



S/N	Duration	Course(s)	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	2 Days	Life-After-Work (L.A.W)/ Pre-retirement, Entrepreneurship & Self-Reliance Seminar	30-31				20-21					14-15
2	2 Days	First Contact Excellence – Managing your Moments of Truth for Results		13-14				17-18		26-27		
3	2 Days	Relationship Management Selling & Marketing Skills	9-10			8-9						
4	2 Days	Leadership Skills Enhancement (LSE) Programme			25-26							
5	2 Days	Winning and Getting Ahead @ Work with Emotional Intelligence (EQ)	16-17					24-25				
6	2 Days	Service Excellence & People Skills Training for Customer-facing people								4-5		
7	2 Days	Effective Performance Management & Appraisal					13-14					
8	2 Days	The Self and Stress Management Course ( <i>incorporating the Personal Effectiveness Enhancement and Time Management modules</i> )				15-16					2-3	

*We grow people and we do excellently...*



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9	2 Days	Driving Performance Through Talent Management			11-12							
10	2 Days	Customer Service & People Skills for HR and Line Managers		26-27								
11	2 Days	Effective HR Business Partnering (HR creating value for all stakeholders)					13-14			12-13		
12	2 Days	Responsibility & Accountability (R&A) Workshop	2-3									
13	2 Days	Fleet Xtra - Driving & Motoring Excellence		8-9								9-10
14	2 Days	Teambonding: Teamworking for Exceptional Results			4-5						23-24	
15	2 Days	Managers & Team Leads as Performance Coaches			18-19				28-29			

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16	2 Days	Employee Engagement: A Competitive Strategy				8-9					9-10	
17	2 Days	Maximising Training Investments' Benefits (Learning Returns On Expectations)		20-21				17-18				
18	2 Days	Extra-Legendary Customer Service – XLS							14-15			
19	2 Days	The Personal Effectiveness Training				29-30						
20	2 Days	Effective Business Communications								18-19		

Thank you.

**Please Note:** All our open enrolment programmes can be productively mounted in-house/in-plant on request. In-house/in-plant training of at least 10 participants would attract rebates subject to negotiations. We covet your patronage.

*We are what we repeatedly do. Excellence therefore is not an act to us. It is a habit. - Aristotle*



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