

COURSE	DURATION	JAN	FEB	MAR	APR	MAY	JUN
MANAGEMENT AND LEADERSHIP							
Leadership Skills ilm	3 Days	17-19	14-16	6-8			22-24
Management Skills ilm	3 Days	10-12	14-16		13-14	16-18	
Supervisory Management Skills ilm	3 Days	5-7	7-9			25-27	1-3
Strategic Thinking, Planning and Implementation	4 Days		22-25	7-10		2-5	13-16
Teambuilding and Leadership Skills	3 Days	24-26		7-9		9-11	6-8
High Performance Teams ilm	3 Days		2-4	16-18	18-20		
Problem Solving and Decision Making	3 Days	19-21		28-30	4-6		20-22
Managing Change ilm	3 Days		9-11	21-23	13-15	18-20	
Effective Planning and Organising	2 Days		24-25	24-25		23-24	16-17
Event Management	2 Days	13-14	3-4		21-22		2-3
Cultural Awareness	2 Days	3-4		3-4	25-26		9-10
PROJECT MANAGEMENT							
Project Management ilm	3 Days		16-18	21-23		25-27	27-29
Managing Projects using MS Project	2 Days		10-11	28-29		18-19	29-30
SUPPLY CHAIN MANAGEMENT							
Fundamentals of Supply Chain Management	3 Days	10-12		14-16	20-22		13-15
Managing Contracts	3 Days		21-23	23-25		23-25	8-10
Purchasing Management	3 Days		16-18	7-9	27-29	10-12	
Certificate in Supply Chain and Operations Management	5 Days	17-21					20-24
HUMAN RESOURCES MANAGEMENT							
HR Skills ilm	3 Days	5-7		7-9	4-6		22-24
Training Needs Analysis ilm	2 Days	24-25	14-15		7-8	30-31	
Train the Trainer ilm	3 Days		21-23	16-18		25-27	15-17
Competency Based Interviewing Skills	2 Days		17-18	28-29		23-24	
Writing Effective Policies and Procedures	2 Days	17-18	7-8		25-6		2-3
FINANCE							
Finance for the Non-Financial Managers ilm	3 Days	10-12		28-30	25-27		1-3
Basic Accounting	3 Days	5-7	2-4		13-15	9-11	
Advanced Accounting	3 Days		16-18	21-23		2-4	13-15
Effective Budgeting and Cost Control	3 Days		23-25	14-16		16-18	6-8
Finance Business Partnering new	2 Days	17-18		3-4			
Effective Financial Storytelling new	2 Days		21-22	17-18			
SALES AND MARKETING							
Successful Selling Skills	3 Days	3-5	9-11		18-20		22-24
Advanced Sales Techniques	3 Days		7-9	1-3	27-29	4-6	
Negotiation Skills ilm	3 Days		16-18	23-25		2-4	8-10
Advanced Negotiation Skills	3 Days	26-28	21-23		4-6		1-3
CUSTOMER SERVICE							
Customer Service ilm	2 Days	6-7	14-15			30-31	27-28
Telephone Etiquette ilm	2 Days	20-21		17-18		26-27	20-21

COURSE	DURATION	JAN	FEB	MAR	APR	MAY	JUN
ADMINISTRATION							
Office Management and Administrative Skills ilm	3 Days		9-11	16-18		18-20	28-30
SELECT Executive Assistants ilm new	5 Days	10-14	21-25			23-27	6-10
BUSINESS WRITING							
Business Writing Skills ilm	2 Days		7-8	21-22	7-8		27-28
Advanced Business Writing Skills	2 Days		17-18	30-31	25-26	9-10	
Report Writing ilm	2 Days	13-14	14-15			30-31	13-14
Technical Report Writing ilm	2 Days	20-21	3-4		11-12		23-24
COMMUNICATION							
Interpersonal and Communication Skills ilm	3 Days	26-28		7-9		9-11	27-29
Presentation Skills ilm	3 Days		16-18	23-25	20-22	16-18	
The Art of Speaking and Presenting at International Conferences ilm	3 Days		21-23	14-16	18-20	25-27	
Communication with Emotional Intelligence ilm new	3 Days	5-7		2-4		4-6	1-3
Communication and Confidence Building ilm new	3 Days	12-14	9-11				22-24
SELF DEVELOPMENT							
Emotional Intelligence ilm	2 Days	20-21	10-11			5-6	13-14
Assertiveness Skills	2 Days		14-15	28-29		11-12	29-30
Time and Stress Management	2 Days	17-18		24-25		23-24	9-10
MICROSOFT TRAINING							
Microsoft® Office	3 Days	12-14		16-18			27-29
Microsoft® Word - Basic	2 Days	3-4	21-22			5-6	
Microsoft® Word - Intermediate	2 Days		17-18	3-4			2-3
Microsoft® Word - Advanced	2 Days	6-7	3-4		28-29	11-12	
Microsoft® Excel – Basic	2 Days	17-18	10-11			16-17	16-17
Microsoft® Excel - Intermediate	2 Days		24-25	7-8	21-22		9-10
Microsoft® Excel - Advanced	2 Days			24-25		30-31	20-21
Microsoft® PowerPoint – Basic	2 Days	10-11	1-2		11-12	26-27	
Microsoft® PowerPoint - Intermediate	2 Days		7-8	1-2		9-10	
Microsoft® PowerPoint - Advanced	2 Days			21-22	7-8		6-7
Microsoft® Outlook	2 Days		14-15		19-20	19-20	
Microsoft® Visio	2 Days			14-15			23-24
ITIL (Information Technology Infrastructure Library)	2 Days	20-21					
Data Analysis using Excel	2 Days		23-24		4-5		27-28
Microsoft® Excel Macros	2 Days		16-17	17-18			9-10
Developing Dashboards	2 Days	24-25		28-29			13-14
Business Intelligence	2 Days	27-28	14-15				16-17
Artificial Intelligence	2 Days		21-22	21-22			20-21

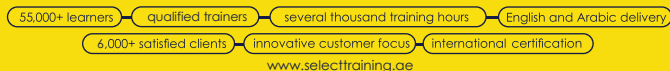
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COURSE	DURATION	JUL	AUG	SEP	OCT	NOV	DEC
MANAGEMENT AND LEADERSHIP							
Leadership Skills ilm	3 Days	6-8	19-21	10-12	19-21		
Management Skills ilm	3 Days	4-6	22-24	5-7	14-16		
Supervisory Management Skills ilm	3 Days		8-11	14-16	21-23	28-30	
Strategic Thinking, Planning and Implementation	4 Days	25-28	5-8		7-10	27-30	
Teambuilding and Leadership Skills	3 Days	13-15	3-5		3-5	5-7	
High Performance Teams ilm	3 Days		24-26	12-14		2-4	
Problem Solving and Decision Making	3 Days	27-29		21-23		16-18	12-14
Managing Change ilm	3 Days		29-31	26-28	19-21	23-25	
Effective Planning and Organising	2 Days	25-26		22-23	13-14	28-29	
Event Management	2 Days		15-16	1-2		3-4	8-9
Cultural Awareness	2 Days	11-12	11-12				15-16
PROJECT MANAGEMENT							
Project Management ilm	3 Days		10-12	19-21	12-14	28-30	
Managing Projects using MS Project	2 Days		25-26	15-16	27-28	21-22	
SUPPLY CHAIN MANAGEMENT							
Fundamentals of Supply Chain Management	3 Days	27-29			5-7	7-9	
Managing Contracts	3 Days	13-15	29-31	7-9	24-26	9-11	
Purchasing Management	3 Days		15-17	12-14		2-4	14-16
Certificate in Supply Chain and Operations Management	5 Days			26-30	14-18		
HUMAN RESOURCES MANAGEMENT							
HR Skills ilm	3 Days	6-8			17-19	26-28	
Training Needs Analysis ilm	2 Days	11-12	18-19		13-14	10-11	
Train the Trainer ilm	3 Days		24-26	12-14		21-23	7-9
Competency Based Interviewing Skills	2 Days	14-15		15-16		28-29	12-13
Writing Effective Policies and Procedures	2 Days	28-29		8-9	27-28		22-23
FINANCE							
Finance for the Non-Financial Managers ilm	3 Days	27-29		14-16	19-21	19-21	
Basic Accounting	3 Days	4-6	8-10		12-14	7-9	
Advanced Accounting	3 Days		17-19	5-7		21-23	5-7
Effective Budgeting and Cost Control	3 Days	13-15		26-28	5-7		12-14
Finance Business Partnering new	2 Days	25-26		19-20		3-4	
Effective Financial Storytelling new	2 Days	7-8			24-25		
SALES AND MARKETING							
Successful Selling Skills	3 Days	25-27		12-14	3-5	21-23	
Advanced Sales Techniques	3 Days	13-15	1-3		26-28	2-4	
Negotiation Skills ilm	3 Days		24-26	26-28		16-18	19-21
Advanced Negotiation Skills	3 Days	11-13		5-7	24-26		26-28
CUSTOMER SERVICE							
Customer Service ilm	2 Days	4-5		12-13	20-21	24-25	
Telephone Etiquette ilm	2 Days	25-26		15-16	3-4	14-15	

COURSE	DURATION	JUL	AUG	SEP	OCT	NOV	DEC
ADMINISTRATION							
Office Management and Administrative Skills ilm	3 Days		15-17	19-21	17-19	9-11	
SELECT Executive Assistants ilm new	5 Days	25-29		19-23	3-7	14-18	
BUSINESS WRITING							
Business Writing Skills ilm	2 Days	14-15		29-30	13-14		8-9
Advanced Business Writing Skills	2 Days	28-29		29-30			17-18
Report Writing ilm	2 Days		22-23	8-9		3-4	12-13
Technical Report Writing ilm	2 Days	25-26		15-16		7-8	22-23
COMMUNICATION							
Interpersonal and Communication Skills ilm	3 Days	11-13		21-23	26-28		
Presentation Skills ilm	3 Days	4-6	10-12		10-12	21-23	
The Art of Speaking and Presenting at International Conferences ilm	3 Days		22-24			28-30	5-7
Communication with Emotional Intelligence ilm new	3 Days		15-17	12-14	17-19		19-21
Communication and Confidence Building ilm new	3 Days	25-27		12-23		16-18	28-30
SELF DEVELOPMENT							
Emotional Intelligence ilm	2 Days	7-8		19-20	20-21		22-23
Assertiveness Skills	2 Days	14-15	18-19		17-18	24-25	
Time and Stress Management	2 Days		30-31	22-23		21-22	5-6
MICROSOFT TRAINING							
Microsoft® Office	3 Days	25-27		19-21	10-12	2-4	
Microsoft® Word - Basic	2 Days		29-30	15-16		7-8	12-13
Microsoft® Word - Intermediate	2 Days		1-2	22-23	6-7		5-6
Microsoft® Word - Advanced	2 Days	4-5	15-16			1-2	29-30
Microsoft® Excel - Basic	2 Days	7-8	8-9				15-16
Microsoft® Excel - Intermediate	2 Days		11-12	5-6	13-14	24-25	
Microsoft® Excel - Advanced	2 Days		22-23	26-27	20-21	17-18	
Microsoft® PowerPoint - Basic	2 Days	14-15	4-5		17-18		8-9
Microsoft® PowerPoint - Intermediate	2 Days	11-12			3-4		19-20
Microsoft® PowerPoint - Advanced	2 Days	25-26	18-19		27-28	10-11	
Microsoft® Outlook	2 Days			12-13		14-15	26-27
Microsoft® Visio	2 Days	28-29			5-6		28-29
ITIL (Information Technology Infrastructure Library)	2 Days			26-27		21-22	21-22
Data Analysis using Excel	2 Days	13-14		1-2	24-25		
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Developing Dashboards	2 Days				27-28		
Business Intelligence	2 Days		24-25	29-30		29-30	
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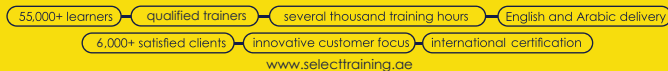
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