

Please note: Dates and times are subject to change.  
Members will be advised of any changes to this schedule.

## Annual Events

Annual General Meeting	26 Feb
The Entrepreneur 2019 Launch	16 May
Annual Chamber Gala Dinner	23 May
Corporate Golf Challenge	11 Jul
Year-End Business Lunch	06 Dec

## Executive Committee Meetings

21 Feb	25 Jul
28 Mar	29 Aug*
02 May*	26 Sep
*Meet and Greet with new members	31 Oct

## 1st Friday Business Club

01 Feb	07 Jun
05 Apr	02 Aug
	04 Oct

## iLembe Business@Breakfast

27 Feb	21 Aug
19 Jun	13 Nov

## Standing Committees

### HUMAN CAPITAL

26 Mar  
25 Jun  
15 Oct

### TOURISM

24 Apr  
30 Jul  
22 Oct

### NON-PROFIT ORGANISATION

21 May  
28 Aug  
20 Nov

### SMME

23 May  
28 Aug  
20 Nov

### INVESTMENT

25 Apr  
23 Jul  
17 Sep

Business@Breakfast is presented in partnership with:



Business Support Centre Partners:

# Skills for Growth Workshops

# 2019 Calendar

Updated 23/4/2019

## Ballito

- 25 Feb Microsoft Excel (Beginners)
- 27 Feb Microsoft Excel (Intermediate)
- 28 Feb Microsoft Excel (Advanced)
- 14 Mar Leadership Skills for New Managers
- 18 Apr First Aid Certification (Part 1)
- 14 May Managing Workplace Anxiety
- 05 Jun Introduction to Health & Safety
- 23 Jul Microsoft Excel (Foundation),  
incl Basic Computer Skills
- 24 Jul Microsoft Excel (Beginners)
- 25 Jul Microsoft Excel (Intermediate)
- 26 Jul Microsoft Excel (Advanced)
- 31 Jul Initiating Discipline & Conducting  
a Disciplinary Enquiry
- 15 Aug First Aid Certification (Part 2)
- 29 & Design Thinking, presented in collaboration  
30 Aug with UKZN and Nedbank
- 05 Sep Transitional Management
- 17 Oct Professional Business Communication
- 21 Nov Service Excellence

## Isithebe

- 28 Mar First Aid Certification (Part 1)
- 30 May Leadership Skills for New Managers
- 25 Jun Microsoft Excel (Foundation), incl Basic  
Computer Skills
- 26 Jun Microsoft Excel (Beginners)
- 27 Jun Microsoft Excel (Intermediate)
- 28 Jun Microsoft Excel (Advanced)
- 16 Jul Introduction to Health & Safety
- 22 Aug First Aid Certification (Part 2)
- 19 Sep Initiating Discipline & Conducting a  
Disciplinary Enquiry
- 22 Oct Microsoft Excel (Foundation),  
incl Basic Computer Skills
- 23 Oct Microsoft Excel (Beginners)
- 24 Oct Microsoft Excel (Intermediate)
- 25 Oct Microsoft Excel (Advanced)
- 31 Oct Skills for Receptionists & Other Support Staff

## Emerging Contractors Programme

- 20 Mar Contract Documentation and Contractual Obligations for Civil Engineering Contractors
- 04 Apr SHEQ Management in Construction
- 10 May Construction Programming and Appropriate Resourcing
- 06 Jun Interpretation of Construction Drawings
- 03 Jul Standards and Project Specifications
- 07 Aug Interpretation of Project Specifications and Understanding Bills of Quantity
- 04 Sep Formulation of Claims, Schedules & Timeliness and Construction Records

## Outreach Programme

The iLembe Outreach Programme supports entrepreneurs and micro-business owners in the remote areas of Kwadukuza, Maphumulo, Ndwedwe and Mandeni. Outreach seminars and workshops are presented in isiZulu, in partnership with the local municipalities, on a regular basis.

## Seminars

iLembe Chamber Seminars provide you with essential information and updates, for example on legal and tax matters, that will assist you to manage your business.

## JED - Joint Enterprise Development

The JED programme partners with the Chamber's corporate members, as part of their enterprise and supplier development commitments, to support entrepreneurs and small businesses that wish to make the transition from the informal economy to the formal economy. The JED programme provides a platform, amongst others, for business linkages between small and big businesses in our region.

## Business Help Desk & Resource Centre

The Business Help Desk provides basic business advice, guidance and referrals regarding a range of business related issues, from setting up a small business to where to register a legal entity and submit tax returns.

## Mentoring

Chamber accredited mentors, with experience and skills across a diverse range of industries, provide free support and advice to the iLembe business community, and in particular budding entrepreneurs and micro business owners.