

TRAINING CALENDAR 2018 | Management Training 2018

HR MANAGEMENT		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
001	Human Resources Strategy	2	11-12		21-22		07-08		19-20		27-28		07-08		4.950
002	Human Resources Management	2	15-16		05-06		23-24		17-18		25-26		05-06		4.950
003	Human Resources Planning	2		05-06		25-26		11-12		09-10		23-24		13-14	4.950
004	Smart Interview, Selection, and Recruitment	2		07-08		17-18		27-28		07-08		17-18		11-12	4.450
005	NLP for Human Resources Communication	2	23-24		13-14		03-04		23-24		13-14		27-28		4.450
006	Training the Trainers	3	17-19		27-29		07-09		11-13		19-21		21-23		5.925
007	Performance Management & Appraisal	2		19-20		09-10		27-28		13-14		03-04		19-20	4.950
008	Job Analysis and Evaluation Techniques	2		13-14		23-24		07-08		15-16		25-26		05-06	4.450
009	A Guide to HR for New HR Staff	2	23-24		13-14		03-04		25-26		13-14		29-30		4.450
010	Finance Essentials for the HR Practitioner	2		21-22		11-12		05-06		29-30		15-16		03-04	4.950
011	Effective Solutions for Unacceptable Employee Behavior	2		05-06		25-26		11-12		09-10		29-30		17-18	4.950
012	The Comprehensive Guide to HR Management	2		27-28		17-18		07-08		27-28		11-12		05-06	4.950
013	Building and Managing Employee Relations	2	25-26		15-16		21-22		05-06		17-18		15-16		4.950
014	Personal Productivity	2	29-30		19-20		07-08		25-26		19-20		13-14		4.950
015	Talent Management	2		21-22		11-12		05-06		23-24		09-10		13-14	4.950
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	29-30		19-20		07-08		23-24		17-18		05-06		4.450
102	Professional Report Writing Techniques	2	11-12		21-22		03-04		17-18		19-20		07-08		4.450
103	Effective Delegation & Task Management	2		07-08		17-18		27-28		07-08		17-18		17-18	4.950
104	Effective Communication & Interpersonal Skills	2	17-18		07-08		17-18		25-26		05-06		13-14		4.450
105	Dealing with Difficult People	2	25-26		15-16		23-24		03-04		17-18		29-30		4.950
106	Handling Conflict at Work Place	2	23-24		13-14		03-04		19-20		25-26		07-08		4.950
107	Etiquette & Personal Image for Professionals	2		19-20		09-10		25-26		15-16		03-04		19-20	4.950
109	Negotiation Skills for Purchasing Officer	2	15-16		05-06		21-22		11-12		05-06		21-22		4.950
110	Basic Problem Solving Techniques	1	19		09		25		13		07		23		1.975
111	Problem Solving & Decision Making	2		13-14		23-24		05-06		15-16		25-26		11-12	4.950
112	Management Essentials	2		27-28		05-06		21-22		13-14		23-24		03-04	4.950
114	Negotiation Skills: Achieving Successful Outcomes	2	25-26		15-16		15-16		23-24		27-28		07-08		4.950
115	Team Building, Mentoring & Coaching Skills	2		05-06		25-26		11-12		09-10		29-30		11-12	4.950
116	Advanced Communication Skills Workshop	2		13-14		23-24		11-12		07-08		11-12		11-12	4.950
117	Assertiveness Training	2	17-18		07-08		17-18		09-10		13-14		27-28		4.450
118	Basic of Time Management	1	22		23		11		27		12		09		1.975
119	Managerial Skills for Secretaries, Administration & Staff	2		19-20		09-10		21-22		15-16		29-30		13-14	4.950
120	Assertiveness Skills for Managers and Supervisors	1		15		16		20		31		05		21	2.250
121	Essentials of Finance & Accounting for Secretary & Admin	2	29-30		19-20		30-31		11-12		03-04		21-22		4.950
122	Understanding Financial Reports and Accounting Works	2		05-06		25-26		05-06		15-16		25-26		05-06	4.950
123	Effective Time Management Workshop	2		21-22		11-12		07-08		23-24		11-12		03-04	4.450
124	How to Write Effective Policies and Procedures	2	23-24		13-14		07-08		23-24		17-18		05-06		4.950
125	Effective Presentation Skills	2		07-08		17-18		27-28		09-10		17-18		17-18	4.450
126	Negotiating to Win	2		27-28		05-06		25-26		13-14		03-04		19-20	4.950
127	Excellent Critical Thinking Skills	2	11-12		21-22		21-22		09-10		13-14		21-22		4.950
128	Mastering Public Speaking	2		19-20		09-10		21-22		20-21		09-10		03-04	4.450
129	Creative Problem Solving	2	17-18		07-08		15-16		25-26		03-04		15-16		4.950
130	Organisational Skill	2		07-08		17-18		27-28		07-08		15-16		05-06	4.950
131	Writing Proposal	2	15-16		05-06		23-24		11-12		05-06		27-28		4.450
132	Managing Anger & Emotions in Workplace	2		21-22		11-12		07-08		27-28		11-12		13-14	4.450
133	Breaking Bad Communication Habits	2		13-14		23-24		21-22		29-30		09-10		17-18	4.950
134	Table Manner & Dinner Etiquettes	2	25-26		15-16		23-24		05-06		13-14		21-22		4.450
SALES, SERVICES, AND MARKETING		D	JAN	FEB	MAR	APR	MAY	JUN	JUL	AGT	SEP	OKT	NOP	DES	FEE
201	Smart Selling Techniques	2	17-18		07-08		15-16		03-04		19-20		13-14		4.450
202	Service Quality Awareness (Mindset)	2	11-12		21-22		17-18		05-06		25-26		15-16		4.450
203	Front-liner Basic Skills	2		05-06		19-20		25-26		07-08		17-18		03-04	4.450
204	The Power of Your First Impression	1		09		27		13		06		08		07	2.250
205	Customer Relation Management (CRM)	2	23-24		07-08		17-18		25-26		03-04		29-30		4.450
206	Marketing for Non Marketers	1		15		16		29		21		05		10	2.250
208	Change Management in Competitive Business	1	19		09		25		13		12		09		2.250
209	Customer Loyalty through CRM	2		27-28		19-20		07-08		29-30		15-16		05-06	4.450
210	Marketing Plan	2		07-08		25-26		11-12		27-28		29-30		05-06	4.450
211	The Outstanding Receptionist	1	22		23		14		27		07		23		2.250
212	Basic Telephone Skills	1		23		27		13		31		19		07	2.250
213	Selling Techniques for Banking Products	2		13-14		03-04		25-26		13-14		23-24		03-04	4.950
214	Call Center	2	29-30		19-20		15-16		09-10		25-26		13-14		4.450
215	Customer Service Excellent	2		19-20		09-10		21-22		15-16		09-10		11-12	4.450
216	Managing Customer Complaint Effectively	2	25-26		15-16		03-04		17-18		19-20		05-06		4.450
217	Understanding Consumer Behaviour	2		07-08		17-18		27-28		07-08		25-26		19-20	4.450
218	Customer Service Fundamentals	2	15-16		05-06		21-22		11-12		27-28		07-08		4.450
219	Psychology of Service in Action	2		21-22		11-12		05-06		23-24		11-12		13-14	4.450
220	Customer Service Care	2	29-30		19-20		07-08		23-24		17-18		15-16		4.450
221	Increasing Customer Satisfaction	2		27-28		05-06		25-26		13-14		23-24		17-18	4.450
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	11-12		21-22		15-16		03-04		25-26		15-16		4.450
302	Administration Skills	2	17-18		27-28		17-18		19-20		27-28		07-08		4.450
303	Secretary Excellence	2		13-14		03-04		25-26		13-14		03-04		19-20	4.450
304	Professional Filing & Records Management	1		15		05		27		15		05		21	2.250
305	Effective Office Management	2	15-16		27-28		23-24		05-06		13-14		21-22		4.450
306	Professional Business Writing for Secretary & Admin	2	23-24		13-14		03-04		17-18		27-28		05-06		4.450
307	Best Practices for Personnel Assistants & HR Staff	2		21-22		11-12		21-22		09-10		17-18		19-20	4.450
308	Strategic Skills for Secretary & Administration Staff	2		07-08		19-20		27-28		29-30		15-16		13-14	4.450
309	How to Support Multiple Bosses	2		05-06		25-26		11-12		23-24		29-30		17-18	4.450
310	The Indispensable Secretaries & Administrative Assistant	2	17-18		27-28		17-18		09-10		05-06		27-28		4.450
311	The Conference for Secretaries & Administrative Assistant	1	19		29		19		11		07		29		2.250
312	Mastering Meeting Management	2		19-20		19-20		07-08		27-28		17-18		05-06	4.450
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	23-24		13-14		21-22		03-04		27-28		13-14		4.450
402	Basic Supervisory Skills	2	25-26		15-16		21-22		09-10		03-04		21-22		4.450
403	Leadership Skills for Supervisor	2		21-22		03-04		11-12		20-21		23-24		11-12	4.450
404	Management Skills for New Supervisors	2		19-20		05-06		27-28		23-24		15-16		13-14	4.450
405	Making the Transition to Management	2	29-30		19-20		23-24		05-06		19-20		15-16		4.450
406	Management Skills for New Managers	2	11-12		07-08		23-24		11-12		05-06		27-28		4.450
407	Successfully Managing People	2		27-28		17-18		07-08		29-30		17-18		03-04	4.450
408	Improving Your Managerial Effectiveness	2		07-08		19-20		05-06		27-28		11-12		11-12	4.450
409	Leadership & Influence Skills	2	15-16		21-22		17-18		09-10		03-04		21-22		4.450
410	Leadership Skills: Building Success Through Teamwork	3		13-15		03-05		27-29		13-15		03-05		19-21	6.675
411	Creative Leadership Workshop	1		23		16		20		16		19		05	2.250
412	Leadership Skills for Women	2	17-18		27-28		07-08		17-18		05-06		29-30		4.450
413	Making Better Decision Using MS Excel	2		13-14		03-04		25-26		13-14		03-04		19-20	4.950
414	How to Motivating Your Employee	2	11-12		05-06		15-16		11-12		25-26		05-06		4.450
415	Change Management: Leading & Managing the Change	2		05-06		25-26		05-06		20-21		25-26		17-18	4.950
416	Effective Goal-Setting & Planning Skills	1	31		29		11		16		21		19		2.250
417	Building a Positive, Motivated and Cooperative Team	2	15-16												