



Venue Calendar 2019



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LEADERS IN KNOWLEDGE TRANSFER



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ABOUT US

Luthando Skills puts knowledge to work through an unrivalled network of consultants from all over the world.

Luthando Skills is a highly successful training company specializing in Organisational training markets. We offer over 100 high quality public seminars each year that are up-to-date, performance-focused and delivered by leading industry experts and professional facilitators.

Luthando Skills leads the way in providing practical and informative training on a wide range of business, commercial and professional topics. We conduct trainings in areas such as; Management and Leadership, Oil and Gas, Finance and Accounting, HR, Project Management, Contract Management plus many more. These are held in many different popular locations around South Africa. Please review our full schedule of Training Seminars for further details.

Luthando Skills also provides in-company training which can be tailored to your company's specific needs. We successfully run in excess of 70 in-company training seminars per year all over the South Africa. Luthando Skills has been trading for 10 years and in that time have built successful, strategic relationships with our customers. Over 94% of our business is from repeat customers. We like to believe this is due to our superior service, our fantastic consultants and the general experience delegates receive from our training for their career enhancement.

As well as outstanding training course content and training delivery, our many satisfied participants really value our interactive and engaging approach style. This ensures delegates can debate, share and agree learning points with their peers for maximum effectiveness.



JOHANNESBURG



	DATE	VENUE	FEES
Organising and Behavioural Skills for Administrative Professionals / Executive Secretaries/PA	26-27 September	Johannesburg	R 8,999
SharePoint Implementation Best Practices From Design to integration	26-27 September	Johannesburg	R 8,999
The Office Professional and Records Management Masterclass	26-27 September	Johannesburg	R 7,999
Advanced Office Management & Effective Administration Skills	23-25 October	Johannesburg	R 8,999
Leadership for Administrative Professionals	23-25 October	Johannesburg	R 8,999
Masterclass for Executive Secretaries and PA's	25-27 September	Johannesburg	R 8,999
Leadership for Administrative Professionals	29-31 May	Johannesburg	R 8,999
Masterclass for Executive Secretaries and PA's	29-31 May	Johannesburg	R 8,999
Risk Assessment within Production Operations	23-25 October	Johannesburg	R 8,999
Safety Compliance and Site Inspection	4-6 December	Johannesburg	R 8,999
Health, Safety & Environment in Engineering Projects	23-25 October	Johannesburg	R 8,999
Environmental Monitoring and Modelling	25-27 September	Johannesburg	R 8,999
Construction HSE Hazards	25-27 September	Johannesburg	R 8,999
Construction Quality Control on Site	26-27 September	Johannesburg	R 8,999
Advanced Health & Safety Management	28-30 September	Johannesburg	R 8,999
Contractor Safety Management	28-30 August	Johannesburg	R 8,999
Behavioural Based Safety	25-27 September	Johannesburg	R 8,999
Master Class in Health and Safety	25-27 September	Johannesburg	R 8,999
Safety Management Best Practices	25-27 September	Johannesburg	R 8,999
Advanced Process Hazop	25-27 September	Johannesburg	R 8,999
Fire Alarm Systems	26-27 September	Johannesburg	R 8,999
Health, Safety & Environment in Engineering Projects	26-27 September	Johannesburg	R 8,999
Task Risk Assessment: Modern Proactive Approach to Incident Prevention	28-30 August	Johannesburg	R 8,999
Electric Submersible Pumps (ESPs) Selection, Installation, Operation and Maintenance	23-25 October	Johannesburg	R 8,999
Construction and Civil Engineering Fundamentals for Non-Civil Engineers	23-25 October	Johannesburg	R 8,999

	DATE	VENUE	FEES
Strategic Thinking and Leadership for Engineers	25-27 September	Johannesburg	R 8,999
Fired Heaters and Heat Exchangers	26-27 September	Johannesburg	R 8,999
Understanding and Preventing Process Equipment Failures	4-6 December	Johannesburg	R 8,999
Technical Professionals	4-6 December	Johannesburg	R 8,999
Maintenance Errors	4-6 December	Johannesburg	R 8,999
Process & Mechanical Engineering Essentials	4-6 December	Johannesburg	R 8,999
Process Engineering Essentials	4-6 December	Johannesburg	R 8,999
Mechanical Engineering Essentials	4-6 December	Johannesburg	R 8,999
HVAC Design, Operation & Maintenance	16-18 October	Johannesburg	R 8,999
Protective Control Relay Systems and Automation From Basic	28-30 August	Johannesburg	R 8,999
Electrical Substation Design, Testing and Commissioning Procedure	26-27 September	Johannesburg	R 8,999
Uninterruptible Power Supply Systems	25-27 September	Johannesburg	R 8,999
Electrical Drawings and Control Circuits	26-27 September	Johannesburg	R 8,999
Cost Effective Strategies for the Maintenance of Electrical Power Systems	25-27 September	Johannesburg	R 8,999
Electrical Equipment & Control Systems Commissioning, Testing	26-27 September	Johannesburg	R 8,999
Transformer Operational Principles, Selection & Troubleshooting	25-27 September	Johannesburg	R 8,999
Assessment, Evaluation and Repair of Reinforced Concrete Structure	19-20 September	Johannesburg	R 8,999
Mobile Lifting Equipment Operation and Maintenance	19-20 September	Johannesburg	R 8,999
Transmission & Distribution Operation & Design Calculations	26-27 September	Johannesburg	R 8,999
Maintenance Strategy Development and Cost Effective Implementation	25-27 September	Johannesburg	R 8,999
Pressure Vessel & Process Equipment Design & Engineering	29-31 May	Johannesburg	R 8,999
Implementing Effective Preventive & Predictive Maintenance Programmes	25-27 November	Johannesburg	R8,999
Strategic Thinking and Leadership for Engineers	16-18 October	Johannesburg	R 8,999
Engineering Electronic Document Management Systems (EDMS)	16-18 October	Johannesburg	R 8,999
Leadership and Management Skills for Supervisors	16-18 October	Johannesburg	R 8,999
Designing Solutions to Complex Business Problems	16-18 October	Johannesburg	R 8,999
The Effective Strategic Manager	16-18 October	Johannesburg	R 8,999
Portfolio Management and Corporate Finance Principles	16-18 October	Johannesburg	R 8,999
The Power of Positive Thinking, Psychology and Attitude	16-18 October	Johannesburg	R 8,999
Advanced Leadership	28-30 August	Johannesburg	R 8,999
Mastering Business Data Collection, Analysis and Presentation	28-30 August	Johannesburg	R 8,999
Leadership and Management Skills for the 21st Century	28-30 August	Johannesburg	R 8,999
Managing Stress & Work-Life Balance	23-25 October	Johannesburg	R 8,999
The Power of Positive Thinking, Psychology and Attitude	14-15 November	Johannesburg	R 8,999
Mastering Management Skills	26-27 September	Johannesburg	R 8,999
Mastering Team Leadership Skills	25-27 September	Johannesburg	R 8,999
Business Process Optimisation and Modelling	27-29 November	Johannesburg	R 8,999
HRM Skills for Today's Leaders and Professionals	27-29 November	Johannesburg	R 8,999
Payroll Management and Effective Payroll Controls	14-15 November	Johannesburg	R 8,999

	DATE	VENUE	FEES
Recruitment, Selection and Retention:	14-15 November	Johannesburg	R 8,999
Advanced Recruitment, Psychometric Analysis & Assessment	28-29 November	Johannesburg	R 8,999
Effective Talent Management	28-29 November	Johannesburg	R 8,999
Workplace Diversity and Talent Management	28-29 November	Johannesburg	R 8,999
Advanced Recruitment, Psychometric Analysis & Assessment	28-29 November	Johannesburg	R 8,999
Organisation and Relationship Systems in the Workplace	28-30 August	Johannesburg	R 8,999
Talent Retention Through Remuneration and Training	26-27 September	Johannesburg	R 8,999
Organisational Structure & Work Ethics Behaviour	26-27 September	Johannesburg	R 8,999
Recruitment, Selection and Retention:	26-27 September	Johannesburg	R 8,999
Creating a Highly Competent Motivated Workforce	27-29 November	Johannesburg	R 8,999
Mastering Finance and Accounting	14-15 November	Johannesburg	R 8,999
Mastering Business Data Collection, Analysis and Presentation	14-15 November	Johannesburg	R 8,999
Mastering Business Etiquette & Protocol	14-15 November	Johannesburg	R 8,999
Developing Transformational Leadership	14-15 November	Johannesburg	R 8,999
Mastering Management and Leadership Skills	28-29 November	Johannesburg	R 8,999
Mastering Management Skills	26-27 September	Johannesburg	R 8,999
Mastering Management and Leadership Skills	26-27 September	Johannesburg	R 8,999
Mastering Team Leadership Skills	26-27 September	Johannesburg	R 8,999
Project Management Professional	26-27 September	Johannesburg	R 8,999



	DATE	VENUE	FEES
Communication and Planning Skills for Administrative Professionals	26-27 September	Durban	R 8,999
Office Management Professional (Office Management and Effective Administration Skills)	23-25 October	Durban	R 7,999
Layers of Protection Analysis (LOPA)	4-6 December	Durban	R 8,999
Safety Compliance and Site Inspection	4-6 December	Durban	R 8,999
Modern Chemical Laboratory Analytical Instrumentation,	23-25 October	Durban	R 8,999
Root Cause Analysis using Tripod Beta Method Incident investigation and And Analysis	25-27 September	Durban	R 8,999
Safety in Process Equipment Design & Operation	28-30 August	Durban	R 8,999
Accident and Injury Prevention for Petroleum Workers	28-30 August	Durban	R 8,999
Behavioural Based Safety	25-27 September	Durban	R 8,999
Root Cause Analysis using Tripod Beta Method Incident investigation and And Analysis	25-27 September	Durban	R 8,999
The Complete Course in Risk Management (RM)	26-27 September	Durban	R 12,000
Perfecting Process Safety	26-27 September	Durban	R 8,999
Advanced HSSE Principles & Practices	26-27 September	Durban	R 8,999
Operational Excellence in the Process Industry	28-30 August	Durban	R 8,999
Chiller Design, Installation, Maintenance & Troubleshooting	23-25 October	Durban	R 8,999
Maintenance Management Developing and Enhancing Maintenance Strategies	26-27 September	Durban	R 8,999
Preventive and Predictive Maintenance and Machinery Failure Analysis	26-27 September	Durban	R 8,999
Problem Solving & Decision Making Skills for Engineers and	4-6 December	Durban	R 8,999
Safety in Process Equipment Design & Operation	4-6 December	Durban	R 8,999
Process Plant Optimization Technology and Continual Improvement	4-6 December	Durban	R 8,999
Process Plant Troubleshooting & Engineering Problem Solving	4-6 December	Durban	R 8,999
Mechanical Engineering for Non-Mechanical Engineers	16-18 October	Durban	R 8,999
Maintenance and Troubleshooting	28-30 August	Durban	R 8,999
Power and Distribution Transformers Testing, Analysis and Troubleshooting	28-30 August	Durban	R 8,999

	DATE	VENUE	FEEs
Process Measurement, Instrumentation & Process Control	25-27 September	Durban	R 8,999
Safety Instrumentation and Emergency Shut-down Systems	25-27 September	Durban	R 8,999
Grounding Systems Design & Application	26-27 September	Durban	R 8,999
Safety in Process Equipment Design & Operation	19-20 September	Durban	R 8,999
Managing Efficient Shutdowns & Turnarounds	19-20 September	Durban	R 8,999
Maintenance & Reliability Best Practices	19-20 September	Durban	R 8,999
Implementing Effective Preventive & Predictive Maintenance Programmes	26-27 September	Durban	R 8,999
Excellence in Maintenance and Reliability Management	16-18 October	Durban	R 8,999
Managing People & Strategy	16-18 October	Durban	R 8,999
Creativity, Critical Thinking and Problem Solving	16-18 October	Durban	R 8,999
Managing and Leading Innovation	28-30 August	Durban	R 8,999
Managing People & Strategy	23-25 October	Durban	R 8,999
Advanced Negotiation Skills & Deal Making Strategies	23-25 October	Durban	R 8,999
Advanced Leadership	25-27 September	Durban	R 8,999
Advanced Human Resource Management	14-15 November	Durban	R 8,999
The Effective Human Resources Administrator	14-15 November	Durban	R 8,999
Talent Retention Through Remuneration and Training	14-15 November	Durban	R 8,999
Advanced Recruitment, Psychometric Analysis & Assessment	28-29 November	Durban	R 8,999

CAPE TOWN



	DATE	VENUE	FEES
Advanced Presentation Skills	26-27 September	Cape Town	R 7,999
Advanced Office Management & Effective Administration Skills	23-25 October	Cape Town	R 8,999
Finance & Accounting for Office Administrators & Secretaries	23-25 October	Cape Town	R 8,999
Layers of Protection Analysis (LOPA)	4-6 December	Cape Town	R 8,999
Safety Compliance and Site Inspection	4-6 December	Cape Town	R 8,999
Safety in Process Equipment Design & Operation	19-20 September	Cape Town	R 8,999
Implementing Effective Preventive & Predictive Maintenance Programmes	25-27 September	Cape Town	R 8,999
Mastering Emotional Intelligence	16-18 October	Cape Town	R 8,999
The Effective Strategic Manager	25-27 September	Cape Town	R 8,999
Success under Pressure	26-27 September	Cape Town	R 8,999
Creativity, Critical Thinking and Problem Solving	25-27 September	Cape Town	R 8,999
Creating a Highly Competent Motivated Workforce	14-15 November	Cape Town	R 8,999
Organisational Structure & Work Ethics Behaviour	28-29 November	Cape Town	R 8,999
HRM Skills for Today's Leaders and Professionals	28-29 November	Cape Town	R 8,999
Training Material and eLearning Design and Development	26-27 September	Cape Town	R 8,999
Advanced Recruitment, Psychometric Analysis & Assessment	16-18 October	Cape Town	R 8,999
Advanced Human Resource Management	26-27 September	Cape Town	R 8,999
Mastering Management Skills	28-29 November	Cape Town	R 8,999
Operations Management Masterclass	28-29 November	Cape Town	R 8,999
Mastering Business Data Collection, Analysis and Presentation	28-29 November	Cape Town	R 8,999

EAST LONDON



	DATE	VENUE	FEES
Advanced Process Risk Assessment and Risk Management	4-6 December	East London	R 8,999
HAZOP Study Management	25-27 September	East London	R 8,999
Excellence in Maintenance and Reliability Management	25-27 September	East London	R 8,999
Strategic Thinking and Leadership for Engineers	14-15 November	East London	R 8,999
Enhancing the Skills of Training Coordinators and Administrators	28-29 November	East London	R 8,999
Mastering Emotional Intelligence	28-29 November	East London	R 8,999
Mastering Communication, Negotiation and Presentation Skills	28-29 November	East London	R 8,999
Management Excellence Masterclass	28-29 November	East London	R 8,999

POLOKWANE



	DATE	VENUE	FEES
Advanced Process Risk Assessment and Risk Management	23-25 October	Polokwane	R 8,999
OSHA – Occupational Safety and Health Administration Standards	23-25 October	Polokwane	R 8,999
Principles to the Complex Applications	28-30 August	Polokwane	R 8,999
Reliability & Operational Performance of Electric Power Systems	28-30 August	Polokwane	R 8,999
Process Control: Instrumentation, Troubleshooting and Problem Solving	26-27 September	Polokwane	R 8,999
HRM Skills for Today's Leaders and Professionals	14-15 November	Polokwane	R 8,999
HRM Skills for Today's Leaders and Professionals	26-27 September	Polokwane	R 8,999
Enhancing the Skills of Training Coordinators and Administrators	16-18 October	Polokwane	R 8,999

PORT ELIZABETH



	DATE	VENUE	FEES
Advanced Office Management & Effective Administration Skills	29-31 May	Port Elizabeth	R 8,999
Advanced Process Risk Assessment and Risk Management	4-6 December	Port Elizabeth	R 8,999
Equipment Calibration, Operations, Quality & Safety	23-25 October	Port Elizabeth	R 8,999
HAZOP Study Management	26-27 September	Port Elizabeth	R 8,999
Mechanical Seals	25-27 September	Port Elizabeth	R 8,999
Writing Effective Maintenance Procedures	19-20 September	Port Elizabeth	R 8,999
Pressure Vessel & Process Equipment Design & Engineering	26-27 September	Port Elizabeth	R 8,999
Team Work & Team Building	16-18 October	Port Elizabeth	R 8,999
Leadership, Vision and Organisational Reality	14-15 November	Port Elizabeth	R 8,999
Working Effectively in Project Teams	14-15 November	Port Elizabeth	R 8,999
Advanced Management	26-27 September	Port Elizabeth	R 8,999
Organisation and Relationship Systems in the Workplace	28-29 November	Port Elizabeth	R 8,999
Payroll Management and Effective Payroll Controls	26-27 September	Port Elizabeth	R 8,999
Developing Transformational Leadership	28-29 November	Port Elizabeth	R 8,999
Mastering Business Etiquette & Protocol	28-29 November	Port Elizabeth	R 8,999



	DATE	VENUE	FEES
Risk Assessment within Production Operations	23-25 October	Nelspruit	R 8,999
Process Plant Start-up and Commissioning	23-25 October	Nelspruit	R 8,999
Heat Exchangers: Types, Applications, Design, Operation & Maintenance	16-18 October	Nelspruit	R 8,999
Design Criteria in Instrumentation Engineering	16-18 October	Nelspruit	R 8,999
Management Skills and Techniques for Engineers	16-18 October	Nelspruit	R 8,999
Electrical Equipment and Safety: Operation, Control,	28-30 August	Nelspruit	R 8,999
Risk Based Strategies for Inspection & Maintenance (RBI & RBM)	19-20 September	Nelspruit	R 8,999
Leading & Managing Vendor Relations	23-25 October	Nelspruit	R 8,999
Mastering Management and Leadership Skills	26-27 September	Nelspruit	R 8,999
Organisational Structure & Work Ethics Behaviour	28-29 November	Nelspruit	R 8,999
Enhancing Job Performance: Skills for Achieving Personal and Organisational	28-29 November	Nelspruit	R 8,999
The Effective Human Resources Administrator	26-27 September	Nelspruit	R 8,999
Project Management Professional	28-29 November	Nelspruit	R 8,999



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