

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

* days are dependent on number of learners