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2025 OPEN PROGRAMME PLANNER



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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	
	PROFESSIONAL EFFECTIVENESS				PROFESSIONAL EFFECTIVENESS													
1	IMPROVING PERSONAL EFFECTIVENESS	2		12-13			13-15			12-14			11-12		169,999.00	189,500.00	\$145.00	1
2	EMOTIONAL INTELLIGENCE AT WORK	2				9-10				13-14			11-12		169,999.00	189,500.00	\$145.00	2
3	COMMERCIAL AWARENESS FOR TECHNICAL PEOPLE	3				8-10					9-11				199,999.00	225,000.00	\$165.00	3
4	WORKING IN TEAMS	2			12-13			4-5			11-12				169,999.00	189,500.00	\$145.00	4
5	OFFICE MANAGEMENT & ADMINISTRATION	3		11-13			13-15		8-10				4-6		199,999.00	225,000.00	\$165.00	5
6	ELECTRONIC DOCUMENT, RECORDS & ARCHIVE MANAGEMENT	3			18-19				9-11				5-7		199,999.00	225,000.00	\$165.00	6
7	DESIGN THINKING AND INNOVATION	2				22-23				14-15					169,999.00	189,500.00	\$145.00	7
8	PROTOCOL & TRAVEL MANAGEMENT	3		10-12				17-19			9-11				199,999.00	225,000.00	\$165.00	8
9	EFFECTIVE PRESENTATION & PUBLIC SPEAKING SKILLS	2			12-13			3-5				7-8			169,999.00	189,500.00	\$145.00	9
10	BUSINESS WRITING & COMM. SKILLS	3		5-7			6-8						12-14		199,999.00	225,000.00	\$165.00	10
11	TIME & PRIORITY MANAGEMENT	2			5-6		7-8			5-6		9-10			169,999.00	189,500.00	\$145.00	11
12	SHARPENING NEGOTIATION SKILLS	2		5-6			14-15				11-12				169,999.00	189,500.00	\$145.00	12
13	PRODUCTIVITY IMPROVEMENT SKILLS	2			20-21			19-20			10-11				169,999.00	189,500.00	\$145.00	13
14	EFFECTIVE INTERPERSONAL SKILLS	3			5-7				15-17			15-17			199,999.00	225,000.00	\$165.00	14
15	CREATIVE PROBLEM SOLVING & DECISION MAKING	3				15-17			16-18			8-10			199,999.00	225,000.00	\$145.00	15
16	DATA ANALYSIS FOR BUSINESS	3		10-12				17-19				15-17			199,999.00	225,000.00	\$145.00	16
17	ADVANCED EXCEL & DATA ANALYTICS	3				8-10				12-14					199,999.00	225,000.00	\$165.00	17
	SALES & MARKETING EFFECTIVENESS	DAYS			SALES & MARKETING EFFECTIVENESS													
18	STRATEGIES FOR FINDING & WINNING NEW BUSINESS.	3		18-20			7-9			5-7			5-7		199,999.00	225,000.00	\$165.00	18
19	FUNDAMENTAL SELLING SKILLS	3		5-7			7-9			13-15					199,999.00	225,000.00	\$165.00	19
20	MASTERING SOCIAL MEDIA MARKETING	3			12-14						9-11				199,999.00	225,000.00	\$165.00	20
21	PROFESSIONAL SELLING SKILLS	3			19-21			17-19				15-17			199,999.00	225,000.00	\$165.00	21
22	SELLING TO KEY ACCOUNTS	3					14-16						4-6		199,999.00	225,000.00	\$165.00	22
23	CUSTOMER ENGAGEMENT & EXPERIENCE MANAGEMENT	3				15-17						7-9			199,999.00	225,000.00	\$165.00	23
24	SELLING IN TOUGH TIMES	2				8-9		10-11			10-11				169,999.00	189,500.00	\$165.00	24
25	MANAGING VIRTUAL SALES TEAMS	2			4-5				8-9						169,999.00	189,500.00	\$145.00	25
26	ESSENTIAL SKILLS FOR SALES TEAM LEADERS	2				16-17				6-7					169,999.00	189,500.00	\$145.00	26
27	HANDLING SALES OBJECTIONS PROFESSIONALLY	2		20-21					15-16			8-9			169,999.00	189,500.00	\$145.00	27
28	PROFITABLE KEY ACCOUNTS MANAGEMENT	3		19-21		9-11				19-21				2-4	199,999.00	225,000.00	\$165.00	28
29	ADVANCED SELLING & NEGOTIATION SKILLS	3						3-5			16-18				199,999.00	225,000.00	\$165.00	29
30	FIELD SALES MANAGEMENT	3			5-7				8-10				12-14		199,999.00	225,000.00	\$165.00	30
31	SELLING SKILLS FOR NON-SALES MANAGERS	3		5-7			7-9			13-15					199,999.00	225,000.00	\$165.00	31

32	DIGITAL MARKETING FOR BUSINESS GROWTH	2		5-6						18-19				169,999.00	189,500.00	\$145.00	32	
33	MARKETING & RELATIONSHIP MANAGEMENT	3				22-24			16-18			7-9		199,999.00	225,000.00	\$165.00	33	
34	SALES OPERATIONS PLANNING	2			20-21							17-18		169,999.00	189,500.00	\$145.00	34	
	COURSES/PROGRAMMES	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															
35	MATERIALS MANAGEMENT COURSE	3			19-21			18-20			9-11			199,999.00	225,000.00	\$165.00	35	
36	BID AND TENDER MANAGEMENT	2			4-5			10-11			18-19			169,999.00	189,500.00	\$145.00	36	
37	LOGISTICS & SUPPLY CHAIN MANAGEMENT	3		18-20		9-11			15-17			7-9		199,999.00	225,000.00	\$165.00	37	
38	INVENTORY MANAGEMENT & STOCK CONTROL COURSE	3		4-6		15-17				6-8			11-13	199,999.00	225,000.00	\$165.00	38	
39	CONTRACT & PROCUREMENT MANAGEMENT	3		11--13			13-15			13-15			5-7	199,999.00	225,000.00	\$165.00	39	
40	FLEET MANAGEMENT	3			12-14						17-19			199,999.00	225,000.00	\$165.00	40	
41	DISTRIBUTION & LOGISTICS MANAGEMENT	3					7-9					15-17		199,999.00	225,000.00	\$165.00	41	
42	WAREHOUSE OPERATIONS PLANNING & MANAGEMENT	3			5-7				9-11				18-20	199,999.00	225,000.00	\$165.00	42	
43	NEGOTIATION SKILLS FOR PROCUREMENT OFFICERS	2				22-23				5-6				169,999.00	189,500.00	\$145.00	43	
	MANAGEMENT & LEADERSHIP	DAYS	MANAGEMENT & LEADERSHIP															
44	MANAGING PEOPLE FOR RESULT	3		5-7			13-15				16-18			199,999.00	225,000.00	\$165.00	44	
45	LEADING TEAMS	3			5-7		6-8			13-15				199,999.00	225,000.00	\$145.00	45	
46	MANAGEMENT & BUSINESS SKILLS FOR ADMIN OFFICERS	3		4-6			7-9		8-10			7-9		199,999.00	225,000.00	\$165.00	46	
47	ACHIEVING ADMINISTRATIVE EXCELLENCE	3			12-14			18-20					4-6	199,999.00	225,000.00	\$165.00	47	
48	SUPERVISORY SKILLS DEVELOPMENT	3		11-13				17-19		5-7			18-20	199,999.00	225,000.00	\$165.00	48	
49	LEADERSHIP DEVELOPMENT PROGRAMME	3				8-10					10-12		2-4	199,999.00	225,000.00	\$165.00	49	
50	EFFECTIVE DELEGATION & MOTIVATION	2					14-15			12-13				169,999.00	225,000.00	\$145.00	50	
51	MANAGING VIRTUAL TEAMS	2			6-7						10-11			169,999.00	189,500.00	\$145.00	51	
52	ADVANCED SUPERVISORY SKILLS	3				9-11			16-18				12-14	199,999.00	225,000.00	\$165.00	52	
53	MANAGEMENT SKILLS DEVELOPMENT	3			18-20			3-5				8-10		199,999.00	225,000.00	\$165.00	53	
54	IMPROVING MANAGERIAL EFFECTIVENESS	3				15-17			9-11			14-16		199,999.00	225,000.00	\$165.00	54	
	HUMAN RESOURCES MANAGEMENT	DAYS	HUMAN RESOURCES MANAGEMENT															
55	FUNDAMENTALS OF HR MANAGEMENT	3		5-7			7-9				10-12			199,999.00	225,000.00	\$165.00	55	
56	EMPLOYEE PERFORMANCE MANAGEMENT	3		18-20				17-19					11-13	199,999.00	225,000.00	\$165.00	56	
57	RECRUITMENT & SELECTION BEST PRACTICES	2				16-17			15-16			9-10		169,999.00	189,500.00	\$145.00	57	
58	HR METRICS AND ANALYTICS	2			4-5			10-11					4-5	169,999.00	189,500.00	\$165.00	58	
59	TRAINING MGT. & FACILITATION SKILLS	3			5-7		14-16			12-14				199,999.00	225,000.00	\$165.00	59	
60	ADVANCED HUMAN RESOURCES	2				23-24			9-10				4-5	169,999.00	189,500.00	\$145.00	60	
61	EMPLOYMENT & CONTRACT LAW	2		12-13						21-22		16-17		169,999.00	189,500.00	\$145.00	61	
62	MANAGING CONFLICTS IN THE WORKPLACE	2				23-24			10-11				18-19	169,999.00	189,500.00	\$145.00	62	
63	CONTEMPORARY LABOUR & INDUSTRIAL RELATIONS PRACTICE	3			19-21			18-20			17-19			199,999.00	225,000.00	\$165.00	63	
	COURSES/PROGRAMMES	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															
64	QUALITY IMPROVEMENT & MANAGEMENT	3		11-13			6-8			13-15			11-13	199,999.00	225,000.00	\$165.00	64	
65	PRODUCTION PLANNING AND CONTROL	3			12-14				9-11			7-9		199,999.00	225,000.00	\$165.00	65	
66	OCCUPATIONAL HEALTH, SAFETY & WELLNESS	4		11-14			13-16						11-14	220,500.00	250,000.00	\$165.00	66	
67	INFECTION CONTROL AND PREVENTION TRAINING	3					21-23				9-11			199,999.00	250,000.00	\$165.00	67	
68	HEALTHCARE RISK MANAGEMENT COURSE	4		18-21				17-20				14-17		220,500.00	250,000.00	\$165.00	68	

69	EFFECTIVE CUSTOMER SERVICE	3				8-10			16-18		10-12			199,999.00	225,000.00	\$145.00	69	
70	FRONT OFFICE & CUSTOMER RELATIONS	2			6-7			10-11				4-5		169,999.00	189,500.00	\$145.00	70	
71	CUSTOMER EXPERIENCE MANAGEMENT	3				23-25					16-18			199,999.00	225,000.00	\$165.00	71	
72	HANDLING CUSTOMER COMPLAINTS	2		4-5			15-16					9-10		169,999.00	189,500.00	\$145.00	72	
	PROJECT & FACILITIES MANAGEMENT SUCCESS	DAYS	PROJECT AND FACILITIES MANAGEMENT SUCCESS															
73	EFFECTIVE PROJECT MANAGEMENT	3		5-7			14-16			12-14				199,999.00	225,000.00	\$165.00	73	
74	PROJECT COST AND RISK MANAGEMENT	2			18-19							6-7		169,999.00	189,500.00	\$145.00	74	
75	PROJECT LEADERSHP COURSE	2				16-17					9-10			169,999.00	189,500.00	\$145.00	75	
76	PROJECT MONITORING AND CONTROL	2			13-14				8-9			8-10		169,999.00	189,500.00	\$145.00	76	
77	FACILITIES MANAGEMENT	3		18-20		23-25					17-19			199,999.00	225,000.00	\$165.00	77	
78	FACILITIES MAINTENANCE MANAGEMENT	2					21-23					14-16		199,999.00	225,000.00	\$165.00	78	
79	STAKEHOLDERS RELATIONSHIP MANAGEMENT	3		19-21				3-5				15-17		199,999.00	225,000.00	\$145.00	79	
	BANKING, FINANCE & ACCOUNTS COMPETENCY	DAYS	FINANCE & ACCOUNTS															
80	FINANCE FOR NON FINANCE MANAGERS	3			5-7			18-20				7-9		199,999.00	225,000.00	\$165.00	80	
81	FINANCIAL ANALYSIS & MODELLING	3			19-21		7-9			5-7		14-16		199,999.00	225,000.00	\$165.00	81	
82	ACCOUNTING & BOOK-KEEPING	3		5-7			6-8				9-11			199,999.00	225,000.00	\$165.00	82	
83	EFFECTIVE BUDGET & COST CONTROL	2			13-14			4-5			18-19			169,999.00	189,500.00	\$145.00	83	
84	FIXED ASSETS MANAGEMENT	2				16-17				21-22		4-5		169,999.00	189,500.00	\$145.00	84	
85	CREDIT CONTROL & DEBT RECOVERY	2		12-13			15-16					13-14		169,999.00	189,500.00	\$145.00	85	
86	BANK CREDIT ANALYSIS	3						In-Plant							Negotiable		86	
87	BANKING OPERATIONS	3						In-Plant							Negotiable		87	
	STRATEGY & BUSINESS PREFORMANCE	DAYS	STRATEGY & BUSINESS PREFORMANCE															
88	MANAGEMENT RETREAT	2-3						In-Plant								Negotiable		88
89	SALES PERFORMANCE CONFERENCE	1-2						In-Plant								Negotiable		89
90	STRATEGIC PLANNING & IMPLEMENTATION	2-3						In-Plant								Negotiable		90
91	EFFECTIVE CHANGE MANAGEMENT	1-2						In-Plant								Negotiable		91
92	HOW TO PREPARE A BUSINESS PLAN	1-2						In-Plant								Negotiable		92
	COURSES/PROGRAMMES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	VIRTUAL	PHYSICAL	VIRTUAL	