

2020 OPEN PROGRAM

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COURSES		DURATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEE
STRATEGY AND BUSINESS PERFORMANCE															
1	MANAGEMENT RETREAT	2-3 Days				IN-PLANT				IN-PLANT					
2	SALES PERFORMANCE CONFERENCE	2-3 Days				IN-PLANT				IN-PLANT					
3	STRATEGIC PLANNING & IMPLEMENTATION	3 Days				IN-PLANT				IN-PLANT					
4	HOW TO PREPARE A BUSINESS PLAN	2 Days				IN-PLANT				IN-PLANT					
5	EFFECTIVE CHANGE MANAGEMENT	2 Days				IN-PLANT				IN-PLANT					
6	PERFORMANCE MANAGEMENT WORKSHOP	2 Days				IN-PLANT				IN-PLANT					
7	STAKEHOLDERS MANAGEMENT & COMMUNICATION	2 Days		21-22				8-9				12-13			104,813
PROFESSIONAL EFFECTIVENESS															
8	PRODUCTIVITY IMPROVEMENT SKILLS	2 Days			12-13			8-9			10-11				104,813
9	OFFICE MANAGEMENT & ADMINISTRATION	3 Days		17-19			11-13		13-15				11-13		116,638
10	RECORDS MANAGEMENT & ARCHIVING	3 Days			9-11				13-15				11-13		116,638
11	DESIGN THINKING AND INNOVATION	3 Days				IN-PLANT				IN-PLANT					
12	PROTOCOL & TRAVEL MANAGEMENT	3 Days		10-12				17-19			9-11				116,638
13	EFFECTIVE PRESENTATION & PUBLIC SPEAKING SKILLS	2 Days			9-10			18-19				15-16			104,813
14	BUSINESS WRITING & COMM. SKILLS	3 Days		10-12			11-13						18-20		116,638
15	EFFECTIVE INTERPERSONAL SKILLS	3 Days			9-11				15-17			14-16			116,638
16	COMMERCIAL AWARENESS FOR TECHNICAL PEOPLE	2 Days				IN-PLANT				INPLANT					
17	IMPROVING PERSONAL EFFECTIVENESS	2 Days		13-14			11-12			10-11			19-20		104,813
18	TEAM BUILDING FOR HIGH PERFORMANCE TEAM	2 Days			16-17			22-23			7-8				104,813
19	CREATIVE PROBLEM SOLVING & DECISION MAKING	2 Days				6-7			16-17			15-16			104,813
20	TIME & PRIORITY MANAGEMENT	2 Days			19-20		18-19			13-14		12-13			104,813
21	EMOTIONAL INTELLIGENCE AT WORK	2 Days				6-7				10-11			19-20		104,813
22	SHARPENING NEGOTIATION SKILLS	2 Days		10-11				18-19			14-15				104,813
SUPPLY CHAIN MANAGEMENT															
23	BID AND TENDER MANAGEMENT	2 Days			19-20			15-16			14-15				104,813
24	LOGISTICS & SUPPLY CHAIN MANAGEMENT	3 Days				20-22			13-15			19-21			116,638
25	INVENTORY MANAGEMENT & STOCK CONTROL COURSE	3 Days		10-12			11-13			12-14					116,638
26	CONTRACT & PROCUREMENT MANAGEMENT	3 Days		17-19		6-8				10-12			18-20		116,638
27	PRODUCTION PLANNING AND CONTROL	3 Days			9-11				15-17						116,638
28	DISTRIBUTION & LOGISTICS MANAGEMENT	3 Days				IN-PLANT				INPLANT					
29	WAREHOUSE OPERATIONS PLANNING & MANAGEMENT	3 Days			18-20				20-22				16-18		116,638
PROJECT & FACILITIES MANAGEMENT SUCCESS															
30	EFFECTIVE PROJECT MANAGEMENT	3 Days		17-19			13-15			17-19					116,638
31	PROJECT COST AND RISK MANAGEMENT	2 Days			12-13			22-23					9-10		104,813
32	PROJECT LEADERSHP COURSE	2 Days				20-21					7-8				104,813
33	PROJECT MONITORING AND CONTROL	2 Days			16-17				23-24			17-18			104,813
34	FACILITIES MANAGEMENT	3 Days		12-14		6-8					16-18				116,638
MANAGEMENT & LEADERSHIP															
35	MANAGING PEOPLE FOR RESULT	3 Days		17-19			20-22				16-18				116,638
36	LEADING TEAMS	2 Days			12-13		14-15			17-18					104,813
37	MANAGEMENT & BUSINESS SKILLS FOR SECRETARIES	3 Days		17-19			13-15		20-22			21-23			116,638
38	PROFITABLE BRANCH MANAGEMENT	3 Days				IN-PLANT				IN-PLANT					
39	ADVANCED MANAGEMENT & ADMIN SKILLS FOR PAS	3 Days			16-18			8-10					9-11		116,638
40	SUPERVISORY SKILLS DEVELOPMENT	3 Days		12-14				17-19		12-14			11-13		116,638
41	LEADERSHIP DEVELOPMENT PROGRAMME	2 Days					23-24				14-15			3-4	104,813
42	STORYTELLING FOR LEADERS	2 Days					23-24				17-18				104,813
43	EFFECTIVE DELEGATION & MOTIVATION	2 Day					21-22			20-21					104,813
44	ADVANCED SUPERVISORY SKILLS	2 Days				23-24			23-24				16-17		104,813
45	MANAGEMENT SKILLS DEVELOPMENT	3 Days			18-20			15-17				21-23			116,638
46	IMPROVING MANAGERIAL EFFECTIVENESS	3 Days				20-22			20-22			19-21			116,638

		QUALITY & SERVICE EXCELLENCE												
47	QUALITY IMPROVEMENT & MANAGEMENT	3 Days	19-21		18-20			19-21				16-18		116,638
48	FRONT OFFICE CUSTOMER RELATIONS	2 Days		18-19		24-25						16-17		104,813
49	SUPERIOR CUSTOMER SERVICE	3 Days			22-24		17-19			7-9				116,638
50	HANDLING CUSTOMER COMPLAINTS	2 Days	20-21			14-15			13-14					104,813
51	SERVICE MANAGEMENT	2 Days			16-17						20-21			104,813
		HUMAN RESOURCES MANAGEMENT												
52	FUNDAMENTALS OF HR MANAGEMENT	3 Days	19-21		11-13					9-11				116,638
53	RECRUITMENT & SELECTION BEST PRACTICES	2 Days			16-17			16-17			20-21			104,813
54	HR PERFORMANCE METRICS	1 Day		13			10					18		53,750
55	TRAINING MGT. & FACILITATION SKILLS	3 Days		16-18		18-20			19-21					116,638
56	ADVANCED HUMAN RESOURCES	2 Days			27-28				20-21				3-4	104,813
57	EMPLOYMENT & CONTRACT LAW	2 Days	20-21						20-21			19-20		104,813
58	MANAGING CONFLICTS IN THE WORKPLACE	2 Days			16-17				13-14					104,813
59	CONTEMPORARY LABOUR & INDUSTRIAL RELATIONS PRACTICE	3 Days		18-20			15-17			16-18				116,638
		SALES, MARKETING & CLIENT RELATIONSHIP												
60	FUNDAMENTAL SELLING SKILLS	3 Days	19-21		13-15			17-19				16-18		116,638
61	PROFESSIONAL SELLING SKILLS	3 Days		16-18			22-24				19-21			116,638
62	SELLING TO MAJOR ACCOUNTS	3 Days				11-13						9-11		116,638
63	SELLING IN TOUGH TIMES	2 Days			16-17			8-9			10-11			104,813
64	RETAIL SELLING & MERCHANDISING	2 Days		9-10					16-17					104,813
65	ADVANCED SELLING SKILLS	3 Days			20-22					12-14			2-4	116,638
66	KEY ACCOUNT MANAGEMENT	2 Days	13-14				18-19			17-18				104,813
67	FIELD SALES MANAGEMENT	3 Days		18-20					22-24				18-20	116,638
68	STRATEGIES FOR FINDING & WINNING NEW BUS.	2 Days	17-18			21-22			20-21					104,813
69	E - SELLING SKILLS	2 Days	10-11							7-8				104,813
70	MARKETING & RELATIONSHIP MANAGEMENT	3 Days			6-8			15-17			12-14			116,638
		FINANCE, BANKING AND ACCOUNTS												
71	FINANCE FOR NON FINANCE MANAGERS	3 Days		18-20			17-19				14-16			116,638
72	ANALYSING FINANCIAL STATEMENTS	3 Days			20-22			13-15				21-23		116,638
73	BASIC ACCT. PRINCIPLES & BOOK-KEEPING	3 Days	18-20			11-13				7-9				116,638
74	CREDIT & RISK MANAGEMENT COURSE	3 Days		INPLANT			INPLANT			INPLANT				
75	EFFECTIVE BUDGET & COST CONTROL	2 Days		16-17				22-23			17-18			104,813
76	FIXED ASSETS MANAGEMENT	2 Days			16-17					17-18			19-20	104,813
77	CREDIT CONTROL & DEBT RECOVERY	2 Days		21-22			18-19					16-17		104,813
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC