



Course	Days	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan 2020	Feb 2020	Mar 2020
Interpersonal communication													
Presentation Skills	2		09-10			08-09			07-08			06-07	
Advanced Presentation Skills	2						12-13						
Train the Trainer	2			06-07			05-06			05-06			05-06
Interpersonal Communication	2				11-12						16-17		
Written communication													
Business Communication	2	25-26			25-26			24-25			23-24		
Report writing	2		16-17			15-16			14-15			13-14	
Proposal writing	2			13-14						10-11			
Minute Writing	2						19-20						19-20
Advanced Business writing	2												12-13
Leadership and management													
Leading with Emotional Intelligence	2				18-19						30-31		
Management Devt Program	3					21-23							
Personal performance													
Increasing Personal Productivity	2			27-28			26-27					20-21	
Customer Service													
Delivering Service Excellence	2		30-31			29-30			28-29			27-28	
Negotiation Skills	2							17-18					