M. En. Programme in Project Management***

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 Gannt 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.

Date: 24 & 26 November Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

OneDrive – Cloud Storage for All Devices!

Craig Murray ***Computer Lecturer/ Head: IT Infrastructure & Network Administration***

Microsoft OneDrive is one of the best kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! Learn about some of the hidden features like using online versions of Word, Excel and PowerPoint, right in the browser without needing any software installed! Bring along some files on a flash drive or have some files on your device so that you can upload them to the cloud and see just how easy it is to get your files into the cloud. Participants should ideally have access to a Hotmail, Outlook.com, XBox Live or any other Microsoft account so that you can sign into OneDrive and get going – if you do not have an account, one can be set up for you on the evening. You will need to arrive at least 15 minutes early to get this sorted out.

Date: 9 November Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Microsoft Forms

Craig Murray ***Computer Lecturer/ Head: IT Infrastructure & Network Administration***

Microsoft Forms is a hidden gem, part of some Office 365 subscriptions but also available to anyone with a Hotmail/Live/Outlook.com account. Build detailed surveys that you can send out to people and/or customers that range from simple and straightforward to in depth and detailed. Best of all, Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms.

Date: 2 November Monday 18:30 – 20:30 Sessions: 1 Cost: R270

MARKETING/BRANDING YOUR BUSINESS/SCHOOL

Online Marketing for Business

Lee Bergman ***Graphic Designer, Marketing & Communications, Trainer***

During this course, you'll learn all the elements of online marketing for your small business. You will cover:

- Introduction to Online Marketing
- Website design and development
- Web analytics
- Search Engine Optimisation (SEO)
- Online copywriting and content creation
- Online advertising and Pay Per Click
- Social media
- Email marketing
- Digital marketing strategy

This is an introductory course and suitable for those who have little or no previous experience of the subject. You should be computer literate and be interested in how a business can use online marketing.

Date: 2 & 4 November Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Social Media for Business/Schools

Lee Bergman ***Graphic Designer, Marketing & Communications, Trainer***

This course will give you the foundation to create an impressive social media strategy for your business and brand. You will cover:

- Building and managing a Facebook Page
- Introduction to Instagram, LinkedIn, Pinterest
- Writing a Social Media Business Strategy
- Learn to use third-party applications that can help you execute your social media strategy - Hootsuite, Bitly, Phonto, Cinegraphic and more
- Content Strategy and Planning
- E-commerce on Social Media
- Running ads on Social Media
- Latest Social Media Trends
- Time-saving tips and tricks for using social media
- Hashtag management

This is an introductory course and suitable for those who have little or no previous experience of the subject. You need to have a personal Facebook account.

Date: 9 & 11 November Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Writing Engaging Content for the Web

Renee Moodie ***B.A. (Hons) H.D.E. Journalism Coach/Trainer***

If you run a small business website, maintain a blog, or manage a Facebook Page, you'll know that panic that sets in when you need to write something and publish it. In this two-hour workshop, Veteran Cape Times, Cape Argus and IOL journalist, Renee Moodie will share tips and tricks for generating writing ideas, finding pictures and making your content interesting. Please note, this is a lecture, NOT a computer course.

Date: 12 November Thursday 18:30 – 20:30 Sessions: 1 Cost: R150

COMPUTER & ELECTRONIC DEVICES FOR SENIORS

Pensioners qualify for a **10% discount**
on the courses in the ***Computers & Electronic Devices for Seniors*** section.

Computers for Beginners

Cedric Goliath ***Network Administrator and IT Trainer***
Educators Earn CPDT points

Do you want to know how to?

- Operate a computer with confidence
- Use MS Word to create/type documents
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devises so that you will know how to for example download photos from your camera

Those who are "self-taught" and have "gaps" in their knowledge, will also benefit from this course. You won't look back! Mid-morning tea and snacks will be provided.

Dates: 7 & 14 November Saturdays 09:00 – 13:00 8 Hours Cost: R760

Cyber Security – Feeling Safe on the Internet

Octavia Chidyiwa ***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

Cyber security is general Internet safety, which includes protection of anything connected to or accessible by the Internet – from networks themselves to the information stored in computers. Technology has changed tremendously in the past 25 years, and it only continues to advance. The Internet has brought us so many benefits: email, electronic messaging, and personal websites allow us to stay connected, informed, and involved with family and friends. The Internet also provides an easy way to shop, plan travel, and manage finances. However, with these increased conveniences, comes increased risk. The course content covers the following topics:

- Personal information is like money – value it, protect it
- Share with care – make use of privacy settings on popular online platforms
- Do not judge a book by its cover
- Look before you leap
- All that glitters is not gold
- Secure passwords
- Protection against online fraud (Banking, shopping, medical advice, online payments)

Date: 19 November Thursday 1830 – 20:30 Sessions: 1 Cost: R270

Finding your Way Around Windows 10

Octavia Chidyiwa ***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

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 Win 7 and Win 10 and will take you through a journey of the main features and changes in Win 10 from an interface change, ease of use, compatibility and security.

Date: 12 November Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Mastering your Android Smartphone!

Octavia Chidyiwa ***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

Earn CPDT points

If you're holding your shiny new Android smartphone and wondering how to get the most out of it, then you've come to the right place. Whether this is your first smartphone, you've just hopped over from an iPhone, or you've had several Android handsets, we've pulled together some of the best Android tips and tricks to help you get the most from your new phone. Android is an ever-changing beast with many faces, that means that few Android devices are alike, but all Android devices have the same foundation. So, starting at the beginning, here's how to master your Android gadget. The course will cover but not be limited to the following:

- Sorting out your Google account
- Creating or importing contacts
- Installing some Apps from Google play store
- Moving files to and from your phone
- Navigation buttons
- Using Android folders
- How do I take screenshots?
- Choosing the best Android Keyboard
- Data and Wifi, how to avoid unnecessary background downloads

Date: 16 November Monday 19:00 – 21:00 Sessions: 1 Cost: R270

COMPUTER SKILLS

Please Note: Certificates of completion will be issued on "work-related" computer courses. Teachers receive CPDT points for certain courses.

Computers for Beginners

Cedric Goliath ***Network Administrator and IT Trainer***

Do you want to know how to?

- Operate a computer with confidence
- Use MS Word to create/type documents
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devises so that you will know how to for example download photos from your camera

Those who are "self-taught" and have "gaps" in their knowledge, will also benefit from this course. You won't look back! Tea/coffee and mid-morning snacks will be provided.

Dates: 7 & 14 November Saturdays 09:00 – 13:00 8 Hours Cost: R760

Cyber Security – Feeling Safe on the Internet

Octavia Chidyiwa ***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

Cyber security is general Internet safety, which includes protection of anything connected to or accessible by the Internet – from networks themselves to the information stored in computers. Technology has changed tremendously in the past 25 years, and it only continues to advance. The Internet has brought us so many benefits: email, electronic messaging, and personal websites allow us to stay connected, informed, and involved with family and friends. The Internet also provides an easy way to shop, plan travel, and manage finances. However, with these increased conveniences, comes increased risk. The course content covers the following topics:

- Personal information is like money – value it, protect it
- Share with care – make use of privacy settings on popular online platforms
- Do not judge a book by its cover
- Look before you leap
- All that glitters is not gold
- Secure passwords
- Protection against online fraud (Banking, shopping, medical advice, online payments)

Date: 19 November Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Finding your Way Around Windows 10

Octavia Chidyiwa ***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

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 Win 7 and Win 10 and will take you through a journey of the main features and changes in Win 10 from an interface change, ease of use, compatibility and security.

Date: 12 November Thursday 18:30 – 20:30 Sessions: 1 Cost: R270

Using Outlook to Manage your Emails, Tasks & Priorities in the Workplace

Cedric Goliath ***Network Administrator and IT Trainer***

Teachers earn 5 CPDT points for attending this course

Find out how to become a more efficient and productive administrator by learning to manage your daily tasks on Outlook. Full course details can be found on page 8.

Date: 25 November Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

OneDrive – Cloud Storage for All Devices!

Craig Murray ***Computer Lecturer/ Head: IT Infrastructure & Network Administration***

Microsoft OneDrive is one of the best kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! Learn about some of the hidden features like using online versions of Word, Excel and PowerPoint, right in the browser without needing any software installed! Bring along some files on a flash drive or have some files on your device so that you can upload them to the cloud and see just how easy it is to get your files into the cloud. Participants should ideally have access to a Hotmail, Outlook.com, XBox Live or any other Microsoft account so that you can sign into OneDrive and get going – if you do not have an account, one can be set up for you on the evening. You will need to arrive at least 15 minutes early to get this sorted out.

Date: 9 November Monday 18:30 – 20:30 Sessions: 1 Cost: R270

MS Excel – Getting Started with Spreadsheets

Cedric Goliath ***Network Administrator and IT Trainer***

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.

Dates: 3 & 5 November Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Intermediate

Cedric Goliath ***Network Administrator and IT Trainer***

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/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

Dates: 10 & 12 November Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Applying Advanced Formulae & Functions

Cedric Goliath ***Network Administrator and IT Trainer***

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

Dates: 16 & 18 November Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Creating an Excel Dashboard & Pivot Tables

Cedric Goliath ***Network Administrator and IT Trainer***

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. On this course you will learn how to create Dashboards using the existing tools in Excel.

Date: 23 November Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Using Excel to Manage Projects

Christopher Swart ***B.Sc. M. En. Programme in Project Management***

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 Gannt 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.

Date: 24 & 26 November Tues & Thurs 18:30 – 20:30 Sessions: 1 Cost: R270

Microsoft Forms

Craig Murray ***Computer Lecturer/ Head: IT Infrastructure & Network Administration***

Microsoft Forms is a hidden gem, part of some Office 365 subscriptions but also available to anyone with a Hotmail/Live/Outlook.com account. Build detailed surveys that you can send out to people and/or customers that range from simple and straightforward to highly in depth and detailed. Best of all, Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms.

Date: 2 November Monday 18:30 – 20:30 Sessions: 1 Cost: R270

How to Search the Internet and Find your Next Job

Octavia Chidyiwa ***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

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

Date: 5 November Thursday 18:30 - 20:30 Sessions: 1 Cost: R270

LinkedIn – Getting your Professional Profile Online

Octavia Chidyiwa ***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

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. Bring along your CV detail and a digital photograph of yourself to upload to the LinkedIn account that you create.

Date: 10 November Tuesday 18:30 - 20:30 Sessions: 1 Cost: R270

Online Marketing for Business

Lee Bergman ***Graphic Designer, Marketing & Communications, Trainer***

During this course, you'll learn all the elements of online marketing for your small business. Course details can be found on page 10.

Date: 2 & 4 November Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Social Media for Business

Lee Bergman ***Graphic Designer, Marketing & Communications, Trainer***

This course will give you the foundation to create an impressive social media strategy for your business and brand. Course details can be found on page 10.

Date: 9 & 11 Nov Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Mastering your Android Smartphone!

Octavia Chidyiwa ***B.Sc. Computer Science, Technical Support Manager, Computer Trainer***

Earn CPDT points

If you're holding your shiny new Android smartphone and wondering how to get the most out of it, then you've come to the right place. Course details can be found on page 12.

Date: 16 November Monday 18:30 – 20:30 Sessions: 1 Cost: R270

PHOTOGRAPHY & MEDIA

Introduction to Photography – Getting to Know your Camera

Craig Murray ***Photographer/ Photography Lecturer***

Do you have a digital camera but feel confused by all the options on offer? A Christmas or birthday present that you haven't made good use of yet because the camera seems intimidating? Come along to this course where the basics and foundation of good photography will be presented. Technical terms such as aperture, shutter speed and ISO will be covered, but so will subjects such as good light, framing and composition, as well as getting to grips with your sometimes-confusing camera controls. Camera accessories will also be discussed, for those who want to and are ready to take the next small step forwards on this incredible journey.

Please bring your cameras along to the course, with the camera battery fully charged – you will be taking pictures on the day. You can also bring your camera manual along if you've read something you don't understand and would like some clarity. The course fee includes mid-morning tea and snacks.

Date: 7 November Saturday 09:00 – 13:00 4 hours Cost: R470

Creative Photography - Taking your Photos to the Next Level

Wayne Turner ***Photography Lecturer, Author***

Discover your hidden photographic creativity and learn how to shoot great photos like a pro. You will not only amaze your family and friends and take photos good enough to sell, but you will also learn how to create memories that will last forever. This course helps to unlock that creativity by teaching you a few simple steps which will help you to shoot incredible, creative images. The popular course does not focus on how your camera works, (although some technical details will be mentioned), but on how to compose good images. The course fee includes mid-morning tea, as well as four useful Photography eBooks. Please bring your camera along, as well as a flash drive to download the eBooks.

Date: 14 November Saturday 09:00 – 13:00 4 hours Cost: R470

ART

Learn to Draw

Jessie Colman ***B.Sc. Advanced Certificate in Fine Art /Dip SBA/ Artist & Art Teacher***

Our Learn to Draw course is a respite from a busy week. It is perfect for anyone who has not drawn at all, as well as for those who have done some drawing but want to explore other ways of seeing and doing. Working with pencil, charcoal and graphite, you will capture a range of visual materials whilst learning the fundamentals of shading, proportion and composition. You will receive plenty of guidance and friendly interaction. You can look forward to:

- Getting started with warm up exercises and sketches
- Developing different techniques
- Capturing various qualities of pencils, charcoals and paper.

Equipment for the first session will be provided and you will be advised regarding materials for further sessions then.

Dates: 2 – 23 November Mondays 18:30 – 20:30 Sessions: 4
Cost: R510 + R40 (cost of some materials) = R550

LIFESTYLE, HEALTH & WELNESS

Making the Most of your Retirement

Paul Britton ***B.Sc. (Forestry) M. Landscape Arch ~ Retired Consultant***

Retirement isn't just about having a financial plan. It's about a life that is rewarding in other ways: with exciting goals, loving relationships and abundant health. This comprehensive workshop will prepare you for this new phase of life by looking at the following:

- Finding out what skills and experience you have to enable you to find a compelling activity to replace the needs formerly met by work and perhaps making some extra cash.
- Personal growth and how important is in to maintain mental health.
- The importance of fun and recreation and involvement in community activities.
- How to maintain sound relationships and avoid the "Grey Divorce".
- Keeping fit and healthy especially mentally (an important aspect for reducing medical bills).
- Sorting out your life's papers (your will, living will and decluttering).
- Where and when should you move house (if ever).
- How to budget to afford all the above and perhaps the need to downscale your lifestyle. This includes discussions on how to save and make use of senior discounts and benefits.

Mid-morning tea and snacks will be provided.

Date: 14 November Saturday 09:00 – 12:30 3.5 Hours
Cost: R 240 per individual or R460 per couple

Training your Memory

Eileen Meilech ***President & CEO of Memory Excellence***
Educators Earn CPDT points

This memory training and study techniques course is geared at all ages, starting at High School level. This practical course will empower you to: study more easily; access your memory; remember things faster; retain information; and remember names. It could be a life-changing experience! So, whether you're struggling to remember things, or wanting to train your brain to remember facts – you'll be empowered by this course. Mid-morning tea will be provided.

Date: 7 November Saturday 09:00 – 13:30 4.5 hours Cost: R340

Living with OCD

Robyn Jansen van Vuuren ***M.A. Psychological Research***

In December 2009, just as Robyn was trying to finish her Master's thesis, she was diagnosed with Obsessive Compulsive Disorder (OCD). The truth, however, is that she had been living with this disorder since at least 1996 (when she was just 10 years old). She lived in silence and pain for over 13 years until her life had almost completely shut down and she finally reached out and asked for help. She had spent the majority of her life unable to trust any thought that she had because she wasn't sure whether she had actually performed the actions she was thinking about, or whether they were just imaginings – her mind was like a prison. Getting help was both the scariest and most freeing thing that she have ever done. Mental illness, and especially OCD, is often misunderstood and inaccurately (or at least narrowly) portrayed by popular culture and social media. The aim of Robyn's presentation is to present another (less known and more personal) side of mental illness, and to begin to highlight that mental illness is not something to be ashamed or afraid of, but something that needs to be spoken about and dealt with openly.

Date: 3 November Tuesday 18:30 – 20:30 Sessions: 1 Cost: R140

First Aid: Level 1

First Aid Trainer ***Medical Education Centre***

Get your Level 1 First Aid certificate This course combines the best of both worlds! Instead of having to sit through a full day of theory, you will be doing the theoretical course work online. You have up to 14 days to complete it. It can take you anything from 2 hours to a few days to complete this component – depending on how quickly you work. The practical component will take place at school on Saturday 15 November. The online theory component needs to be completed by 13 November. The process will be explained in detail when you register.

The fee includes:

- Department of Labour accredited certificate (valid for 2 years),
- Detailed handbook,
- Emergency key ring,
- First Aid starter kit,
- Midmorning tea is included. Please bring your own lunch.

Dates: Online + 15 Nov Online & Sat Sat 09:00 – 14:00 Online theory + 5 hours practical skills Cost: R780

LANGUAGES, LEARNING & WRITING

Writing Engaging Content for the Web

Renee Moodie ***B.A. (Hons) H.D.E. Journalism Coach/Trainer***

If you run a small business website, maintain a blog, or manage a Facebook Page, you'll know that panic that sets in when you need to write something and publish it. In this two-hour workshop, Veteran Cape Times, Cape Argus and IOL journalist, Renee Moodie will share tips and tricks for generating writing ideas, finding pictures and making your content interesting. Please note, this is a lecture, NOT a computer course.

Date: 12 November Thursday 18:30 – 20:30 Sessions: 1 Cost: R150

Xhosa for Beginners

Dr Tessa Dowling ***Ph.D. Senior Lecturer in African Languages***
Educators earn 10 CPDT points

You've always wanted to learn Xhosa – if only to understand what people are saying about you! But eish, the **time**, those clicks, people speak **so fast**! *Suwara*! (Don't worry!) This course is designed just for you! You will learn how to click – not just with your tongue, but with Xhosa speakers – by using simple vocabulary, phrases and grammar to great advantage. You will also be taught how to **listen** to Xhosa by being exposed to some jokes and songs, and even rugby commentary and make-up tutorials. For those who attended her first course and would like to consolidate and learn new vocabulary – this course is for you as well!

We are very fortunate to have Tessa presenting this course. She has been described by a leading language academic as 'both erudite and hilarious'. She holds a PhD in African languages from the University of Cape Town, where she currently lectures. She has received a provincial award for promoting multilingualism and has taught all kinds of adults in fields including politics, business and NGOs, how to speak Xhosa. She has written textbooks for the learning of African languages, as well as English, and is frequently called upon by the media to comment on issues relating to African languages. She writes serious (prize-winning) academic articles and lighter humorous pieces on African languages and is a popular speaker at conferences.

Having begun her study of Xhosa at the age of twenty-five, Tessa is living proof that an English-speaking South African adult can master an African language.

Dates: 4 – 25 November Wednesday 18:30 – 20:30 Sessions: 4 Cost: R690

CORPORATE TRAINING

All courses below can be adapted to suit the needs of your workforce. Course training prices for larger groups will be negotiated.

Communicating Effectively – Through Voice & Body Language

Steve Reid ***B. Comm. Business Coach,***
Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

There are always those in an organisation who have good ideas but are overshadowed by people with louder voices or bigger personalities. Empower everyone in your organisation to find their "voice" and reap the benefits of a motivated workforce who have the confidence to share ideas and expertise.

The course will cover:

- Vocal technique.
- Strategies for communication.
- Being seen and heard.

By the end of this course you should be able to:

- Recognise the techniques for improving vocal communication.
- Identify the importance of body language in vocal intention.
- Begin to apply what you have learnt in everyday life

Date: 9 & 11 November Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R280

Managing Diversity in the Workplace

Loretta Erasmus ***M. Phil. Management Coaching / Business Coach***

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can sometime be a challenge but one that can easily be overcome. This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 4 November Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

Workplace Bullying & Harassment Awareness Training

Loretta Erasmus ***M. Phil. Management Coaching / Business Coach***

Are you a victim of workplace bullying and harassment? Or a manager of staff who need to deal with the consequences and impact of workplace bullying? At a personal level, employees experience a range of psychological and physical health problems after they are bullied such as anxiety, depression, post-traumatic stress, low self-esteem, strain, humiliation, burnout, and other physical health issues. It is also associated with an increased intention to leave and absenteeism, and decreased job satisfaction and commitment. This workshop will empower you to deal with these behaviours and take positive action.

Date: 5 November Thursday 18:30 – 20:30 Sessions: 1 Cost: R140

Project Management – Planning for Success!

Christopher Swart ***B.Sc. M. En. Programme in Project Management***

With many of your staff members working from home at this time, managing projects well is an essential skill. Find out how to hone your project management skills in this course. See page 4 for course details.

Dates: 4, 9, 11,16 & 18 Nov Wed & Mon 18:30 – 20:30 Sessions: 5 Cost: R 590

EDUCATOR ENRICHMENT COMPONENT

COURSES FOR WHICH YOU CAN EARN SACE CPDT POINTS

Interactive Whiteboard Training Course

Stephen Price ***B.Sc. H.D.E. B.Ed. Principal***

Educators Earn 7 CPDT points

In this popular course, you will look at how to integrate the IWB into your lessons, how to use the IWB, the advanced use of gallery items, and more specifically, you will be shown how to access valuable interactive resources from the Internet, which will save you hours of preparation time and will add a whole new dimension to your lessons. You will also be shown how to project the lesson to a number of classrooms in real time. Certificates will be issued on completion of the course. The course includes mid-morning tea and snacks.

Date: 7 November Saturday 09:00 – 13:00 4 hours Cost: R590

Computers for Beginners

Cedric Goliath ***Network Administrator and IT Trainer***
10 CPDT POINTS

Do you want to know how to?

- Operate a computer with confidence
- Use MS Word to create/type documents
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devises so that you will know how to for example download photos from your camera

Those who are "self-taught" and have "gaps" in their knowledge, will also benefit from this course. You won't look back! Mid-morning tea will be provided.

Dates: 7 & 14 November Saturdays 09:00 – 13:00 8 Hours Cost: R760

Using Outlook to Manage your Emails, Tasks & Priorities in the Workplace

Cedric Goliath ***Network Administrator and IT Trainer***
Teachers earn 5 CPDT points for attending this course

Find out how to become a more efficient and productive administrator by learning to manage your daily tasks on Outlook. Full course details can be found on page 8.

Date: 25 November Wednesday 18:30 – 20:30 Sessions: 1 Cost: R270

MS Excel – Getting Started with Spreadsheets

Cedric Goliath ***Network Administrator and IT Trainer***
Educators Earn CPDT points

A basic knowledge of Excel is essential in education. It's ideal for mark sheets and keeping track of results. Computer literacy is a pre-requisite for attending this course.

Dates: 3 & 5 November Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Intermediate

Cedric Goliath ***Network Administrator and IT Trainer***
Educators Earn CPDT points

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/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

Dates: 10 & 12 November Tues & Thurs 18:30 – 20:30 Sessions: 2 Cost: R490

MS Excel – Applying Advanced Formulae & Functions

Cedric Goliath ***Network Administrator and IT Trainer***
Educators Earn CPDT points

If you need to be able to work with Advanced features of Excel, then you will benefit from this course. Course details can be found on page 9.

Dates: 16 & 18 November Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R490

Creating an Excel Dashboard & Pivot Tables

Cedric Goliath ***Network Administrator and IT Trainer***

5 CPDT points accrue for this course!

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. On this course you will learn how to create Dashboards using the existing tools in Excel. It is perfect for Principals, Deputies and Heads of Grades/Subjects who need to analyse and compare large amounts of data!

Date: 23 November Monday 18:30 – 20:30 Sessions: 1 Cost: R270

Conflict Management & Dealing with Difficult People

Loretta Erasmus ***M. Phil. Management Coaching / Business Coach***

5 POINTS

Whether with learners in your class, parents or other staff members. 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 participatory workshops will provide you with the tools to proactively engage others to resolve conflicts and affect positive change.

Date: 16 & 18 November Mon & Wed 18:30 – 20:30 Sessions: 2 Cost: R280

Managing Diversity in Schools

Loretta Erasmus ***M. Phil. Management Coaching / Business Coach***

5 CPDT points accrue for this course!

One only has to read the news to understand the issues with managing diversity in the school environment. Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity can sometime be a challenge but one that can easily be overcome. This session will look at:

- The importance and benefits of Diversity Management,
- Prejudices and Discrimination,
- Encouraging a Culture of Equality, and lastly,
- Tips on how to manage the challenges of Workplace Diversity.

Date: 4 November Wednesday 18:30 – 20:30 Sessions: 1 Cost: R140

Becoming an Emotionally Intelligent Leader

Steve Reid ***B. Comm. Business Coach,***

Manager of False Bay College Centre for Entrepreneurship/Rapid Incubator & CFE

5 CPDT points accrue for this course!

Teachers are leaders in their classrooms. The way you conduct yourself on a daily basis influences the lives of the many learners in your classes. At stressful times of the term, one sometimes resorts to a reactive engagement with learners, but emotionally intelligent leadership is critical to motivating, engaging and leading others effectively. Discover how to integrate emotionally intelligent behaviours into your personal leadership style. Learn which behaviours can break work and teacher/learner relationships and which ones can build relationships. You will be introduced to key themes within Emotional Intelligence and work through a framework to address conflict in a constructive way.

Date: 2 November Monday 18;30 – 20:30 Sessions: 1 Cost: R140

First Aid: Level 1

First Aid Trainer ***Medical Education Centre***
Earn 10 CPDT points

If you are required to have a First Aid certificate because you are a sports coach, or head of First Aid at your school, then you will find this course useful. Course details can be found on page 18.

Dates: Online & 15 November Online & Sat 09:00 – 14:00 5 hours practical Cost: R780

Xhosa for Beginners

Dr Tessa Dowling ***Ph.D. Senior Lecturer in African Languages***
Educators earn 10 CPDT points

Earn some CPDT points and learn how to speak this fascinating language at the same time. Course details can be found on page 19.

Dates: 4 – 25 November Wednesdays 18:30 – 20:30 Sessions: 4 Cost: R690

Memory Training Techniques

Eileen Meilech ***President & CEO of Memory Excellence***
5 CPDT points accrue for this course!

Find out how you can help the children in your classes to absorb facts more easily, remember things faster, retain information and study more easily. Course details can be found on page 17.

Date: 7 November Saturday 09:00 – 13:30 4.5 hours Cost: R340

LEARNER ENRICHMENT COMPONENT

First Aid: Level 1

First Aid Trainer ***Medical Education Centre***

This course is ideal for those who want to be part of the school's first aid team, or who intend pursuing medicine in the future. Course details can be found on page 18.

Dates: Online + Saturday 15 November 09:00 – 16:00 5 hours practical Cost: R780

bergvliet high continuing education

FOURTH TERM 2020: REGISTRATION FORM

Surname	First Name	
Address		
E-Mail		
Telephone (H)	(W)	(Cell)

Where did you hear about us? Please tick the relevant box:

☐ I'm a parent or past pupil/parent of the school

☐ I'm on the mailing list and receive the CEP newsletter

☐ Through social media

☐ Word of mouth

☐ Other: Please specify

Please indicate which FOURTH TERM courses you would like to register for:

Course Title: (see Prospectus)	Course Fee	
Course Title: (see Prospectus)	Course Fee	
Course Title: (see Prospectus)	Course Fee	
Course Title: (see Prospectus)	Course Fee	
Course Title: (see Prospectus)	Course Fee	
	Total enclosed:	**R**
Please indicate whether you would like to be placed on our **free** electronic mailing list. **Only select this option if you have NOT been receiving the prospectus via e-mail.**	Yes	No

I have read and accept the *Registration and General Information* in this C.E.P. Prospectus:

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

EFT, Debit or Credit card payments are acceptable. EFT payments/Direct Deposits should be made payable to **BERGVLIET HIGH SCHOOL.**

DIRECT BANKING DETAILS: ABSA Bank, Account Name: Bergvliet High School
Current Account No: 4078183123 Branch Code: 632005 Reference: CEP + YOUR FULL NAME.
N.B. Please e-mail this registration form along with proof of payment to: kmiles@bhs.org.za

Alternatively, you may **register in person** at the School on **weekdays from 08:30 – 15:30**, **during the school term.**

PLEASE NOTE: Registration will NOT be acknowledged unless the course is cancelled, in which case you will be notified.

Registration Queries: Contact the CEP Office: 021 713 7999 or Katharine Miles: 082 409 2195.