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OPEN (PUBLIC) COURSE SCHEDULE 2022

COURSE DELIVERY OPTIONS: ONSITE (AT YOUR WORKPLACE); PUBLIC (OPEN EVENT); ONLINE (E-LEARNING); OR MS TEAMS (VIRTUAL)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Anger Management Training (1 day)	13-Jan	01-Feb	01-Mar	01-Apr	03-May	01-Jun	01-Jul	02-Aug	01-Sep	03-Oct	01-Nov	01-Dec
Assertiveness Skills Training (1 day)	14-Jan	02-Feb	02-Mar	04-Apr	04-May	02-Jun	04-Jul	03-Aug	02-Sep	04-Oct	02-Nov	02-Dec
Business Writing Skills (1 day)	17-Jan	03-Feb	03-Mar	05-Apr	05-May	03-Jun	05-Jul	04-Aug	05-Sep	05-Oct	03-Nov	05-Dec
Coaching & Motivation Training (1 day)	18-Jan	04-Feb	04-Mar	06-Apr	06-May	06-Jun	06-Jul	05-Aug	06-Sep	06-Oct	04-Nov	06-Dec
Communication Training (1 day)	19-Jan	07-Feb	07-Mar	07-Apr	09-May	07-Jun	07-Jul	08-Aug	07-Sep	07-Oct	07-Nov	07-Dec
Conflict: Dealing with Difficult People (1 day)	20-Jan	08-Feb	08-Mar	08-Apr	10-May	08-Jun	08-Jul	10-Aug	08-Sep	10-Oct	08-Nov	08-Dec
Conflict: Getting along at Work (1 day)	21-Jan	09-Feb	09-Mar	11-Apr	11-May	13-Jun	11-Jul	15-Aug	09-Sep	11-Oct	09-Nov	09-Dec
Creative Thinking and Innovation (2 days)	24/25 Jan	10/11-Feb	10/11 Mar	12/13 Apr	12/13-May	09/10 Jun	12/13 Jul	11/12 Aug	12/13 Sep	12/13 Oct	10/11 Nov	12/13 Dec
Critical Thinking (1 day)	26-Jan	14-Feb	14-Mar	14-Apr	16-May	14-Jun	14-Jul	16-Aug	14-Sep	14-Oct	14-Nov	14-Dec
Customer Service Training (1 day)	27-Jan	15-Feb	15-Mar	19-Apr	17-May	15-Jun	15-Jul	17-Aug	15-Sep	17-Oct	15-Nov	15-Dec
Delegation & Motivation Training (1 day)	28-Jan	16-Feb	16-Mar	20-Apr	18-May	17-Jun	18-Jul	18-Aug	16-Sep	18-Oct	16-Nov	01-Dec
Emotional Intelligence (1 day)	31-Jan	17-Feb	17-Mar	21-Apr	19-May	20-Jun	19-Jul	19-Aug	19-Sep	19-Oct	17-Nov	02-Dec
Influence & Persuasion (1 day)	13-Jan	18-Feb	18-Mar	22-Apr	20-May	21-Jun	20-Jul	22-Aug	20-Sep	20-Oct	18-Nov	05-Dec
Minute-Taking Skills (1 day)	14-Jan	21-Feb	22-Mar	25-Apr	23-May	22-Jun	21-Jul	23-Aug	21-Sep	21-Oct	21-Nov	06-Dec
Neuro Linguistic Programming - Real Life Tools	19-Jan	22-Feb	23-Mar	26-Apr	24-May	27-Jun	22-Jul	24-Aug	26-Sep	24-Oct	22-Nov	07-Dec
Presentation Skills Training (2 days) *	17/18 Jan	23/24-Feb	24/25 Mar	28/29 Apr	25/26 May	23/24 Jun	25/26 Jul	25/26 Aug	22/23 Sep	25/26 Oct	23/24 Nov	08/09 Dec
Problem-Solving Training (1 day)	20-Jan	25-Feb	28-Mar	01-Apr	27-May	28-Jun	27-Jul	29-Aug	27-Sep	27-Oct	25-Nov	12-Dec
Project Management Training (1 day)	21-Jan	28-Feb	29-Mar	04-Apr	30-May	29-Jun	28-Jul	30-Aug	28-Sep	28-Oct	28-Nov	13-Dec
Recruitment & Selection Training (1 day)	24-Jan	01-Feb	30-Mar	05-Apr	31-May	30-Jun	29-Jul	31-Aug	29-Sep	31-Oct	29-Nov	14-Dec
Report Writing Skills (1 day)	25-Jan	02-Feb	31-Mar	06-Apr	03-May	01-Jun	01-Jul	01-Aug	30-Sep	03-Oct	30-Nov	15-Dec
Sales Skills Training (1 day)	26-Jan	03-Feb	01-Mar	07-Apr	04-May	02-Jun	04-Jul	02-Aug	01-Sep	04-Oct	01-Nov	01-Dec
Stress Management (1 day)	27-Jan	04-Feb	02-Mar	08-Apr	05-May	03-Jun	05-Jul	03-Aug	02-Sep	05-Oct	02-Nov	02-Dec
Supervisor Training (1 day)	28-Jan	07-Feb	03-Mar	11-Apr	06-May	06-Jun	06-Jul	04-Aug	05-Sep	06-Oct	03-Nov	05-Dec
Telephone Etiquette Training (1 day)	31-Jan	08-Feb	04-Mar	12-Apr	09-May	07-Jun	07-Jul	05-Aug	06-Sep	07-Oct	04-Nov	06-Dec
Time Management Training (1 day)	13-Jan	09-Feb	07-Mar	13-Apr	10-May	08-Jun	08-Jul	08-Aug	07-Sep	10-Oct	07-Nov	07-Dec

* days are dependent on number of learners