

JANUARY - APRIL 2020(1ST Quarter) TRAINING CALENDAR

COURSE	DURATION	DATES			
		JANUARY	FEBRUARY	MARCH	APRIL
EMOTIONAL INTELLIGENCE	3 DAYS	15 TH -17 TH 22 ND -24 TH	4 TH -6 TH	4 TH - 6 TH 10 TH -12 TH	1 ST - 3 RD
PROFESSIONAL POLISH	2 DAYS	17 TH & 20 TH 30 TH -31 ST	6 TH -7 TH	13 TH & 16 TH 25 TH -26 TH	7 TH -8 TH
INTERNATIONAL PROTOCOL AND ETIQUETTE(PROTOCOL OFFICERS)	3DAYS	9 TH -11 TH	11 TH -13 TH	18 TH -20 TH	15 TH - 17 TH
FINISHING TECHNIQUES (FINISHING SCHOOL)	DEPENDENT ON CHOSEN PACKAGE	SAPPHIRE 6 TH -18 TH	SAPPHIRE 15 TH -29 TH	SAPPHIRE 16 TH -28 TH	SAPPHIRE 14 TH -27 TH
STRATEGIC COMMUNICATION FOR PEAK SALES (MARKETING)	2 DAYS	21 ST -22 ND	4 TH -5 TH 18 TH -19 TH	19 TH -20 TH 30 TH 31 ST	17 TH & 20 TH 29 TH -30 TH
EFFECTIVE PLANNING FOR BUSINESS STARTUPS	2 DAYS	24 TH & 27 TH	20 TH - 21 ST	25 TH -26 TH	22 ND -23 RD
HOSPITALITY ETIQUETTE	2 DAYS	9 TH -10 TH	14 TH & 17 TH	23 RD -24 TH	6 TH -7 TH



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EFFECTIVE LEADERSHIP IN THE WORKPLACE (FOR MANAGERS & EXECUTIVES)	2DAYS	30 TH -31 ST	21 ST & 24 TH	26 TH -27 TH	29 TH - 30 TH
PERSONAL BRANDING	2 DAYS	13 TH -14 TH	26 TH & 27 TH	27 TH & 30 th	23 RD -24 TH
EXCELLENT CUSTOMER SERVICE	2 DAYS	29 TH -30 TH	28 TH -29 TH	18 TH -19 TH	17 TH & 20 TH
GRADUATE POLISH	2 WEEKS	NIL	3 RD -14 TH	2 ND _ 13 TH	30 TH – MAY 1 ST
FINISHING SCHOOL FOR YOUNG ADULTS	PREFERRED PACKAGE				

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.