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OPEN (PUBLIC) COURSE SCHEDULE 2023

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

* days are dependent on number of learners