

PROFESSIONAL SKILLS CENTRE- TRAINING CALENDAR 2018

		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Written Communication Courses													
Reports that Work	2 days	18-19			9-10				13-14				3-4
Business Writing Essentials	2 days		6-7			15-16			27-28			6-7	
Better E-mails	2 days			28-29			13-14			20-21			
Proposal that Work	2 days				25-26			4-5			4-5		
Interpersonal Communication Course													
Presentation Skills & Public Speaking	2 days	25-26		7-8		23-24		25-26		11-12		28-29	
Customer Management Courses													
Sales and Negotiation Skills	3 days			13-14			6-7				17-18		
Delivering Service Excellence	2 days		13-14			2-3			2-3			14-15	
Productivity and Performance Courses													
Time Management	2 days				17-18					4-5			
Increase Your Personal Productivity	2 days					9-10					30-31		
Train the Trainer: Essential Skills	2 days		15-16					16-17					
Diversity and Inclusion Courses													
Intercultural Fluency Communication Across Cultures	1 day				2-3					27-28			
Leadership Courses													
Leading with EQ	2 days			21-22			21-22				10-11		
Team Leadership	2 days					30-31			22-23				
Manage and Communicate Change	2 days						26-27					21-22	
Examination Skills Course													
Succeed in IELTS	1 day	13, 27	3, 24	17, 31	14	5, 19	16, 30	14, 28	11	1, 22	6, 20	3, 24	8