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Since 2003

# 2026 OPEN PROGRAMME PLANNER



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

|    | COURSES/PROGRAMMES                                | DAYS        | JAN        | FEB        | MAR                                        | APR        | MAY        | JUN        | JUL        | AUG        | SEP        | OCT        | NOV        | DEC        | N FEE<br>VIRTUAL         | N FEE<br>PHYSICAL         | \$ FEE<br>VIRTUAL         |    |
|----|---------------------------------------------------|-------------|------------|------------|--------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------------------|---------------------------|---------------------------|----|
|    | <b>PROFESSIONAL EFFECTIVENESS</b>                 |             |            |            | <b>PROFESSIONAL EFFECTIVENESS</b>          |            |            |            |            |            |            |            |            |            |                          |                           |                           |    |
| 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 |
|    | <b>COURSES/PROGRAMMES</b>                         | <b>DAYS</b> | <b>JAN</b> | <b>FEB</b> | <b>MAR</b>                                 | <b>APR</b> | <b>MAY</b> | <b>JUN</b> | <b>JUL</b> | <b>AUG</b> | <b>SEP</b> | <b>OCT</b> | <b>NOV</b> | <b>DEC</b> | <b>N FEE<br/>VIRTUAL</b> | <b>N FEE<br/>PHYSICAL</b> | <b>\$ FEE<br/>VIRTUAL</b> |    |
|    | <b>SALES &amp; MARKETING EFFECTIVENESS</b>        |             |            |            | <b>SALES &amp; MARKETING EFFECTIVENESS</b> |            |            |            |            |            |            |            |            |            |                          |                           |                           |    |
| 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<br>VIRTUAL | N FEE<br>PHYSICAL | \$ FEE<br>VIRTUAL |    |
|    | LOGISTICS & SUPPLY CHAIN MANAGEMENT                 |      | 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<br>VIRTUAL | N FEE<br>PHYSICAL | \$ FEE<br>VIRTUAL |    |
|    | MANAGEMENT & LEADERSHIP                             |      | 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 | HUMAN RESOURCES MANAGEMENT                       |        |       |       |       |       |       |        |       |       |       |     |                  |                   |                   |    |
| 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<br>VIRTUAL | N FEE<br>PHYSICAL | \$ FEE<br>VIRTUAL |    |
|    | QUALITY, SERVICE EXCELLENCE, HEALTHCARE & SAFETY    |      | 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 | DAYS | 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                      | DAYS | JAN                                       | FEB   | MAR    | APR   | MAY                | JUN      | JUL | AUG   | SEP   | OCT   | NOV   | DEC | N FEE<br>VIRTUAL | N FEE<br>PHYSICAL | \$ FEE<br>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         | DAYS | 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                      | DAYS | JAN                                       | FEB   | MAR    | APR   | MAY                | JUN      | JUL | AUG   | SEP   | OCT   | NOV   | DEC | VIRTUAL          | PHYSICAL          | VIRTUAL           |    |