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2026 OPEN PROGRAMME PLANNER



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on Open Programmes.

	COURSES/PROGRAMMES	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL	
PROFESSIONAL EFFECTIVENESS																		
1	IMPROVING PERSONAL EFFECTIVENESS	2		10-11			12-13			11-12			10-11		179,900.00	210,000.00	\$145.00	1
2	EMOTIONAL INTELLIGENCE AT WORK	2				8-9				12-13			11-12		179,900.00	210,000.00	\$145.00	2
3	COMMERCIAL AWARENESS FOR TECHNICAL PEOPLE	3				8-10					9-11				209,900.00	250,000.00	\$165.00	3
4	BUILDING HIGH PERFORMANCE TEAM	2			4-5			3-4			9-10				179,900.00	210,000.00	\$145.00	4
5	OFFICE MANAGEMENT & ADMINISTRATION	3		11-13			13-15			8-10			4-6		209,900.00	250,000.00	\$165.00	5
6	ELECTRONIC DOCUMENT, RECORDS & ARCHIVE MANAGEMENT	3			18-20					8-10			4-6		209,900.00	250,000.00	\$165.00	6
7	DESIGN THINKING AND INNOVATION	2				22-23					13-14				179,900.00	210,000.00	\$145.00	7
8	PROTOCOL & TRAVELS MANAGEMENT	3		10-12				17-19			9-11				209,900.00	250,000.00	\$165.00	8
9	EFFECTIVE PRESENTATION & PUBLIC SPEAKING SKILLS	2			12-13			3-4				7-8			179,900.00	210,000.00	\$145.00	9
10	BUSINESS WRITING & COMMUNICATION. SKILLS	3		4-6			6-8						11-13		209,900.00	250,000.00	\$165.00	10
11	TIME & PRIORITY MANAGEMENT	2			4-5		6-7			5-6		7-8			179,900.00	210,000.00	\$145.00	11
12	SHARPENING NEGOTIATION SKILLS	2		5-6			13-14				9-10				179,900.00	210,000.00	\$145.00	12
13	PRODUCTIVITY IMPROVEMENT SKILLS	2			18-19			17-18			9-10				179,900.00	210,000.00	\$145.00	13
14	EFFECTIVE INTERPERSONAL SKILLS	3			4-6				15-17			13-15			209,900.00	250,000.00	\$165.00	14
15	CREATIVE PROBLEM SOLVING & DECISION MAKING	3				15-17			15-17			7-9			209,900.00	250,000.00	\$145.00	15
16	DATA ANALYSIS FOR BUSINESS	3		10-12				15-17				14-16			209,900.00	250,000.00	\$145.00	16
17	ADVANCED EXCEL & DATA ANALYTICS	3				8-10				12-14					209,900.00	250,000.00	\$165.00	17
	COURSES/PROGRAMMES	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL	
SALES & MARKETING EFFECTIVENESS																		
18	STRATEGIES FOR FINDING & WINNING NEW BUSINESS.	3		17-19			5-7			4-6			10-12		209,900.00	250,000.00	\$165.00	18
19	FUNDAMENTAL SELLING SKILLS	3		10-11			6-8			11-13					209,900.00	250,000.00	\$165.00	19
20	SALES ANALYTICS & OPTIMISATION STRATEGIES	2			11-12						8-9				179,900.00	210,000.00	\$145.00	20
21	PROFESSIONAL SELLING SKILLS	3			17-19			16-18				13-15			209,900.00	250,000.00	\$165.00	21
22	SELLING TO KEY ACCOUNTS	3					12-14						4-6		209,900.00	250,000.00	\$165.00	22
23	CUSTOMER ENGAGEMENT & EXPERIENCE MANAGEMENT	3				14-16						6-8			209,900.00	250,000.00	\$165.00	23
24	SELLING IN TOUGH TIMES	2				7-8		9-10			9-10				179,900.00	210,000.00	\$165.00	24
25	MANAGING VIRTUAL SALES TEAMS	2			4-5				8-9						179,900.00	210,000.00	\$145.00	25
26	ESSENTIAL SKILLS FOR SALES TEAM LEADERS	2				15-16				5-6					179,900.00	210,000.00	\$145.00	26
27	HANDLING SALES OBJECTIONS PROFESSIONALLY	2		18-19					15-16			7-8			179,900.00	210,000.00	\$145.00	27
28	PROFITABLE KEY ACCOUNTS MANAGEMENT	3		17-19		8-10				19-21			2-4		209,900.00	250,000.00	\$165.00	28
29	ADVANCED SELLING & NEGOTIATION SKILLS	3					3-5			16-18					209,900.00	250,000.00	\$165.00	29
30	FIELD SALES MANAGEMENT	3			4-6			8-10				11-13			209,900.00	250,000.00	\$165.00	30
31	SELLING SKILLS FOR NON-SALES MANAGERS	3		4-6			6-8			12-14					209,900.00	250,000.00	\$165.00	31
32	DIGITAL MARKETING FOR BUSINESS GROWTH	2		4-6							16-18				179,900.00	210,000.00	\$145.00	32

33	MARKETING & RELATIONSHIP MANAGEMENT	3				22-24			15-17			7-9			209,900.00	250,000.00	\$165.00	33
34	SALES OPERATIONS PLANNING	2			18-19						17-18			179,900.00	210,000.00	\$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																	
35	MATERIALS MANAGEMENT COURSE	3			18-20			17-19			9-11				209,900.00	250,000.00	\$165.00	35
36	BID AND TENDER MANAGEMENT	2			8-10			10-11			16-17				179,900.00	210,000.00	\$145.00	36
37	LOGISTICS & SUPPLY CHAIN MANAGEMENT	3		18-20		6-8			15-17			7-9			209,900.00	250,000.00	\$165.00	37
38	INVENTORY MANAGEMENT & STOCK CONTROL COURSE	3		4-6		15-17				5-7			10-12		209,900.00	250,000.00	\$165.00	38
39	CONTRACT & PROCUREMENT MANAGEMENT	3		11-13			13-15			12-14			4-6		209,900.00	250,000.00	\$165.00	39
40	FLEET MANAGEMENT	3			11-13						16-18				209,900.00	250,000.00	\$165.00	40
41	DISTRIBUTION & LOGISTICS MANAGEMENT	3					6-8					13-15			209,900.00	250,000.00	\$165.00	41
42	WAREHOUSE OPERATIONS PLANNING & MANAGEMENT	3			4-6				8-10			18-20			209,900.00	250,000.00	\$165.00	42
43	NEGOTIATION SKILLS FOR PROCUREMENT OFFICERS	2				21-22				5-6					179,900.00	210,000.00	\$145.00	43
	COURSES/PROGRAMMES	 DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL	
	MANAGEMENT & LEADERSHIP																	
44	MANAGING PEOPLE FOR RESULT	3		4-6			13-15			16-18					209,900.00	250,000.00	\$165.00	44
45	LEADING TEAMS	3			4-6		5-7			14-Dec					209,900.00	250,000.00	\$145.00	45
46	MANAGEMENT & BUSINESS SKILLS FOR ADMIN OFFICERS	3		4-6			6-8		8-10			7-9			209,900.00	250,000.00	\$165.00	46
47	ACHIEVING ADMINISTRATIVE EXCELLENCE	3			10-12			16-18				4-6			209,900.00	250,000.00	\$165.00	47
48	SUPERVISORY SKILLS DEVELOPMENT	3		11-13				17-19		5-7			18-20		209,900.00	250,000.00	\$165.00	48
49	LEADERSHIP DEVELOPMENT PROGRAMME	3				8-10				9-11			2-4		209,900.00	250,000.00	\$165.00	49
50	EFFECTIVE DELEGATION & MOTIVATION	2					13-14			12-13					179,900.00	210,000.00	\$145.00	50
51	MANAGING VIRTUAL TEAMS	2			5-6					10-11					179,900.00	210,000.00	\$145.00	51
52	ADVANCED SUPERVISORY SKILLS	3				7-9			15-17				11-13		209,900.00	250,000.00	\$165.00	52
53	MANAGEMENT SKILLS DEVELOPMENT	3			18-20			3-5				7-9			209,900.00	250,000.00	\$165.00	53
54	IMPROVING MANAGERIAL EFFECTIVENESS	3				15-17			8-10			14-16			209,900.00	250,000.00	\$165.00	54
	HUMAN RESOURCES MANAGEMENT	 DAYS																
55	FUNDAMENTALS OF HR MANAGEMENT	3		4-6			6-8			9-11					209,900.00	250,000.00	\$165.00	55
56	EMPLOYEE PERFORMANCE MANAGEMENT	3		17-19				17-19				11-13			209,900.00	250,000.00	\$165.00	56
57	RECRUITMENT & SELECTION BEST PRACTICES	2				15-16			15-16			8-9			179,900.00	210,000.00	\$145.00	57
58	HR METRICS AND ANALYTICS	2			4-5			10-11				4-5			179,900.00	210,000.00	\$165.00	58
59	TRAINING MGT. & FACILITATION SKILLS	3		5-6		13-15			12-14						209,900.00	250,000.00	\$165.00	59
60	ADVANCED HUMAN RESOURCES	2			22-23			9-10				3-4			179,900.00	210,000.00	\$145.00	60
61	EMPLOYMENT & CONTRACT LAW	2		11-12					18-19		14-15				179,900.00	210,000.00	\$145.00	61
62	MANAGING CONFLICTS IN THE WORKPLACE	2			21-22			15-16				18-19			179,900.00	210,000.00	\$145.00	62
63	CONTEMPORARY LABOUR & INDUSTRIAL RELATIONS PRACTICE	3		18-19			17-19			16-18					209,900.00	250,000.00	\$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																	
64	QUALITY IMPROVEMENT & MANAGEMENT	3				6-8				12-14			11-13		209,900.00	250,000.00	\$165.00	64
65	PRODUCTION PLANNING AND CONTROL	3			11-13				8-10			7-9			209,900.00	250,000.00	\$165.00	65
66	OCCUPATIONAL HEALTH, SAFETY & WELLNESS	4		10-13			12-15						10-13		250,500.00	300,000.00	\$165.00	66
67	INFECTION CONTROL AND PREVENTION TRAINING	3				19-21				8-10					209,900.00	250,000.00	\$165.00	67
68	HEALTHCARE RISK MANAGEMENT COURSE	4		17-20			16-19				13-16				250,500.00	300,000.00	\$165.00	68
69	EFFECTIVE CUSTOMER SERVICE	3			8-10			15-17		9-11					209,900.00	250,000.00	\$145.00	69
70	FRONT OFFICE & CUSTOMER RELATIONS	2			4-5			10-11				4-5			179,900.00	210,000.00	\$145.00	70

71	CUSTOMER EXPERIENCE MANAGEMENT	3				22-24				16-18				209,900.00	250,000.00	\$165.00	71	
72	HANDLING CUSTOMER COMPLAINTS	2		4-5		13-14				7-9				179,900.00	210,000.00	\$145.00	72	
	PROJECT & FACILITIES MANAGEMENT SUCCESS	DAY	PROJECT AND FACILITIES MANAGEMENT SUCCESS															
73	EFFECTIVE PROJECT MANAGEMENT	3		4-6		13-15			12-14				209,900.00	250,000.00	\$165.00	73		
74	PROJECT COST AND RISK MANAGEMENT	2			17-18						4-5		179,900.00	210,000.00	\$145.00	74		
75	PROJECT LEADERSHP COURSE	2			15-16				9-10				179,900.00	210,000.00	\$145.00	75		
76	PROJECT MONITORING AND CONTROL	2			17-18			8-9		7-8			179,900.00	210,000.00	\$145.00	76		
77	FACILITIES MANAGEMENT	3		18-20		21-23			16-18				209,900.00	250,000.00	\$165.00	77		
78	FACILITIES MAINTENANCE MANAGEMENT	3				19-21				14-16			209,900.00	250,000.00	\$165.00	78		
79	STAKEHOLDERS RELATIONSHIP MANAGEMENT	3		17-19			3-5			13-15			209,900.00	250,000.00	\$145.00	79		
	COURSES/PROGRAMMES	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL	
	FINANCE & ACCOUNTS COMPETENCY						FINANCE & ACCOUNTS											
80	FINANCE FOR NON- FINANCE MANAGERS	3			4-6			17-19				7-9			209,900.00	250,000.00	\$165.00	80
81	FINANCIAL ANALYSIS & MODELLING	3			17-19		6-8			5-7		14-16			209,900.00	250,000.00	\$165.00	81
82	ACCOUNTING & BOOK-KEEPING	3		4-6			6-8			9-11				209,900.00	250,000.00	\$165.00	82	
83	EFFECTIVE BUDGET & COST CONTROL	2			11-Oct			3-4			16-17			179,900.00	210,000.00	\$145.00	83	
84	FIXED ASSETS MANAGEMENT	2				15-16			19-20			3-4		179,900.00	210,000.00	\$145.00	84	
85	CREDIT CONTROL & DEBT RECOVERY	2		11-12			13-14					18-19		179,900.00	210,000.00	\$145.00	85	
86	BANKING CREDIT ANALYSIS	3					In-Plant								Negotiable		86	
	STRATEGY & BUSINESS PREFORMANCE	DAY	STRATEGY & BUSINESS PREFORMANCE															
87	MANAGEMENT RETREAT	2-3					In-Plant								Negotiable		87	
88	SALES PERFORMANCE CONFERENCE	2-3					In-Plant								Negotiable		88	
89	STRATEGIC PLANNING & IMPLEMENTATION	3					In-Plant								Negotiable		89	
90	EFFECTIVE CHANGE MANAGEMENT	2					In-Plant								Negotiable		90	
91	HOW TO PREPARE A BUSINESS PLAN	2					In-Plant								Negotiable		91	
	COURSES/PROGRAMMES	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	VIRTUAL	PHYSICAL	VIRTUAL	