



## January to March, 2019 Calendar

Course Name	Duration (Days)	January	February	March
Presentation Skills	2	30,31		
Delivering Service Excellence	2	28,29		
Business Communication (Written)	2	22,23		
Leading with Emotional Intelligence	2	24,25		
Inter Cultural leadership	2	17,18		
Presentation and Public Speaking	2		18,19	
Increasing Personal Productivity	2		21,22	
Change management	2		25,26	
Report writing	2		27,28	
Handling Angry Hostile and abusive customers	2		12,13	
Advanced Presentation Skills	2		14,15	
Advanced Business writing	2			12,13
Train the Trainer	2			14,15
Customer focused telephone skills	2			19,20
Team Leadership	2			26,27
Proposal writing	2			21,22