

		JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
EXECUTIVE DEVELOPMENT & GROWTH													
BUSINESS SKILLS & LEADERSHIP DEVELOPMENT PROGRAM	4 DAYS	10 - 13		6 - 9		1 - 4			1 - 4	4 - 7		6 - 9	
ASSERTIVENESS - BUILDING SELF CONFIDENCE	2 DAYS		3 - 4		3 - 4		1 - 2		3 - 4		5 - 6		7 - 8
EMOTIONAL INTELLIGENCE	2 DAYS	13 - 14		6 - 7		1 - 2		17 - 18		4 - 5		6 - 7	
CREATIVE THINKING & PROBLEM SOLVING	2 DAYS		7 - 8		6 - 7		5 - 6		7 - 8		5 - 6		7 - 8
CORE PERSONAL EFFECTIVENESS SKILLS	2 DAYS		10 - 11		6 - 7		8 - 9		10 - 11			9 - 10	14 - 15
LEADERSHIP STYLES	2 DAYS	17 - 18		9 - 10		8 - 9		20 - 21		7 - 8		13 - 14	
EMPLOYEE PERFORMANCE MANAGEMENT	2 DAYS		14 - 15		10 - 11		12 - 13		14 - 15		9 - 10		18 - 19
ADVANCED SUPERVISORY SKILLS	2 DAYS			9 - 10		11 - 12		20 - 21		7 - 8		16 - 17	
MOTIVATE THE WORKFORCE TO ACHIEVE RESULTS	2 DAYS	20 - 21			20 - 21		15 - 16		17 - 18		12 - 13		21 - 22
EFFECTIVE MANAGERIAL SKILLS	2 DAYS			13 - 14		11 - 12		24 - 25		18 - 19		16 - 17	
MANAGING THE TRANSITION - FROM COLLEAGUE TO BOSS	2 DAYS			16 - 17		15 - 16			21 - 22		12 - 13		25 - 26
INTERVIEWING SKILLS - FINDING HE RIGHT PERSONNEL	2 DAYS		17 - 18		24 - 25		22 - 23			21 - 22		27 - 28	
WORKPLACE ESSENTIAL SKILLS													
WORKPLACE ETHICS AND BEHAVIOR	2 DAYS	10 - 11		2 - 3		15 - 16	1 - 2		3 - 4		5 - 6		
DEVELOPING A WORK TEAM	2 DAYS		7 - 8		3 - 4		5 - 6			7 - 8		9 - 10	
TEAM ADAPTABILITY & DIVERSITY AT WORK	2 DAYS			9 - 10		18 - 19		17 - 18	7 - 8		9 - 10		14 - 15
CHANGE MANAGEMENT	2 DAYS		7 - 8		6 - 7		8 - 9			18 - 19		13 - 14	
OFFICE MANAGEMENT & ADMIN SKILLS	2 DAYS	17 - 18		13 - 14		22 - 23			7 - 8		9 - 10		18 - 19
CONFLICT MANAGEMENT & RESOLUTION	2 DAYS		14 - 15		10 - 11		12 - 13			18 - 19		16 - 17	
TIME MANAGEMENT & ORGANIZATIONAL SKILLS	2 DAYS		17 - 18		13 - 14		15 - 16		10 - 11		12 - 13		21 - 22
TOP QUALITIES OF EFFECTIVE TEAM PLAYERS	2 DAYS	27 - 28		16 - 17		22 - 23		20 - 21		21 - 22		20 - 21	
MEETING MANAGEMENT	2 DAYS		21 - 22		20 - 21		22 - 23		17 - 18		16 - 17		25 - 26
EXECUTIVE SECRETARY MASTER CLASS	2 DAYS			30 - 31		29 - 30	26 - 27		21 - 22		26 - 27	23 - 24	
SALES, MARKETING AND CUSTOMER SERVICE													
CALL CENTRE & FRONT LINE CUSTOMER SERVICE	3 DAYS		7 - 9		5 - 7	8 - 10			14 - 16		4 - 6		6 - 8
START, RUN AND GROW YOUR BUSINESS	2 DAYS	13 - 14		13 - 14			5 - 6			7 - 8		9 - 10	
SOCIAL MEDIA BOOTCAMP	1 DAY	14	11	10	7	8	22	28	10	1	30	27	
OPTIMIZE WORKFORCE FOR CUSTOMER SERVICE EXCELLENCE	2 DAYS		10 - 11			15 - 16		24 - 25	14 - 15			16 - 17	
BRANDING & BRAND MANAGEMENT	2 DAYS	27 - 28			10 - 11	18 - 19			17 - 18		26 - 27		14 - 15
NEGOTIATING FOR NAILING THE SAME	2 DAYS			27 - 28			15 - 16	27 - 28		21 - 22		20 - 21	
SEO BOOTCAMP	1 DAY	31	14	13	10	9	23	31	11	4	31	28	
CUSTOMER SERVICE & RELATIONSHIP BUILDING	2 DAYS			30 - 31		22 - 23			21 - 22	25 - 26		27 - 28	
HANDLING ANGRY CUSTOMERS	2 DAYS	20 - 21			13 - 14		29 - 30			28 - 29			21 - 22
COMMUNICATION SKILLS													
ENGLISH FOR WORK	2 DAYS		3 - 4		3 - 4	1 - 2			3 - 4		9 - 10		14 - 15
PRESENTATION & PUBLIC SPEAKING SKILLS	2 DAYS		7 - 8		6 - 7		8 - 9		7 - 8		16 - 17	13 - 14	
BUSINESS COMMUNICATION SKILLS	2 DAYS	24 - 25		9 - 10		8 - 9		24 - 25		25 - 26			21 - 22
INTERNAL & EXTERNAL STAKEHOLDER RELATIONSHIP	2 DAYS		10 - 11		13 - 14		12 - 13		14 - 15		19 - 20	16 - 17	
BUSINESS WRITING SKILLS (INTERMEDIATE)	2 DAYS	24 - 25		23 - 24		11 - 12		27 - 28		28 - 29			25 - 26
BUSINESS WRITING SKILLS (ADVANCED)	2 DAYS	27 - 28		30 - 31		25 - 26			17 - 18		23 - 24	20 - 21	
BUSINESS REPORTS & PROPOSALS WRITING	2 DAYS		17 - 18		17 - 18		26 - 27						27 - 28
TRAIN THE TRAINER													
FACILITATION SKILLS	2 DAYS	17 - 18		16 - 17		11 - 12		17 - 18		4 - 5		15 - 17	
TRAIN THE TRAINER (INTERMEDIATE)	2 DAYS		21 - 22		13 - 14		1 - 2		7 - 8		19 - 20		18 - 19
DEVELOPING YOUR TRAINING PROGRAM	2 DAYS		24 - 25		17 - 18		26 - 27		10 - 11		23 - 24		
TRAINING NEEDS ANALYSIS	2 DAYS	20 - 21		30 - 31		25 - 26		27 - 28		18 - 19		23 - 24	
TRAIN THE CALL CENTRE TRAINER	2 DAYS		28 - 29		27 - 28		29 - 30		17 - 18		30 - 31		

Pricing:

1 Day – US\$ 700 Per Person

2 Days – US\$ 1200 Per Person

3 Days – US\$ 1600 Per Person

4 Days - US\$ 2000 Per Person