

COURSE DELIVERY OPTIONS: ONSITE (AT YOUR WORKPLACE) • PUBLIC (OPEN EVENT) • MS TEAMS (VIRTUAL)

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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Anger Management Training (1 day)	15-Jan	01-Feb	01-Mar	02-Apr	02-May	03-Jun	01-Jul	01-Aug	02-Sep	01-Oct	01-Nov	02-Dec
Assertiveness Skills Training (1 day)	16-Jan	02-Feb	04-Mar	03-Apr	03-May	04-Jun	02-Jul	02-Aug	03-Sep	02-Oct	04-Nov	03-Dec
Business Writing Skills (1 day)	17-Jan	05-Feb	05-Mar	04-Apr	06-May	05-Jun	03-Jul	05-Aug	04-Sep	03-Oct	05-Nov	04-Dec
Coaching & Motivation Training (1 day)	18-Jan	06-Feb	06-Mar	05-Apr	07-May	06-Jun	04-Jul	06-Aug	05-Sep	04-Oct	06-Nov	05-Dec
Communication Training (1 day)	19-Jan	07-Feb	07-Mar	08-Apr	08-May	07-Jun	05-Jul	07-Aug	06-Sep	07-Oct	07-Nov	06-Dec
Conflict: Dealing with Difficult People (1 day)	22-Jan	08-Feb	08-Mar	09-Apr	09-May	10-Jun	08-Jul	08-Aug	09-Sep	08-Oct	08-Nov	09-Dec
Conflict: Getting along at Work (1 day)	23-Jan	09-Feb	11-Mar	10-Apr	10-May	11-Jun	09-Jul	12-Aug	10-Sep	09-Oct	11-Nov	10-Dec
Creative Thinking and Innovation (2 days)	24/25 Jan	12/13-Feb	12/13 Mar	11/12 Apr	13/14-May	12/13 Jun	10/11 Jul	13/14 Aug	11/12 Sep	10/11 Oct	12/13 Nov	11/12 Dec
Critical Thinking (1 day)	26-Jan	14-Feb	14-Mar	15-Apr	15-May	14-Jun	12-Jul	15-Aug	13-Sep	14-Oct	14-Nov	13-Dec
Customer Service Training (1 day)	29-Jan	15-Feb	15-Mar	16-Apr	16-May	18-Jun	15-Jul	16-Aug	16-Sep	15-Oct	15-Nov	02-Dec
Delegation & Motivation Training (1 day)	30-Jan	16-Feb	18-Mar	17-Apr	17-May	19-Jun	16-Jul	19-Aug	17-Sep	16-Oct	18-Nov	03-Dec
Emotional Intelligence (1 day)	31-Jan	19-Feb	19-Mar	18-Apr	20-May	20-Jun	17-Jul	20-Aug	18-Sep	17-Oct	19-Nov	04-Dec
Influence & Persuasion (1 day)	15-Jan	20-Feb	20-Mar	19-Apr	21-May	21-Jun	18-Jul	21-Aug	19-Sep	18-Oct	20-Nov	05-Dec
Minute-Taking Skills (1 day)	16-Jan	21-Feb	25-Mar	22-Apr	22-May	24-Jun	19-Jul	22-Aug	20-Sep	21-Oct	21-Nov	06-Dec
Neuro Linguistic Programming - Real Life Tools	19-Jan	22-Feb	26-Mar	23-Apr	23-May	25-Jun	22-Jul	23-Aug	25-Sep	22-Oct	22-Nov	09-Dec
Presentation Skills Training (2 days) *	17/18 Jan	26/27-Feb	27/28 Mar	24/25 Apr	27/28 May	26/27 Jun	23/24 Jul	26/27 Aug	26/27 Sep	23/24 Oct	25/26 Nov	10/11 Dec
Problem-Solving Training (1 day)	22-Jan	23-Feb	01-Mar	26-Apr	24-May	28-Jun	25-Jul	28-Aug	30-Sep	25-Oct	27-Nov	12-Dec
Project Management Training (1 day)	23-Jan	28-Feb	04-Mar	29-Apr	29-May	03-Jun	26-Jul	29-Aug	02-Sep	28-Oct	28-Nov	13-Dec
Recruitment & Selection Training (1 day)	24-Jan	01-Feb	05-Mar	30-Apr	30-May	04-Jun	29-Jul	30-Aug	03-Sep	29-Oct	29-Nov	02-Dec
Report Writing Skills (1 day)	25-Jan	02-Feb	06-Mar	02-Apr	31-May	05-Jun	30-Jul	01-Aug	04-Sep	30-Oct	01-Nov	03-Dec
Sales Skills Training (1 day)	26-Jan	05-Feb	07-Mar	03-Apr	02-May	06-Jun	31-Jul	02-Aug	05-Sep	31-Oct	04-Nov	04-Dec
Stress Management (1 day)	29-Jan	06-Feb	08-Mar	04-Apr	03-May	07-Jun	01-Jul	05-Aug	06-Sep	01-Oct	05-Nov	05-Dec
Supervisor Training (1 day)	30-Jan	07-Feb	11-Mar	05-Apr	06-May	10-Jun	02-Jul	06-Aug	09-Sep	02-Oct	06-Nov	06-Dec
Telephone Etiquette Training (1 day)	31-Jan	08-Feb	12-Mar	08-Apr	07-May	11-Jun	03-Jul	07-Aug	10-Sep	03-Oct	07-Nov	09-Dec
Time Management Training (1 day)	15-Jan	09-Feb	13-Mar	09-Apr	08-May	12-Jun	04-Jul	08-Aug	11-Sep	04-Oct	08-Nov	10-Dec

* days are dependent on number of learners