

OPEN COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	FEE
BUSINESS STRATEGY												
01. HOW TO PREPARE A BUSINESS PLAN	2DAYS			16-17						13-14		88,500.00
GENERAL MANAGEMENT												
02. MANAGEMENT & BUS. SKILLS FOR SECS.	3 DAYS			15-17				10-12			18-20	88,500.00
03. BID & TENDERS MANAGEMENT	2 DAYS				21-22				17-18			77,500.00
04. ADVANCED MGT. & ADMIN SKILLS FOR PAS	3 DAYS				20-22				23-25			88,500.00
05. OFFICE MANAGEMENT & EFFECTIVE ADMIN.	3 DAYS	18-20			11-13		6-8				16-18	88,500.00
06. SHARPENING NEGOTIATION SKILLS	2 DAYS			20-21			23-24			19-20		77,500.00
07. EFFECTIVE PRESENTATION & PUBLIC SPEAKING SKILLS	2 DAYS		19-20					13-14				
08. BUSINESS WRITING & COMM. SKILLS	3 DAYS	11-13				15-17					18-20	88,500.00
09. EFFECTIVE INTERPERSONAL SKILLS	3 DAYS		18-20				21-23			12-14		88,500.00
10. SUPERVISORY SKILLS DEVELOPMENT	3 DAYS		16-18				8-10		16-18			88,500.00
11. CONTRACT & PROCUREMENT MANAGEMENT	3 DAYS		11-13			8-10					16-18	88,500.00
12. EFFECTIVE LEADERSHIP SKILLS FOR SUPERVISORS	2 DAYS			20-21				10-11				77,500.00
13. IMPROVING PERSONAL EFFECTIVENESS	2 DAYS	19-20				18-19			24-25			77,500.00
14. TEAM BUILDING FOR HIGH PERFORMANCE	2 DAYS		12-13						14-15			77,500.00
15. CREATIVE PROBLEM SOLVING	3 DAYS			15-17			21-23			21-23		88,500.00
16. TIME & PRIORITY MANAGEMENT	2 DAYS		12-13		21-22			20-21		19-20		77,500.00
17. ADVANCED SUPERVISORY SKILLS	2 DAYS			20-21				20-21				77,500.00
18. MANAGEMENT SKILLS DEVELOPMENT	3 DAYS		9-11			8-10					9-11	88,500.00
19. PROFITABLE BRANCH MANAGEMENT	3 DAYS			13-15				19-21		14-16		88,500.00
20. EFFECTIVE PROJECT MANAGEMENT	3 DAYS				18-20				23-25			88,500.00
21. EMOTIONAL INTELLIGENCE FOR MANAGERS	2 DAYS				18-19						12-13	77,500.00
22. LOGISTICS & SUPPLY CHAIN MANAGEMENT	3 DAYS				18-20				21-23			88,500.00
23. INVENTORY MGMT. & STOCK CONTROL COURSE	3 DAYS	11-13					22-24				9-11	88,500.00
24. PRODUCTIVITY IMPROVEMENT SKILLS	2 DAYS		19-20			15-16			17-18			77,500.00
25. EFFECTIVE PROJECT LEADERSHIP COURSE	3 DAYS			13-15				10-12				88,500.00
QUALITY & CUSTOMER SERVICE												
26. QUALITY IMPROVEMENT & MANAGEMENT	3 DAYS				18-20			10-12				88,500.00
27. FRONT OFFICE CUSTOMER RELATIONS	2 DAYS	11-12				15-16					9-10	77,500.00
28. SUPERIOR CUSTOMER SERVICE	3 DAYS		11-13			8-10			14-16			88,500.00
29. HANDLING CUSTOMER COMPLAINTS	2 DAYS			20-21			23-24					77,500.00
HUMAN RESOURCES MANAGEMENT												
30. FUNDAMENTALS OF HR MANAGEMENT	3 DAYS	18-20				10-12						88,500.00
31. RECRUITMENT & SELECTION BEST PRACTICE	2 DAYS				14-15					22-23		77,500.00
32. HUMAN RESOURCES PERFORMANCE METRICS	1 DAY			17								40,000.00
33. TRAINING MNGT. & FACILITATION SKILL	3 DAYS				18-20		6-8					88,500.00
34. TARGET SETTING & PERFORMANCE APPARISAL	2 DAYS					18-19					12-13	77,500.00
35. ADVANCED HUMAN RESOURCES MNGT.	2 DAYS				14-15			20-21				77,500.00
36. EMPLOYMENT & CONTRACT LAW	2 DAYS			23-24						15-16		77,500.00
37. MANAGING CONFLICT IN THE WORKPLACE	2 DAYS			13-14			9-10					77,500.00

OPEN COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	FEE
QUALITY & CUSTOMER SERVICE												
38. FUNDAMENTAL SELLING SKILLS	3 DAYS	11-13				17-19						88,500.00
39. PROFESSIONAL SELLING SKILLS	3 DAYS		16-18				22-24			14-16		88,500.00
40. SELLING IN TOUGH TIMES	2 DAYS			20-21					21-22			77,500.00
41. SELLING SKILLS FOR PHARMACEUTICAL & MEDICAL REPS	2 DAYS			23-24					21-22			77,500.00
42. SELLING SKILLS FOR FIN. INSTITUTIONS	2 DAYS				11-12				21-22			77,500.00
43. RETAIL SELLING & MERCHANDISING	2 DAYS		12-13					10-11				77,500.00
44. ADVANCED SELLING SKILLS	3 DAYS					8-10			14-16			88,500.00
45. KEY ACCOUNT DEVELOPMENT MANAGEMENT	2 DAYS	11-12					6-7				19-20	77,500.00
46. FIELD SALES MANAGEMENT	3 DAYS		9-11		13-15			19-21				88,500.00
47. STRATEGIES FOR FINDING & WINNING NEW BUSINESS	2 DAYS	19-20						13-14				77,500.00
48. E-SELLING SKILLS	2 DAYS			13-14					22-23			77,500.00
49. MARKETING & RELATIONSHIP MANAGEMENT	3 DAYS		18-20					12-14		21-23		
50. BUSINESS SKILLS FOR SALES SUPERVISORS	2 DAYS			16-17			8-9					
51. CONTEMPORARY LABOUR & INDUSTRIAL RELATIONS	3 DAYS		18-20						23-25			
BANKING & FINANCE												
52. FOUNDATION EXCEL FOR BUS. ANALYSIS	3 DAYS	18-20					22-24					88,500.00
53. FINANCE FOR NON FINANCE MANAGERS	3 DAYS		9-11				8-10			21-23		88,500.00
54. BASIC ACCT. PRINCIPLES & BOOK-KEEPING	3 DAYS	18-20				10-12					11-13	88,500.00
55. ANALYSING FINANCIAL STATEMENTS	3 DAYS			22-24				19-21				88,500.00
56. BASIC CREDIT COURSE FOR MIC.FIN INST.	2 DAYS			13-14				13-14				77,500.00
57. BUDGET & COST CONTROL	2 DAYS			23-24		18-19				15-16		77,500.00
58. FIXED ASSETS MANAGEMENT	3 DAYS				20-22				23-25			88,500.00
59. FINANCIAL MODELING AND FORECASTING TECHNIQUES - WITH EXCEL	3 DAYS		18-20						14-16			88,500.00
60. COMMERCIAL DEBT RECOVERY	2 DAYS				11-12		6-7					77,500.00