



JAN – APRIL 2023(1ST Quarter) TRAINING CALENDAR

COURSES	DURATION	JAN	FEB	MAR	APR
EMOTIONAL INTELLIGENCE IN THE WORKPLACE	3 DAYS	5 TH – 7 TH 18 TH -20 TH	1 ST -3 RD 22 ND – 24 TH	1 ST -3 RD 22 ND -24 TH	3 RD -5 TH
EMOTIONAL INTELLIGENCE FOR PERSONAL RELATIONSHIPS	2 DAYS	5 TH – 7 TH 18 TH -20 TH	1 ST -3 RD 22 ND – 24 TH	1 ST -3 RD 22 ND -24 TH	3 RD -5 TH
EMOTIONAL INTELLIGENCE FOR LEADERS	3 DAYS	PRIVATE	PRIVATE	PRIVATE	PRIVATE
PROFESSIONAL POLISH	3 DAYS	9 TH -11 TH 23 RD – 25 TH	6 TH -8 TH 20 TH -22 ND	6 TH -8 TH	4 TH -6 TH
INTERNATIONAL PROTOCOL AND ETIQUETTE	3DAYS	11 TH -13 TH	7 TH -9 TH	15 TH -17 TH	12 TH -14 TH
DIPLOMATIC PROTOCOL AND ETIQUETTE (PROTOCOL OFFICERS IN GOVT.)	3DAYS	11 TH -13 TH	7 TH -9 TH	15 TH -17 TH	12 TH -14 TH
FINISHING SCHOOL OPEN AND PRIVATE CLASSES AVAILABLE	DEPENDENT ON CHOSEN PACKAGE	OPEN CLASS 16 TH -27 TH	OPEN CLASS 13 TH - 24 TH	OPEN CLASS 13 TH -25 TH	17 TH - 28 TH
STRATEGIC COMMUNICATION FOR PEAK SALES (MARKETING)					

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	2 DAYS	23 RD -24 TH	15 TH -16 TH	2 ND -3 RD	13 th -14 th
PERSONAL BRANDING	3 DAYS	16 TH -18 TH	15 TH -17 TH	8 TH 10 TH	26 TH -28 TH
EFFECTIVE COMMUNICATION & INTERPERSONAL SKILLS	2DAYS	19 TH -20 TH	23 RD -24 TH	7 TH - 9 TH	13 th -14 th
ORGANIZATIONAL CHANGE MGT	2DAYS	CUSTOMISED	CUSTOMISED	CUSTOMISED	CUSTOMISED
HOSPITALITY ETIQUETTE (Hotels, Restaurants, Bars, Lounges etc.)	3 DAYS	CUSTOMISED	CUSTOMISED	CUSTOMISED	CUSTOMISED
EFFECTIVE LEADERSHIP IN THE WORKPLACE (FOR MANAGERS & EXECUTIVES)	3 DAYS	PRIVATE	PRIVATE	13 TH -15 TH	PRIVATE
EFFECTIVE PLANNING FOR BUSINESS STARTUPS	3 DAYS	21 ST -23 RD	23 RD - 24 TH	15 TH – 17 TH	18 TH -20 TH
EXCELLENT CUSTOMER SERVICE	2 DAYS	26 TH -27 TH	27 TH -28 TH	29 TH -30 TH	24 TH - 25 TH
GRADUATE POLISH	2 WEEKS	NIL	13 TH -124 TH	7 th -23 RD	17 TH -28 TH

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FINISHING SCHOOL FOR YOUNG ADULTS	AFTER SCHOOL PACKAGE AVAILABLE ON REQUEST	AFTER SCHOOL PACKAGE AVAILABLE ON REQUEST	AFTER SCHOOL PACKAGE AVAILABLE ON REQUEST	NIL	HOLIDAY ETIQUETTE CLASS 1 WEEK
PUBLIC SPEAKING	1 WEEK	23 RD -27 TH	20 TH -24 TH	20 th -24 TH	11 TH -14 TH
BUSINESS ETIQUETTE	2 DAYS	30 TH -31 ST	9 TH -10 TH	30 th -31 ST	12 TH -13 TH
STRESS MANAGEMENT	2 DAYS	PRIVATE	PRIVATE	PRIVATE	PRIVATE
CONFLICT RESOLUTION AND NEGOTIATION	2 DAYS	CUSTOMISED	CUSTOMISED	CUSTOMISED	CUSTOMISED
PERSONAL FINANCIAL PLANNING & MGT	3 DAYS	26 TH -28 TH	20 TH -22 ND	9 th -11 th	25 TH -26 TH
MONITORING AND EVALUATION	5 DAYS	CUSTOMISED	CUSTOMISED	CUSTOMISED	CUSTOMISED
PROCUREMENT MANAGEMENT	5 DAYS	CUSTOMISED	CUSTOMISED	CUSTOMISED	CUSTOMISED
FINANCIAL MANAGEMENT	5 DAYS	CUSTOMISED	CUSTOMISED	CUSTOMISED	CUSTOMISED
INT'L PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)	5 DAYS	CUSTOMISED	CUSTOMISED	CUSTOMISED	CUSTOMISED

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BUSINESS WRITING	2 DAYS	12 TH - 13 TH	20 TH -21 ST	30 TH - 31 ST	27 TH -28 TH
TELESALES & MARKETING	3 DAYS	11 TH -13 TH	20 TH -22 ND	9 TH -11 TH	6 th -8 th
CONTRACT NEGOTIATION & MGT	5 DAYS	CUSTOMISED	CUSTOMISED	CUSTOMISED	CUSTOMISED
CYBER SECURITY	5 DAYS	CUSTOMISED	CUSTOMISED	CUSTOMISED	CUSTOMISED
CALL CENTER TRAINING	5 DAYS	CUSTOMISED	CUSTOMISED	CUSTOMISED	CUSTOMISED
CONDUCTING EFFECTIVE PERFORMANCE REVIEW	3 DAYS	25 TH -27 TH	16 TH -18 TH	CUSTOMISED	CUSTOMISED
EXECUTIVE AND PERSONAL ASSISTANT TRAINING	3 DAYS	PRIVATE	16 TH -18 TH	PRIVATE	CUSTOMISED
GENERATION GAP: CLOSING THE GENERATION GAP IN THE WORKPLACE	3 DAYS	PRIVATE/CUSTOMISED	PRIVATE/CUSTOMISED	PRIVATE/CUSTOMISED	CUSTOMISED
CRISIS MANAGEMENT	2 DAYS	23 RD -24 TH	21 ST -22 ND	16 TH -17 TH	26 TH -27 TH
WORKPLACE ETHICS	3 DAYS	16 TH -18 TH	16 TH -18 TH	28 TH -30 TH	24 TH -25 TH
LISTENING SKILLS	2 DAYS	16 TH -17 TH	22 ND -23 RD	2 TH - 25 TH	CUSTOMISED



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GENERAL ETIQUETTE	3 DAYS	25 TH -28 TH	1 ST -3 RD	21 ST -23 RD	18 TH -20 TH
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Kindly Note that, this schedule is strictly for Open classes.

Executive one on one & Customized classes can be scheduled on other dates, mostly at the convenience of the Individual(s)/ Organization.



...Excellence through Refinement