

TRAINING CALENDAR 2017 | Management Training 2017

HR MANAGEMENT		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
001	Human Resources Strategy	2	25-26		13-14		03-04		25-26		11-12		07-08		4.500
002	Human Resources Management	2	05-06		15-16		23-24		05-06		13-14		09-10		3.950
003	Human Resources Planning	2		07-08		27-28		13-14		03-04		23-24		13-14	3.950
004	Smart Interview, Selection, and Recruitment	2		09-10		25-26		15-16		07-08		25-26		11-12	3.950
005	NLP for Human Resources Communication	2	09-10		21-22		09-10		17-18		27-28		13-14		3.950
006	Training the Trainers	3	11-13		15-17		29-31		19-21		05-07		15-17		5.250
007	Performance Management & Appraisal	2		13-14		03-04		19-20		29-30		09-10		19-20	4.500
008	Job Analysis and Evaluation Techniques	2		15-16		05-06		21-22		15-16		11-12		05-06	3.950
009	A Guide to HR for New HR Staff	2	17-18		07-08		29-30		13-14		07-08		29-30		3.950
010	Finance Essentials for the HR Practitioner	2		21-22		11-12		05-06		21-22		11-12		07-08	3.950
011	Effective Solutions for Unacceptable Employee Behavior	2		23-24		03-04		13-14		29-30		05-06		13-14	3.950
012	The Comprehensive Guide to HR Management	2		27-28		17-18		07-08		23-24		03-04		11-12	4.500
013	Building and Managing Employee Relations	2	23-24		13-14		03-04		27-28		19-20		27-28		3.950
014	Personal Productivity	2	19-20		09-10		29-30		11-12		05-06		21-22		3.950
015	Talent Management	2		07-08		27-28		19-20		09-10		19-20		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	5-6		23-24		15-16		3-4		25-26		15-16		3.950
102	Professional Report Writing Techniques	2	17-18		7-8		23-24		13-14		7-8		23-24		3.950
103	Effective Delegation & Task Management	2		9-10		19-20		21-22		9-10		19-20		21-22	3.950
104	Effective Communication & Interpersonal Skills	2	9-10		21-22		9-10		19-20		27-28		13-14		3.950
105	Dealing with Difficult People	2	23-24		13-14		17-18		27-28		7-8		15-16		3.950
106	Handling Conflict at Work Place	2	19-20		9-10		29-30		11-12		5-6		21-22		3.950
107	Etiquette & Personal Image for Professionals	2		13-14		3-4		29-30		21-22		17-18		7-8	3.950
109	Negotiation Skills for Purchasing Officer	2	25-26		15-16		3-4		25-26		11-12		7-8		4.500
110	Basic Problem Solving Techniques	1	13		17		5		21		15		3		1.975
111	Problem Solving & Decision Making	2		23-24		5-6		15-16		7-8		25-26		5-6	3.950
112	Management Essentials	2		21-22		11-12		5-6		23-24		9-10		19-20	3.950
114	Negotiation Skills: Achieving Successful Outcomes	2	11-12		21-22		17-18		3-4		13-14		23-24		3.950
115	Team Building, Mentoring & Coaching Skills	2		15-16		25-26		5-6		15-16		17-18		7-8	3.950
116	Advanced Communication Skills Workshop	2		27-28		17-18		7-8		29-30		11-12		5-6	3.950
117	Assertiveness Training	2	25-26		9-10		15-16		5-6		27-28		9-10		3.950
118	Basic of Time Management	1	16		20		19		7		29		17		1.975
119	Managerial Skills for Secretaries, Administration & Staff	2		7-8		27-28		13-14		3-4		23-24		21-22	3.950
120	Assertiveness Skills for Managers and Supervisors	1		17		21		9		11		27		15	1.975
121	Essentials of Finance & Accounting for Secretary & Admin	2	17-18		7-8		23-24		17-18		7-8		27-28		3.950
122	Understanding Financial Reports and Accounting Works	2		9-10		19-20		29-30		9-10		19-20		21-22	3.950
123	Effective Time Management Workshop	2		13-14		3-4		19-20		29-30		9-10		19-20	3.950
124	How to Write Effective Policies and Procedures	2	19-20		23-24		9-10		19-20		25-26		29-30		3.950
125	Effective Presentation Skills	2		15-16		5-6		21-22		15-16		3-4		13-14	3.950
126	Negotiating to Win	2		21-22		11-12		7-8		21-22		17-18		7-8	3.950
127	Excellent Critical Thinking Skills	2	19-20		9-10		15-16		25-26		5-6		15-16		3.950
128	Mastering Public Speaking	2		23-24		11-12		5-6		21-22		9-10		11-12	3.950
129	Creative Problem Solving	2	11-12		21-22		17-18		3-4		13-14		23-24		3.950
130	Organisational Skill	2		27-28		17-18		15-16		23-24		5-6		13-14	3.950
131	Writing Proposal	2	9-10		15-16		9-10		27-28		19-20		23-24		3.950
132	Managing Anger & Emotions in Workplace	2		7-8		27-28		7-8		29-30		17-18		7-8	3.950
133	Breaking Bad Communication Habits	2		9-10		19-20		29-30		7-8		11-12		5-6	3.950
134	Table Manner & Dinner Etiquettes	2	5-6		23-24		15-16		25-26		5-6		13-14		3.950
SALES, SERVICES, AND MARKETING		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
201	Smart Selling Techniques	2	9-10		13-14		29-30		5-6		11-12		21-22		3.950
202	Service Quality Awareness (Mindset)	2	11-12		21-22		23-24		3-4		13-14		23-24		3.950
203	Front-line Basic Skills	2		15-16		25-26		5-6		15-16		25-26		11-12	3.750
204	The Power of Your First Impression	1		17		7		9		11		27		15	1.950
205	Customer Relationship Management	2	23-24		13-14		3-4		13-14		25-26		7-8		3.950
206	Marketing for Non Marketers	1	27		17		5		21		29		17		1.950
208	Change Management in Competitive Business	1		20		21		9		25		13		18	1.950
209	Customer Loyalty through CRM	2		13-14		3-4		19-20		23-24		5-6		11-12	3.950
210	Marketing Plan	2		23-24		5-6		15-16		21-22		3-4		13-14	3.950
211	The Outstanding Receptionist	1	11		2		23		13		5		21		1.950
212	Basic Telephone Skills	1	12		3		24		14		6		22		1.950
213	Selling Techniques for Banking Products	2		21-22		11-12		13-14		7-8		23-24		19-20	3.950
214	Call Center	2	17-18		7-8		29-30		17-18		7-8		27-28		3.750
215	Customer Service Excellent	2		7-8		27-28		21-22		9-10		19-20		21-22	3.750
216	Managing Customer Complaint Effectively	2	19-20		23-24		9-10		19-20		27-28		13-14		3.750
217	Understanding Consumer Behaviour	2		27-28		17-18		7-8		29-30		17-18		5-6	3.750
218	Customer Service Fundamentals	2	23-24		9-10		15-16		27-28		19-20		9-10		3.750
219	Psychology of Service in Action	2		9-10		19-20		29-30		7-8		11-12		19-20	3.750
220	Customer Service Care	2	25-26		15-16		17-18		17-18		7-8		29-30		3.750
221	Increasing Customer Satisfaction	2		13-14		3-4		15-16		23-24		3-4		11-12	3.750
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	5-6		9-10		29-30		11-12		27-28		9-10		3.750
302	Administration Skills	2	9-10		13-14		17-18		5-6		25-26		15-16		3.750
303	Secretary Excellence	2		13-14		3-4		13-14		23-24		5-6		11-12	3.750
304	Professional Filing & Records Management	1		15		5		15		25		13		13	1.950
305	Effective Office Management	2	17-18		7-8		15-16		25-26		7-8		13-14		3.750
306	Professional Business Writing for Secretary & Admin	2	11-12		23-24		3-4		19-20		19-20		7-8		3.950
307	Best Practices for Personnel Assistants & HR Staff	2		15-16		5-6		15-16		21-22		3-4		13-14	3.950
308	Strategic Skills for Secretary & Administration Staff	2		21-22		11-12		21-22		9-10		19-20		5-6	3.950
309	How to Support Multiple Bosses	2		23-24		19-20		13-14		3-4		23-24		19-20	3.950
310	The Indispensable Secretaries & Administrative Assistant	2	23-24		21-22		17-18		27-28		13-14		27-28		3.950
311	The Conference for Secretaries & Administrative Assistant	1	27		23		19		7		15		3		1.950
312	Mastering Meeting Management	2		27-28		17-18		7-8		15-16		25-26		21-22	3.950
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	25-26		15-16		3-4		19-20		25-26		7-8		3.750
402	Basic Supervisory Skills	2	17-18		7-8		23-24		17-18		5-6		29-30		3.750
403	Leadership Skills for Supervisor	2		23-24		5-6		19-20		29-30		9-10		19-20	3.750
404	Management Skills for New Supervisors	2		21-22		11-12		5-6		23-24		11-12		21-22	3.750
405	Making the Transition to Management	2	09-10		23-24		15-16		11-12		19-20		9-10		3.950
406	Management Skills for New Managers	2	19-20		9-10		29-30		19-20		11-12		27-28		3.950
407	Successfully Managing People	2		15-16		25-26		5-6		21-22		17-18		7-8	3.950
408	Improving Your Managerial Effectiveness	2		13-14		17-18		19-20		7-8		23-24		13-14	3.950
409	Leadership & Influence Skills	2	11-12		21-22		17-18		5-6		27-28		15-16		3.950
410	Leadership Skills: Building Success Through Teamwork	3		7-9		19-21		13-15		9-11		25-27		13-15	5.625
411	Creative Leadership Workshop	1		10		21		16		11		27		15	2.450
412	Leadership Skills for Women	2	23-24		13-14		3-4		25-26		19-20		9-10		3.950
413	Making Better Decision Using MS Excel	2		27-28		17-18		07-08		15-16		23-24		11-12	4.500
414	How to Motivating Your Employee	2	17-18		7-8		23-24		13-14		5-6		23-24		3.950
415	Change Management: Leading & Managing the Change	2		13-14		3-4		13-14		23-24		3-4		11-12	3.950
416	Effective Goal-Setting & Planning Skills	1	13		23		5		10		29		3		2.250
417	Building a Positive, Motivated and Cooperative Team	2	25-26		15-16		9-10		11-12		13-14		15-16		3.950
418	Managing Multiple Projects, Objectives and Deadlines	2		7-8		27-28		15-16		3-4		25-26		7-8	3.950
419	Crew Resources Management for Operational	2		21-22	</										