



Training & Management Consulting

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2017 OPEN COURSES		DURATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEE	
			<b>STRATEGIC MANAGEMENT PROGRAMMES &amp; COURSES</b>													
1	STRATEGIC PLANNING AND IMPLEMENTATION	3 DAYS			IN-HOUSE					IN-HOUSE						
2	HOW TO PREPARE A BUSINESS PLAN	2 DAYS				24-25						12-13			87,500.00	
3	EFFECTIVE CHANGE MANAGEMENT	2 DAYS		9-10.					10-11.						87,500.00	
4	MANAGEMENT RETREAT	2-3. DAYS			IN-HOUSE					IN-HOUSE						
5	SALES PERFORMANCE WORKHOP	2-3. DAYS			IN-HOUSE					IN-HOUSE						
			<b>GENERAL MANAGEMENT COURSES</b>													
6	MANAGEMENT & BUSINESS SKILLS FOR SEC	3 DAYS				10-12				9-11			15-17		98,500.00	
7	BID AND TENDER MANAGEMENT	2 DAYS			16-17		18-19				14-15				87,500.00	
8	ADVANCED MANAGEMENT & ADMIN SKILLS FOR PAS	3 DAYS					17-19				18-20			6-8.	98,500.00	
9	PROJECT LEADERSHP COURSE	2 DAYS				11-12				10-11					87,500.00	
10	OFFICE MANAGEMENT & ADMINISTRATION	3 DAYS		13-15			10-12		10-12				15-17		98,500.00	
11	ARCHIVING & RECORDS MANAGEMENT	3 DAYS			15-17					9-11					98,500.00	
12	SHARPENING NEGOTIATION SKILLS	2 DAYS				24-25			20-21			19-20			87,500.00	
13	DESIGN THINKING AND INNOVATION	2 DAYS				IN-HOUSE				IN-HOUSE						
14	PROTOCOL AND TRAVEL MANAGEMENT	3 DAYS		6-8				14-16					8-10		98,500.00	
15	IMPACTFUL PRESENTATION & PUBLIC SPEAKING SKILLS	2 DAYS			6-7					10-11				7-8.	87,500.00	
16	BUSINESS WRITING & COMM. SKILLS	3 DAYS		6-8				14-16					15-17		98,500.00	
17	EFFECTIVE INTERPERSONAL SKILLS	3 DAYS			15-17				19-21			11-13			98,500.00	
18	SUPERVISORY SKILLS DEVELOPMENT	3 DAYS			8-10				12-14		18-20				98,500.00	
19	CONTRACT & PROCUREMENT MGT	3 DAYS			6-8			5-7				18-20			98,500.00	
20	COMMERCIAL AWARENESS FOR TECHNICAL PEOPLE	2 DAYS		9-10.				15-16				12-13			87,500.00	
21	LEADERSHIP DEVELOPMENT PROGRAMME	2 DAYS				24-25				10-11				4-5.	87,500.00	
22	IMPROVING PERSONAL EFFECTIVENESS	2 DAYS		16-17				15-16			11-12				87,500.00	
23	TEAM BUILDING FOR HIGH PERFORMANCE	2 DAYS			9-10		15-16				21-22				87,500.00	
24	CREATIVE PROBLEM SOLVING & DECISION MAKING	2 DAYS				10-11			17-18			19-20			87,500.00	
25	TIME & PRIORITY MANAGEMENT	2 DAYS			9-10		18-19			14-15		19-20			87,500.00	
26	ADVANCED SUPERVISORY SKILLS	2 DAYS				24-25				17-18				7-8.	87,500.00	
27	MANAGEMENT SKILLS DEVELOPMENT	3 DAYS			15-17			7-9				11-13			98,500.00	
28	PROFITABLE BRANCH MANAGEMENT	3 DAYS			IN HOUSE					IN HOUSE						
29	EFFECTIVE PROJECT MANAGEMENT	3 DAYS		15-17			17-19				13-15				98,500.00	
30	WORKING WITH EMOTIONAL INTELLIGENCE	2 DAYS			13-14		11-12						9-10		87,500.00	
31	LOGISTICS & SUPPLY CHAIN MANAGEMENT	3 DAYS					10-12				20-22				98,500.00	
32	INVENTORY MANAGEMENT & STOCK CONTROL COURSE	3 DAYS		8-10					19-21				8-10		98,500.00	
33	PRODUCTIVITY IMPROVEMENT SKILLS	2 DAYS			6-7			15-16			18-19				87,500.00	

		QUALITY AND CUSTOMER SERVICE COURSES													
34	QUALITY IMPROVEMENT & MANAGEMENT	3 DAYS	13-15						7-9				8-10		98,500.00
35	FRONT OFFICE CUSTOMER RELATIONS	2 DAYS	6-7				22-23						13-14		87,500.00
36	SUPERIOR CUSTOMER SERVICE	3 DAYS		13-15			12-14				11-13				98,500.00
37	HANDLING CUSTOMER COMPLAINTS	2 DAYS	16-17		24-25			10-11							87,500.00
38	SERVICE MANAGEMENT	2 DAYS		9-10.								9-10.			87,500.00
		HUMAN RESOURCE MANAGEMENT COURSES													
39	FUNDAMENTALS OF HR MANAGEMENT	3 DAYS	15-17				19-21					9-11			98,500.00
40	RECRUITMENT & SELECTION BEST PRACTICES	2 DAYS				18-19						19-20			87,500.00
41	HR PERFORMANCE METRICS	1 DAY	10				16						13		40,000.00
42	TRAINING MGT. & FACILITATION SKILLS	3 DAYS				10-12		19-21			18-20				98,500.00
43	PERFORMANCE MANAGEMENT WORKSHOP	2 DAYS		13-14			15-16						13-14		87,500.00
44	ADVANCED HUMAN RESOURCES	2 DAYS				15-16		17-18							87,500.00
45	EMPLOYMENT & CONTRACT LAW	2 DAYS			10-11							16-17		7-8	87,500.00
46	MANAGING CONFLICTS IN THE WORKPLACE	2 DAYS			24-25			10-11							87,500.00
47	LABOUR & INDUSTRIAL RELATIONS	3 DAYS		8-10.							13-15				98,500.00
		SALES AND MARKETING COURSES													
48	FUNDAMENTALS SELLING SKILLS	3 DAYS	13-15				19-21						15-17		98,500.00
49	PROFESSIONAL SELLING SKILLS	3 DAYS		22-24				17-19				11-13			98,500.00
50	SELLING IN THOUGH TIMES	2 DAYS		24-25			22-23				18-19				87,500.00
51	RETAIL SELLING & MERCHANDISING	2 DAYS		9-10								9-10.			87,500.00
52	ADVANCED SELLING SKILLS	3 DAYS					12-14			16-18					98,500.00
53	KEY ACCOUNT DEVELOPMENT MGT.	2 DAYS	9-10					13-14							87,500.00
54	FIELD SALES MANAGEMENT	3 DAYS		8-10		8-10			9-11						98,500.00
55	STRATEGIES FOR FINDING & WINNING NEW BUS.	2 DAYS	16-17				15-16		7-8				13-14		87,500.00
56	E - SELLING SKILLS	2 DAYS			10-11						11-12				87,500.00
57	MARKETING & RELATIONSHIP MANAGEMENT	3 DAYS		13-15		17-19						16-18			98,500.00
		FINANCE AND ACCOUNTS COURSES													
58	FINANCE FOR NON FINANCIAL MANAGERS	3 DAYS		15-17		15-17		12-14				18-20			98,500.00
59	BASIC ACCT. PRINCIPLES & BOOK-KEEPING	3 DAYS	13-15			17-19					18-20				98,500.00
60	ANALYSING FINANCIAL STATEMENTS	3 DAYS			10-12.			19-21				9-11.			98,500.00
61	BUDGET & COST CONTROL	2 DAYS		9-10			19-20				11-12				87,500.00
62	FIXED ASSETS MANAGEMENT	2 DAYS			20-21				7-8				13-14		87,500.00
63	COMMERCIAL DEBT RECOVERY	2 DAYS	16-17			11-12			14-15				16-17		87,500.00
64	COST REDUCTION WORKSHOP	2 DAYS	6-7				12-13								87,500.00
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEE