



TRAINING CALENDAR

September to November 2021

SEPTEMBER

Course Title	Duration
The road to excellent customer service	6 hrs
The personal effectiveness workshop	6 hrs
Well at work: time and stress management	7 hrs
Dynamic balancing	6 hrs

OCTOBER

Finance for non-financial professionals	6 hrs
Inter-relational dynamics at work	6 hrs
Creating synergy through team work	7 hrs
Effective Negotiation	7 hrs
Essentials of first aid for workers	6 hrs
Designing and delivering impactful presentations	6 hrs

NOVEMBER

Emotions at work	6 hrs
Successfully improving operational efficiency at all organisations' levels	4 hrs
The making of a leader	6 hrs
Cultivating a food safety culture	6 hrs
Labour laws for supervisors	7 hrs
Leading change	6 hrs