

## 2022 OPEN PROGRAMME



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	COURSES/PROGRAMMES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL
	<b>STRATEGY AND BUSINESS PREFORMANCE</b>		<b>STRATEGY AND BUSINESS PREFORMANCE</b>														
1	MANAGEMENT RETREAT	2															
2	SALES PERFORMANCE CONFERENCE	2															
3	STRATEGIC PLANNING & IMPLEMENTATION	3															
4	HOW TO PREPARE A BUSINESS PLAN	2															
5	EFFECTIVE CHANGE MANAGEMENT	2															
	<b>PROFESSIONAL EFFECTIVENESS</b>		<b>PROFESSIONAL EFFECTIVENESS</b>														
6	PRODUCTIVITY IMPROVEMENT SKILLS	2			15-16			9-10			8-9				79,999.00	106,999.00	\$499.00
7	OFFICE MANAGEMENT & ADMINISTRATION	3		16-18			11-13		13-15				8-10		93,999.00	118,999.00	\$699.00
8	RECORDS MANAGEMENT & ARCHIVING	3			16-18								9-11		93,999.00	118,999.00	\$699.00
9	DESIGN THINKING AND INNOVATION	3			IN-PLANT				IN- PLANT								
10	PROTOCOL & TRAVEL MANAGEMENT	3		9-11				15-17			7-9				93,999.00	118,999.00	\$699.00
11	EFFECTIVE PRESENTATION & PUBLIC SPEAKING SKILLS	2			8-9			16-17				13-14			79,999.00	106,999.00	\$499.00
12	BUSINESS WRITING & COMM. SKILLS	3		9-11			10-12						15-17		93,999.00	118,999.00	\$699.00
13	EFFECTIVE INTERPERSONAL SKILLS	3			9-11				13-15			11-13			93,999.00	118,999.00	\$699.00
14	COMMERCIAL AWARENESS FOR TECHNICAL PEOPLE	2			IN-PLANT				INPLANT								
15	IMPROVING PERSONAL EFFECTIVENESS	2		16-17			12-13			9-10			17-18		79,999.00	106,999.00	\$499.00
16	TEAM BUILDING FOR HIGH PERFORMANCE	2			15-16			9-10			6-7				79,999.00	106,999.00	\$499.00
17	CREATIVE PROBLEM SOLVING & DECISION MAKING	2				7-8			7-8			13-14			79,999.00	106,999.00	\$499.00
18	TIME & PRIORITY MANAGEMENT	2			22-23		17-18			11-12		6-7			79,999.00	106,999.00	\$499.00
19	EMOTIONAL INTELLIGENCE AT WORK	2				7-8				9-10			10-11		79,999.00	106,999.00	\$499.00
21	SHARPENING NEGOTIATION SKILLS	2		8-9			19-20				15-16				79,999.00	106,999.00	\$499.00
	<b>SUPPLY CHAIN MANAGEMENT</b>		<b>SUPPLY CHAIN MANAGEMENT</b>														
22	BID AND TENDER MANAGEMENT	2			10-11			7-8			15-16				79,999.00	106,999.00	\$499.00
23	LOGISTICS & SUPPLY CHAIN MANAGEMENT	3		8-10		11-13			6-8			19-21			93,999.00	118,999.00	\$699.00
24	INVENTORY MANAGEMENT & STOCK CONTROL COURSE	3		15-17			18-20			16-18			16-18		93,999.00	118,999.00	\$699.00
25	CONTRACT & PROCUREMENT MANAGEMENT	3		15-17		19-21				9-11			8-10		93,999.00	118,999.00	\$699.00
26	PRODUCTION PLANNING AND CONTROL	3			IN-PLANT				IN-PLANT					93,999.00	118,999.00	\$699.00	
27	DISTRIBUTION & LOGISTICS MANAGEMENT	3			IN-PLANT				INPLANT								
28	WAREHOUSE OPERATIONS PLANNING & MANAGEMENT	3			16-18				13-15				15-17		93,999.00	118,999.00	\$699.00
29	NEGOTIATION SKILLS FOR PROCUREMENT OFFICERS	2			15-16				13-14						79,999.00	106,999.00	\$499.00
	<b>PROJECT &amp; FACILITIES MANAGEMENT SUCCESS</b>		<b>PROJECT &amp; FACILITIES MANAGEMENT SUCCESS</b>														
30	EFFECTIVE PROJECT MANAGEMENT	3		8-10			18-20			17-19					93,999.00	118,999.00	\$699.00
31	PROJECT COST AND RISK MANAGEMENT	2			8-9			16-17					8-9		79,999.00	106,999.00	\$499.00
32	PROJECT LEADERSHP COURSE	2				19-20					13-14				79,999.00	106,999.00	\$499.00
33	PROJECT MONITORING AND CONTROL	2			10-11				14-15			20-21			79,999.00	106,999.00	\$499.00
34	FACILITIES MANAGEMENT	3		9-11		20-22					13-15				93,999.00	118,999.00	\$699.00
35	STAKEHOLDERS RELATIONSHIP MANAGEMENT	2		15-16				7-8				11-12			79,999.00	106,999.00	\$499.00
	<b>MANAGEMENT &amp; LEADERSHIP</b>		<b>MANAGEMENT &amp; LEADERSHIP</b>														
36	MANAGING PEOPLE FOR RESULT	3		16-18			17-19				7-9				93,999.00	118,999.00	\$699.00
37	LEADING TEAMS	2			9-10		10-11			18-19					79,999.00	106,999.00	\$499.00

38	MANAGEMENT & BUSINESS SKILLS FOR ADMIN OFFICERS	3		15-17			18-20		5-7			19-21			93,999.00	118,999.00	\$699.00		
39	PROFITABLE BRANCH MANAGEMENT	3			IN-PLANT				IN-PLANT										
40	ACHIEVING ADMINISTRATIVE EXCELLENCE	3		8-10			8-10					8-10			93,999.00	118,999.00	\$699.00		
41	SUPERVISORY SKILLS DEVELOPMENT	3		8-10			15-17		16-18			15-17			93,999.00	118,999.00	\$699.00		
42	LEADERSHIP DEVELOPMENT PROGRAMME	2			19-20				8-9			6-7			79,999.00	106,999.00	\$499.00		
43	STORYTELLING FOR BUSINESS	2			IN-PLANT				IN-PLANT										
44	EFFECTIVE DELEGATION & MOTIVATION	2				19-20			11-12						79,999.00	106,999.00	\$499.00		
45	ADVANCED SUPERVISORY SKILLS	2			12-13			7-8				17-18			79,999.00	106,999.00	\$499.00		
46	MANAGEMENT SKILLS DEVELOPMENT	3		9-11			7-9					5-7			93,999.00	118,999.00	\$699.00		
47	IMPROVING MANAGERIAL EFFECTIVENESS	3			11-13			7-9				11-13			93,999.00	118,999.00	\$699.00		
	<b>QUALITY &amp; SERVICE EXCELLENCE</b>			<b>QUALITY &amp; SERVICE EXCELLENCE</b>															
48	QUALITY IMPROVEMENT & MANAGEMENT	3		16-18			17-19			9-11			16-18			93,999.00	118,999.00	\$699.00	
49	FRONT OFFICE CUSTOMER RELATIONS	2			17-18			15-16					15-16			79,999.00	106,999.00	\$499.00	
50	SUPERIOR CUSTOMER SERVICE	3				20-22		15-17			7-9				93,999.00	118,999.00	\$699.00		
51	HANDLING CUSTOMER COMPLAINTS	2		17-18			17-18		14-15						79,999.00	106,999.00	\$499.00		
52	SERVICE MANAGEMENT	2				19-20						11-12			79,999.00	106,999.00	\$499.00		
	<b>HUMAN RESOURCES MANAGEMENT</b>			<b>HUMAN RESOURCES MANAGEMENT</b>															
53	FUNDAMENTALS OF HR MANAGEMENT	3		9-11			10-12					13-15			93,999.00	118,999.00	\$699.00		
54	PERFORMANCE MANAGEMENT WORKSHOP	2		17-18				9-10					20-21			79,999.00	106,999.00	\$499.00	
55	RECRUITMENT & SELECTION BEST PRACTICES	2				13-14			14-15				12-13			79,999.00	106,999.00	\$499.00	
56	HR METRICS AND ANALYTICS	1			11			16					17			49,999.00	64,999.00	\$199.00	
57	TRAINING MGT. & FACILITATION SKILLS	3			8-10		18-20			16-18					93,999.00	118,999.00	\$699.00		
58	ADVANCED HUMAN RESOURCES	2				11-12			5-6				6-7		79,999.00	106,999.00	\$499.00		
59	EMPLOYMENT & CONTRACT LAW	2		8-9					16-17			6-7			79,999.00	106,999.00	\$499.00		
60	MANAGING CONFLICTS IN THE WORKPLACE	2				21-22			7-8						79,999.00	106,999.00	\$499.00		
61	CONTEMPORARY LABOUR & INDUSTRIAL RELATIONS PRA	3			16-18			21-23				14-16			93,999.00	118,999.00	\$699.00		
	<b>SALES, MARKETING &amp; CLIENT RELATIONSHIP</b>			<b>SALES, MARKETING &amp; CLIENT RELATIONSHIP</b>															
62	FUNDAMENTAL SELLING SKILLS	3		16-18			18-20			16-18			16-18			93,999.00	118,999.00	\$699.00	
63	EFFECTIVE BUSINESS TO BUSINESS MARKETING	3			15-17						7-9				93,999.00	118,999.00	\$699.00		
64	PROFESSIONAL SELLING SKILLS	3			9-11			21-23				11-13			93,999.00	118,999.00	\$699.00		
65	SELLING TO MAJOR ACCOUNTS	3					17-19						8-10		93,999.00	118,999.00	\$699.00		
66	SELLING IN TOUGH TIMES	2				21-22		9-10			13-14				79,999.00	106,999.00	\$499.00		
67	RETAIL SELLING & MERCHANDISING	2			8-9				7-8						79,999.00	106,999.00	\$499.00		
68	ADVANCED SELLING SKILLS	3				19-21				10-12				6-8	93,999.00	118,999.00	\$699.00		
69	KEY ACCOUNT MANAGEMENT	2		15-16				16-17			6-7				79,999.00	106,999.00	\$499.00		
70	FIELD SALES MANAGEMENT	3			16-18				13-15				9-11		93,999.00	118,999.00	\$699.00		
71	STRATEGIES FOR FINDING & WINNING NEW BUS.	2		10-11			12-13			18-19					79,999.00	106,999.00	\$499.00		
72	E - SELLING SKILLS	2		8-9							15-16				79,999.00	106,999.00	\$499.00		
73	MARKETING & RELATIONSHIP MANAGEMENT	2				11-13			5-7			12-14			93,999.00	118,999.00	\$699.00		
	<b>FINANCE, AND ACCOUNTS</b>			<b>FINANCE, AND ACCOUNTS</b>															
74	FINANCE FOR NON FINANCE MANAGERS	3			16-18			15-17				12-14			93,999.00	118,999.00	\$699.00		
75	FINANCIAL ANALYSIS & MODELLING	3				12-14			5-7				19-21		93,999.00	118,999.00	\$699.00		
76	BASIC ACCT. PRINCIPLES & BOOK-KEEPING	3		8-10			11-13				7-9				93,999.00	118,999.00	\$699.00		
77	EFFECTIVE BUDGET & COST CONTROL	2			15-16			21-22			15-16				79,999.00	106,999.00	\$499.00		
78	FIXED ASSETS MANAGEMENT	2				12-13				18-19			17-18		79,999.00	106,999.00	\$499.00		
79	CREDIT CONTROL & DEBT RECOVERY	2		17-18			17-18						15-16		79,999.00	106,999.00	\$499.00		
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC					