

TRAINING CALENDAR2015 | Management Training 2015

HR MANAGEMENT		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
001	Human Resources Strategy	2	07-08		17-18		27-28		07-08		15-16		25-26		3.950
002	Human Resources Management	2	05-06		19-20		25-26		09-10		17-18		23-24		3.450
003	Human Resources Planning	2		03-04		23-24		11-12		03-04		21-22		07-08	3.950
004	Smart Interview, Selection, and Recruitment	2		05-06		15-16		23-24		05-06		19-20		21-22	3.450
005	NLP for Human Resources Communication	2	13-14		09-10		21-22		13-14		07-08		19-20		3.450
006	Training the Trainers	3	21-23		11-13		11-13		13-15		09-11		17-19		5.250
007	Performance Management & Appraisal	2		09-10		29-30		15-16		27-28		07-08		15-16	3.450
008	Job Analysis and Evaluation Techniques	2		11-12		21-22		17-18		13-14		05-06		17-18	3.450
009	A Guide to HR for New HR Staff	2	15-16		05-06		07-08		27-28		03-04		11-12		3.450
010	Finance Essentials for the HR Practitioner	2		17-18		27-28		09-10		19-20		27-28		09-10	3.450
011	Effective Solutions for Unacceptable Employee Behavior	2		23-24		13-14		03-04		25-26		15-16		03-04	3.450
012	The Comprehensive Guide to HR Management	2		25-26		15-16		09-10		27-28		12-13		09-10	3.950
013	Building and Managing Employee Relations	2	19-20		09-10		19-20		29-30		15-16		05-06		3.450
014	Personal Productivity	2	21-22		11-12		21-22		02-03		21-22		03-04		3.950
015	Talent Management	2		17-18		07-08		25-26		19-20		07-08		21-22	3.950
MANAGERIAL AND PERSONAL SKILLS		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
101	Basic Presentation Techniques for the Beginners	2	27-28		17-18		07-08		23-24		09-10		17-18		3.450
102	Professional Report Writing Techniques	2	29-30		19-20		05-06		23-24		17-18		19-20		3.450
103	Effective Delegation & Task Management	2		03-04		13-14		23-24		03-04		12-13		09-10	3.450
104	Effective Communication & Interpersonal Skills	2	05-06		23-24		11-12		29-30		21-22		11-12		3.450
105	Dealing with Difficult People	2	07-08		25-26		19-20		07-08		29-30		09-10		3.450
106	Handling Conflict at Work Place	2	15-16		05-06		25-26		09-10		21-22		25-26		3.450
107	Etiquette & Personal Image for Professionals	2		05-06		15-16		25-26		05-06		15-16		21-22	3.450
109	Negotiation Skills for Purchasing Officer	2	13-14		03-04		25-26		09-10		15-16		23-24		3.950
110	Basic Problem Solving Techniques	1	12		13		13		06		23		13		1.750
111	Problem Solving & Decision Making	2		11-12		21-22		03-04		13-14		29-30		03-04	3.450
112	Management Essentials	2		09-10		29-30		15-16		25-26		05-06		15-16	3.450
114	Negotiation Skills: Achieving Successful Outcomes	2	21-22		11-12		05-06		27-28		07-08		11-12		3.450
115	Team Building, Mentoring & Coaching Skills	2		23-24		13-14		17-18		27-28		07-08		17-18	3.450
116	Advanced Communication Skills Workshop	2		17-18		07-08		25-26		11-12		21-22		15-16	3.450
117	Assertiveness Training	2	19-20		09-10		27-28		07-08		17-18		23-24		3.450
118	Basic of Time Management	1	23		16		29		03		11		27		1.750
119	Managerial Skills for Secretaries, Administration & Staff	2		25-26		21-22		03-04		13-14		27-28		03-04	3.450
120	Assertiveness Skills for Managers and Supervisors	1		16		20		05		10		09		11	1.750
121	Essentials of Finance & Accounting for Secretary & Admin	2	27-28		17-18		07-08		27-28		17-18		05-06		3.450
122	Understanding Financial Reports and Accounting Works	2		03-04		23-24		09-10		19-20		29-30		09-10	3.450
123	Effective Time Management Workshop	2		05-06		27-28		11-12		05-06		21-22		07-08	3.450
124	How to Write Effective Policies and Procedures	2	19-20		23-24		05-06		29-30		09-10		25-26		3.950
125	Effective Presentation Skills	2		09-10		29-30		15-16		25-26		12-13		03-04	3.450
126	Negotiating to Win	2		11-12		21-22		17-18		03-04		15-16		21-22	3.450
127	Excellent Critical Thinking Skills	2	21-22		11-12		07-08		23-24		07-08		19-20		3.450
128	Mastering Public Speaking	2		17-18		27-28		03-04		19-20		27-28		17-18	3.450
129	Creative Problem Solving	2	15-16		25-26		05-06		13-14		21-22		17-18		3.450
130	Organisational Skill	2		23-24		09-10		11-12		27-28		12-13		07-08	3.450
131	Writing Proposal	2	29-30		19-20		11-12		02-03		03-04		11-12		3.450
132	Managing Anger & Emotions in Workplace	2	07-08		25-26		11-12		27-28		09-10		19-20		3.450
133	Breaking Bad Communication Habits	2		25-26		09-10		29-30		11-12		05-06		21-22	3.450
134	Table Manner & Dinner Etiquettes	2		05-06		15-16		25-26		05-06		19-20		09-10	3.450
SALES, SERVICES, AND MARKETING		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
201	Smart Selling Techniques	2	05-06		25-26		19-20		29-30		03-04		19-20		3.450
202	Service Quality Awareness (Mindset)	2	07-08		17-18		21-22		07-08		29-30		17-18		3.450
203	Front-liner Basic Skills	2		03-04		23-24		15-16		03-04		29-30		17-18	3.450
204	The Power of Your First Impression	1		20		02		05		07		16		23	1.750
205	Effective Collection From Customers Point of View	2		05-06		15-16		25-26		03-04		19-20		09-10	3.450
206	Marketing for Non Marketers	1	09		27		13		06		11		13		1.750
208	Change Management in Competitive Business	1		13		17		08		21		23		11	1.750
209	Customer Loyalty through CRM	2		05-06		15-16		25-26		05-06		19-20		09-10	3.450
210	Marketing Plan	2		09-10		13-14		23-24		11-12		05-06		15-16	3.450
211	The Outstanding Receptionist	1		13		17		22		21		23		11	1.750
212	Basic Telephone Skills	1	12		02		15		03		23		27		1.750
213	Selling Techniques for Banking Products	2		17-18		07-08		29-30		19-20		07-08		17-18	3.450
214	Call Center	2	13-14		23-24		05-06		13-14		21-22		03-04		3.450
215	Customer Service Excellent	2		23-24		09-10		17-18		25-26		15-16		21-22	3.450
216	Managing Customer Complaint Effectively	2	15-16		05-06		25-26		09-10		17-18		09-10		3.450
217	Understanding Consumer Behaviour	2		11-12		21-22		09-10		27-28		12-13		07-08	3.450
218	Customer Service Fundamentals	2	19-20		19-20		07-08		23-24		15-16		05-06		3.450
219	Psychology of Service in Action	2		17-18		07-08		29-30		19-20		07-08		17-18	3.450
ADMINISTRATION AND SECRETARIAL SKILLS		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
301	Secretarial Skills for the New Secretary	2	21-22		11-12		21-22		02-03		29-30		09-10		3.450
302	Administration Skills	2	27-28		17-18		11-12		07-08		15-16		25-26		3.450
303	Secretary Excellence	2		25-26		15-16		03-04		19-20		21-22		03-04	3.450
304	Professional Filing & Records Management	1		27		17		05		21		23		02	1.750
305	Effective Office Management	2	29-30		09-10		19-20		09-10		21-22		09-10		3.450
306	Professional Business Writing for Secretary & Admin	2	13-14		03-04		21-22		27-28		09-10		19-20		3.450
307	Best Practices for Personnel Assistants & HR Staff	2		11-12		23-24		09-10		13-14		27-28		07-08	3.450
308	Strategic Skills for Secretary & Administration Staff	2		09-10		27-28		23-24		11-12		07-08		15-16	3.450
309	How to Support Multiple Bosses	2		23-24		13-14		25-26		03-04		19-20		09-10	3.450
310	The Indispensable Secretaries & Administrative Assistant	2	15-16		05-06		27-28		29-30		07-08		11-12		3.450
311	The Conference for Secretaries & Administrative Assistant	1	23		27		29		31		23		13		1.750
312	Mastering Meeting Management	2		17-18		07-08		17-18		05-06		15-16		17-18	3.450
MANAGEMENT LEADERSHIP DEVELOPMENT		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
401	Moving from Staff Member to Supervisor	2	05-06		19-20		27-28		07-08		15-16		09-10		3.450
402	Basic Supervisory Skills	2	13-14		03-04		25-26		09-10		17-18		05-06		3.450
403	Leadership Skills for Supervisor	2		23-24		23-24		11-12		13-14		05-06		17-18	3.450
404	Management Skills for New Supervisors	2		05-06		27-28		29-30		11-12		07-08		15-16	3.450
405	Making the Transition to Management	2	07-08		03-04		11-12		27-28		07-08		17-18		3.450
406	Management Skills for New Managers	2	19-20		09-10		21-22		29-30		03-04		23-24		3.450
407	Successfully Managing People	2		23-24		07-08		15-16		25-26		19-20		03-04	3.450
408	Improving Your Managerial Effectiveness	2		09-10		29-30		17-18		03-04		12-13		09-10	3.450
409	Leadership & Influence Skills	2	15-16		25-26		07-08		13-14		03-04		23-24		3.450
410	Leadership Skills: Building Success Through Teamwork	3		16-18		15-17		23-25		05-07		13-16		21-23	5.250
411	Creative Leadership Workshop	1		27		06		19		10		09		14	1.950
412	Leadership Skills for Women	2	21-22		11-12		05-06		23-24		09-10		25-26		3.450
413	Making Better Decision Using MS Excel	2		11-12		21-22		11-12		27-28		21-22		17-18	3.950
414	How to Motivating Your Employee	2	27-28		05-06		19-20		27-28		07-08		05-06		3.450
415	Change Management: Leading & Managing the Change	2		11-12		09-10		25-26		13-14		05-06		15-16	3.950
416	Effective Goal-Setting & Planning Skills	1	26		13		13		31		11		16		1.950
417	Building a Positive, Motivated and Cooperative Team	2	21-22		23-24		19-20		29-30		09-10		25-26		3.450
418	Managing Multiple Projects, Objectives and Deadlines	2		05-06		29-30		03-04		11-12		27-28		07-08	3.450
419	Crew Resources Management for Operational	2	21-22		11-12										