**OPEN REGISTRATION: VARIOUS COURSES FOR 2025**

Dear Colleagues,

The following courses were intended for a specific group of participants identified in the training needs analysis for 2025, but due to changes in their availability, the courses are now being opened to all staff members who require the training.

If you believe this training aligns with your current role or future development goals, you are encouraged to register.

Please note that **approval from your line manager** is required prior to registration. Please discuss this opportunity with them.

Kindly register by selecting the hyperlinks in the booking link column of the table below. Please note that registration will close on **Friday, 4 July 2025.**

Please note that the SETA requires a commitment form to be completed by each participant, which must be submitted together with a certified copy of your identification document, and a certified copy of your highest qualification.

If you have any questions or need further information, feel free to email [muthwan@ukzn.ac.za](mailto:muthwan@ukzn.ac.za).

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| **COURSE NAME** | **FORMS LINK** | **DATE(S)** |
| ASSERTIVENESS | <https://forms.office.com/r/7PwBLCgrci> | 28 August 2025 |
| BASIC LABOUR LAW | <https://forms.office.com/r/xz9phYHj8Y> | 15 to 17 July 2025 |
| EMOTIONAL INTELLIGENCE | <https://forms.office.com/r/ApB4Emf3BS> | 15 October 2025 |
| EMPLOYEE EXPERIENCE MANAGEMENT | <https://forms.office.com/r/N1DxFuduk2> | 21 October 2025 |
| INITIATING DISCIPLINARY HEARINGS | <https://forms.office.com/r/iRRgSsV8F2> | 13 October 2025 |
| MANAGING POOR WORK PERFORMANCE | <https://forms.office.com/r/wXbzFntzsZ> | 20 October 2025 |
| MENTORING AND COACHING | <https://forms.office.com/r/FXCCPNzLq8> | 27 October 2025 |
| MINUTES AND AGENDAS | <https://forms.office.com/r/hHtJnYsyxa> | 29 September 2025 |
| MS EXCEL - BASIC | <https://forms.office.com/r/4Ghzpdd0mS> | 3 July 2025 (further dates may be arranged based on demand) |
| MS EXCEL - INTERMEDIATE | <https://forms.office.com/r/n6N58Sekmj> | 8 to 9 July 2025 (further dates may be arranged based on demand) |
| MS EXCEL - ADVANCED | <https://forms.office.com/r/bMdBQF6nNL> | 20 to 21 August OR  26 to 27 August 2025 |
| MS POWERPOINT - ADVANCED | <https://forms.office.com/r/A8HGt335rq> | 14 to 15 August 2025 |
| MS POWERPOINT - BASIC | <https://forms.office.com/r/e8m88eEuMH> | To be confirmed |
| MS POWERPOINT - INTERMEDIATE | <https://forms.office.com/r/M6GfZHUejK> | 22 July 2025 |
| MS WORD - ADVANCED | <https://forms.office.com/r/2RpixYDSdQ> | 12 August 2025 |
| MS WORD - INTERMEDIATE | <https://forms.office.com/r/jBz0V9D0Xc> | 6 August 2025 |
| PERFORMANCE MANAGEMENT – BEST PRACTICE | <https://forms.office.com/r/kxZX2eFX1z> | 15 September 2025 |
| TALENT MANAGEMENT AND SUCCESS PLANNING | <https://forms.office.com/r/HmPF6Lpf7p> | 8 September 2025 |
| TIME MANAGEMENT | <https://forms.office.com/r/7MmQWRnaJM> | 1 September 2025 |

Janet Maguire

HRD Manager (acting)