

COURSE DELIVERY OPTIONS: ONSITE (AT YOUR WORKPLACE) • PUBLIC (OPEN EVENT) • GOOGLE MEET (VIRTUAL)

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

* days are dependent on number of learners