

# Training Calendar 2010

People and Business Management	Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Motivation and Delegation	B	27					16					18	
Essential Management Skills	E		10-11			5-6			11-12				1-2
Strategic Commercial Awareness	B					25				1			
Remote Management Skills	B			3								3	
Communication Skills for Managers	B					5							7
Leading Successfully to Enhance Performance	B					26				14			
Management Plus - Leadership Development					TBC						TBC		

Personal Development	Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Deliver Effective Presentations	C	28	25		29	27	24		18	30		30	
Advanced Presentations	C			9					24				8
Communication and Interpersonal Skills	B		2		27					1		25	
Improve your Professional Confidence	B			10			17				6		
Assertiveness at Work	B			15			23					17	
Time Management	C		4		22		22		19		7		7
Business and Workplace Etiquette	B			17								16	
Train the Trainer	D				28							2	
Train the IT Trainer	D			11								10	

Skills for Business	Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Reception and Telephone Skills	B		18				10			23			
Advance Reception Skills	B				29							11	
PA's Guide to Personal Effectiveness	B		10								7		
Taking Notes and Minutes	B		24				30					2	
Effective Meetings and Facilitation	B				21						28		
Effective Business Writing	B		9				17			22			
Report Writing	B					19				16			
Essential Supervisory Skills	C	21	23	17		12	15	29	26	21		11	9
Customer Service	B					6				30			
Project Management	B												

Finance	Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Introduction to Finance Terms and Concepts	B		18			20						9	
Finance for Non Finance Managers	E			2-3			8 - 9					3-4	
Introduction to Budgeting and Planning	B			24								25	
Introduction to VAT	B			4						16			

International Business and Exporting	Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Understanding the Oil and Gas Industry	B			16			1				28		
Introduction to INCO Terms	B		17									24	
Your Letter of Credit	C				22							10	
Export Documentation	C			25			29				5		
Introduction to Import Rules	C						22					30	
Introduction to Export Rules	C		25				15					18	
End Use Awareness	B			18			24			8			
Introduction to IPR	B					4						16	

Sales and Marketing	Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Basic Selling Skills	B				21					23			
Advanced Selling Skills	B					12						17	
Telephone Sales	B				20							23	
Negotiating and Influencing Skills	B			18				22			5		
Advanced Negotiation Skills	B			9									8
Creating Successful Tenders	D				28							24	
Introduction to Marketing	B			4						29			
EMarketing	B				14					28			
Intro to PR	B			23							27		
Advanced PR Skills	B					20							2
Writing for the Web	B				15					29			

HR and Employment Law	Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Interview Skills	B			9					25				
Advanced Interview Skills	B				14					9			
Importance of the first 90 days	B					26				2	26		
HR for Non HR Managers	B				24				25				
Introduction to Employment Law	B		16			4				28		1	
Employment Law Update	B					11							
Introduction to Mediation	B				27					23			
Dealing with Difficult Employment Situations	B					18				15		4	
Resolving Conflict	B		24										
Practical Appraisal Skills	B		11				10						
Managing Cultural Diversity	B					13				8			15
The End - Compromise, Dismissal and Retirement	B					19				14			