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Developing People and Organisations
Since 2003

2024 OPEN PROGRAMME PLANNER



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*All Courses are Available as In-plant Programmes.

*Group Discount of 5% for 5or More Participants
on Open Programmes.

	COURSES/PROGRAMMES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL	
	PROFESSIONAL EFFECTIVENESS				PROFESSIONAL EFFECTIVENESS													
1	PRODUCTIVITY IMPROVEMENT SKILLS	2			12-13			11-12			10-11				109,999.00	129,500.00	\$145.00	1
2	OFFICE MANAGEMENT & ADMINISTRATION	3		13-15			7-9		9-11				6-8		123,999.00	149,500.00	\$165.00	2
3	RECORDS MANAGEMENT & ARCHIVING	3			13-15				10-12				6-8		123,999.00	149,500.00	\$165.00	3
4	DESIGN THINKING AND INNOVATION	2						IN-PLANT								Negotiable		4
5	PROTOCOL & TRAVEL MANAGEMENT	3		7-9				12-14			4-6				123,999.00	149,500.00	\$165.00	5
6	EFFECTIVE PRESENTATION & PUBLIC SPEAKING SKILLS	2			6-7			13-14				10-11			109,999.00	129,500.00	\$145.00	6
7	BUSINESS WRITING & COMM. SKILLS	3		7-9			8-10						13-15		123,999.00	149,500.00	\$165.00	7
8	EFFECTIVE INTERPERSONAL SKILLS	3			6-8				10-12			9-11			123,999.00	149,500.00	\$165.00	8
9	COMMERCIAL AWARENESS FOR TECHNICAL PEOPLE	3				3-5					11-13				123,999.00	149,500.00	\$165.00	9
10	IMPROVING PERSONAL EFFECTIVENESS	2		15-16			9-10			8-9			14-15		109,999.00	129,500.00	\$145.00	10
11	TEAM BUILDING FOR HIGH PERFORMANCE	2			14-15			6-7			5-6				109,999.00	129,500.00	\$145.00	11
12	CREATIVE PROBLEM SOLVING & DECISION MAKING	2				24-25			6-7			12-13			109,999.00	129,500.00	\$145.00	12
13	TIME & PRIORITY MANAGEMENT	2			20-21		16-17			8-9		3-4			109,999.00	129,500.00	\$145.00	13
14	EMOTIONAL INTELLIGENCE AT WORK	2				4-5				13-14			7-8		109,999.00	129,500.00	\$145.00	14
15	SHARPENING NEGOTIATION SKILLS	2		8-9			14-15				12-13				109,999.00	129,500.00	\$145.00	15
	SALES & MARKETING EFFECTIVENESS	DAYS	SALES & MARKETING EFFECTIVENESS															
16	FUNDAMENTAL SELLING SKILLS	3		14-16			14-16			14-16			13-15		123,999.00	149,500.00	\$165.00	16
17	EFFECTIVE BUSINESS TO BUSINESS MARKETING	3			13-15						4-6				123,999.00	149,500.00	\$165.00	17
18	PROFESSIONAL SELLING SKILLS	3			6-8			12-14				9-11			123,999.00	149,500.00	\$165.00	18
19	SELLING TO MAJOR ACCOUNTS	3					15-17						6-8		123,999.00	149,500.00	\$165.00	19
20	CUSTOMER ENGAGEMENT & MANAGEMENT	2				16-17						9-10			123,999.00	129,500.00	\$145.00	20
21	SELLING IN TOUGH TIMES	2				9-10		6-7			10-12				109,999.00	129,500.00	\$165.00	21
22	RETAIL SELLING & MERCHANDISING	2			7-8				4-5						109,999.00	129,500.00	\$145.00	22
23	ADVANCED SELLING SKILLS	3				17-19				7-9				4-6	123,999.00	149,500.00	\$165.00	23
24	KEY ACCOUNT MANAGEMENT	3		14-16				4-6			3-5				123,999.00	149,500.00	\$165.00	24
25	FIELD SALES MANAGEMENT	3			13-15				10-12				6-8		123,999.00	149,500.00	\$165.00	25
26	STRATEGIES FOR FINDING & WINNING NEW BUS.	3		7-9			7-9			13-15					123,999.00	149,500.00	\$165.00	26
27	DIGITAL SELLING SKILLS	2		6-8							12-13				109,999.00	129,500.00	\$145.00	27
28	MARKETING & RELATIONSHIP MANAGEMENT	3				11-13			17-19			9-11			123,999.00	149,500.00	\$165.00	28

		DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL	
	LOGISTICS & SUPPLY CHAIN MANAGEMENT		LOGISTICS & SUPPLY CHAIN MANAGEMENT															
29	BID AND TENDER MANAGEMENT	2			5-6			6-7			12-13				109,999.00	129,500.00	\$145.00	29
30	LOGISTICS & SUPPLY CHAIN MANAGEMENT	3		7-9		17-19			10-12			16-18			123,999.00	149,500.00	\$165.00	30
31	INVENTORY MANAGEMENT & STOCK CONTROL COURSE	3		14-16		23-25				7-9			13-15		123,999.00	149,500.00	\$165.00	31
32	CONTRACT & PROCUREMENT MANAGEMENT	3		13--15			15-17			14-16			13-15		123,999.00	149,500.00	\$165.00	32
33	FLEET MANAGEMENT	3			6-8						10-12				123,999.00	149,500.00	\$165.00	33
34	DISTRIBUTION & LOGISTICS MANAGEMENT	3					8-10					9-11			123,999.00	149,500.00	\$165.00	34
35	WAREHOUSE OPERATIONS PLANNING & MANAGEMENT	3			13-15				17-19				13-15		123,999.00	149,500.00	\$165.00	35
36	NEGOTIATION SKILLS FOR PROCUREMENT OFFICERS	2				23-24		11-12							109,999.00	129,500.00	\$145.00	36
	MANAGEMENT & LEADERSHIP	DAYS	SALES & MARKETING EFFECTIVENESS															
37	MANAGING PEOPLE FOR RESULT	3		13-15			15-17				4-6				123,999.00	149,500.00	\$165.00	37
38	LEADING TEAMS	2			5-6		9-10			14-16					109,999.00	129,500.00	\$145.00	38
39	MANAGEMENT & BUSINESS SKILLS FOR ADMIN OFFICERS	3		15-16			9-10		10-12			16-18			123,999.00	149,500.00	\$165.00	39
40	PROFITABLE BRANCH MANAGEMENT	3						In-Plant								Negotiable		40
41	ACHIEVING ADMINISTRATIVE EXCELLENCE	3			6-8			11-13					6-7		123,999.00	149,500.00	\$165.00	41
42	SUPERVISORY SKILLS DEVELOPMENT	3		6-8				4-5		6-8			13-15		123,999.00	149,500.00	\$165.00	42
43	LEADERSHIP DEVELOPMENT PROGRAMME	3				3-5					11-13			4-6	123,999.00	149,500.00	\$165.00	43
44	EFFECTIVE DELEGATION & MOTIVATION	2					14-15			14-15					109,999.00	129,500.00	\$145.00	44
45	ADVANCED SUPERVISORY SKILLS	3				9-11			16-18				13-15		123,999.00	149,500.00	\$165.00	45
46	MANAGEMENT SKILLS DEVELOPMENT	3			13-15			12-14				9-11			123,999.00	149,500.00	\$165.00	46
47	IMPROVING MANAGERIAL EFFECTIVENESS	3				17-19			9-11			9-11			123,999.00	149,500.00	\$165.00	47
	HUMAN RESOURCES MANAGEMENT	DAYS	HUMAN RESOURCES MANAGEMENT															
48	FUNDAMENTALS OF HR MANAGEMENT	3		6-8			8-10				7-9				123,999.00	149,500.00	\$165.00	48
49	PERFORMANCE MANAGEMENT WORKSHOP	1-2						In-Plant								Negotiable		49
50	RECRUITMENT & SELECTION BEST PRACTICES	2				17-18			18-19			9-10			109,999.00	129,500.00	\$145.00	50
51	HR METRICS AND ANALYTICS	2			7-8			5-6					6-8		109,999.00	129,500.00	\$165.00	51
52	TRAINING MGT. & FACILITATION SKILLS	3			5-7		8-10			14-16					123,999.00	149,500.00	\$165.00	52
53	ADVANCED HUMAN RESOURCES	2				11-12			9-10					4-6	109,999.00	129,500.00	\$145.00	53
54	EMPLOYMENT & CONTRACT LAW	2		8-9						13-15		9-10			109,999.00	129,500.00	\$145.00	54
55	MANAGING CONFLICTS IN THE WORKPLACE	2				24-25			10-12						109,999.00	129,500.00	\$145.00	55
56	CONTEMPORARY LABOUR & INDUSTRIAL RELATIONS PRACTICE	3			13-15			19-21			11-13				123,999.00	149,500.00	\$165.00	56
		DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL	
	QUALITY, SERVICE EXCELLENCE, HEALTHCARE & SAFETY		QUALITY , SERVICE EXCELLENCE,HEALTHCARE & SAFETY															
57	QUALITY IMPROVEMENT & MANAGEMENT	3		14-16			8-10			7-9			13-15		123,999.00	149,500.00	\$165.00	57
58	PRODUCTION PLANNING AND CONTROL	3			5-6				10-12			9-11			123,999.00	149,500.00	\$165.00	58
59	OCCUPATIONAL HEALTH, SAFETY & WELLNESS	4		13-16			7-10						13-15		123,999.00	149,500.00	\$165.00	59
60	INFECTION CONTROL AND PREVENTION TRAINING	3					15-17				4-6				123,999.00	149,500.00	\$165.00	60
61	HEALTHCARE RISK MANAGEMENT COURSE	4		6-8						7-9		9-11			123,999.00	149,500.00	\$165.00	61
62	EFFECTIVE CUSTOMER SERVICE	2				11-12			10-11		4-6				109,999.00	129,500.00	\$145.00	62

63	FRONT OFFICE & CUSTOMER RELATIONS	2			13-14			12-14					13-15		109,999.00	129,500.00	\$145.00	63
64	CUSTOMER EXPERIENCE MANAGEMENT	3				17-19					10-12				123,999.00	149,500.00	\$165.00	64
65	HANDLING CUSTOMER COMPLAINTS	2		15-16			15-16					9-10			109,999.00	129,500.00	\$145.00	65
	PROJECT & FACILITIES MANAGEMENT SUCCESS	DAYS	PROJECT AND FACILITIES MANAGEMENT SUCCESS															
66	EFFECTIVE PROJECT MANAGEMENT	3		7-9			15-17			14-16					123,999.00	149,500.00	\$165.00	66
67	PROJECT COST AND RISK MANAGEMENT	2			6-8								7-8		109,999.00	129,500.00	\$145.00	67
68	PROJECT LEADERSHP COURSE	2				17-18					3-5				109,999.00	129,500.00	\$145.00	68
69	PROJECT MONITORING AND CONTROL	2			12-13				10-11			16-17			109,999.00	129,500.00	\$145.00	69
70	FACILITIES MANAGEMENT	3		13-15		23-25					11-13				123,999.00	149,500.00	\$165.00	70
71	STAKEHOLDERS RELATIONSHIP MANAGEMENT	2		15-16				5-6				16-17			109,999.00	129,500.00	\$145.00	71
	FINANCE & ACCOUNTS EFFECTIVENESS	DAYS	FINANCE & ACCOUNTS															
72	FINANCE FOR NON FINANCE MANAGERS	3			5-7			12-14				9-11			123,999.00	149,500.00	\$165.00	72
73	FINANCIAL ANALYSIS & MODELLING	3				23-25			10-12	5-7		16-18			123,999.00	149,500.00	\$165.00	73
74	ACCOUNTING & BOOK-KEEPING	3		7-9			8-10				4-6				123,999.00	149,500.00	\$165.00	74
75	EFFECTIVE BUDGET & COST CONTROL	2			13-15			19-21			11-13				109,999.00	129,500.00	\$145.00	75
76	FIXED ASSETS MANAGEMENT	2				17-19				21-23			13-15		109,999.00	129,500.00	\$145.00	76
77	CREDIT CONTROL & DEBT RECOVERY	2		15-16			15-16						14-15		109,999.00	129,500.00	\$145.00	77
78	CREDIT ANALYSIS	2-3						IN-PLANT								NEGOTIABLE		78
	STRATEGY & BUSINESS PREFORMANCE	DAYS	STRATEGY & BUSINESS PREFORMANCE															
79	MANAGEMENT RETREAT	2-3						In-Plant								Negotiable		79
80	SALES PERFORMANCE CONFERENCE	1-2						In-Plant								Negotiable		80
81	STRATEGIC PLANNING & IMPLEMENTATION	2-3						In-Plant								Negotiable		81
82	EFFECTIVE CHANGE MANAGEMENT	1-2						In-Plant								Negotiable		82
83	HOW TO PREPARE A BUSINESS PLAN	1-2						In-Plant								Negotiable		83
		DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	VIRTUAL	PHYSICAL	VIRTUAL	