

Courses	Start Date	End Date	Amount	Days
JANUARY				
Proposal and Report Writing Skill	25-Jan-18	26-Jan-18	95,820.00	2 Days
The Sales Advantage: Selling Techniques for the New or Prospective Sale	30-Jan-18	31-Jan-18	95,820.00	2 Days
FEBRUARY				
Supply Chain Management and Integrated Logistics	1-Feb-18	3-Feb-18	139,820.00	3 Days
Talent Management & Strategic HR Partnering	7-Feb-18	9-Feb-18	139,820.00	3 Days
Strategic Account Management	14-Feb-18	16-Feb-18	139,820.00	3 Days
Professional Office Management & Administration Skill	21-Feb-18	22-Feb-18	95,820.00	2 Days
MARCH				
Contract Management in the Oil & Gas Industry	6-Mar-18	8-Mar-18	139,820.00	3 Days
The Leader as Coach: Coaching for Real Results	8-Mar-18	9-Mar-18	95,820.00	2 Days
Strategic Customer Service Management (The Quality Improvement Process)	14-Mar-18	15-Mar-18	95,820.00	2 Days
Effective Business Communication Skill	21-Mar-18	22-Mar-18	95,820.00	2 Days
APRIL				
Effective People Management Skill(A Practical Workshop For Managers)	4-Apr-18	6-Apr-18	139,820.00	3 Days
Work Ethics, Positive Work-Attitude and Productivity Improvement Course	11-Apr-18	12-Apr-18	95,820.00	2 Days
Administrative Support and Office Management Skill	18-Apr-18	19-Apr-18	95,820.00	2 Days
The Sales Advantage: Selling Techniques for the New or Prospective Sales Person	25-Apr-18	26-Apr-18	95,820.00	2 Days

MAY				
Performance Management for HR & Non-HR professionals	3-May-18	4-May-18	95,890.00	2 Days
Customer Service Excellence: The Moment of Truth	8-May-18	9-May-18	95,820.00	2 Days
Strategic Procurement Management	8-May-18	10-May-18	139,820.00	3 Days
Finance for non-Finance Managers	15-May-18	17-May-18	139,820.00	3 Days
Organizational Leadership for Senior Managers and Business Leaders	22-May-18	25-May-18	150,000.00	4 Days
JUNE				
Strategic Human Resources Management Audit Course	5-Jun-18	6-Jun-18	95,764.50	2 Days
Effective Negotiation and Selling Skills	7-Jun-18	8-Jun-18	95,820.00	2 Days
Presentation skills: Making a powerful impact on any audience	13-Jun-18	14-Jun-18	95,890:00	2 Days
Self Orgaization and Time Management For Personal Effectiveness	21-Jun-18	22-Jun-18	95,820:00	2 Days
JULY				
Effective Interpersonal & Communication Skills	4-Jul-18	5-Jul-18	95,820.00	2 Days
Advanced Communication Skills for Leaders & Managers	11-Jul-18	12-Jul-18	95,820.00	2 Days
Talent Management & Strategic HR Partnering	18-Jul-18	19-Jul-18	95,820.00	2 Days
Leading Teams : Forming a Team That Makes the Difference	25-Jul-18	26-Jul-18	95,820.00	2 Days
AUGUST				

HR for the Non-HR Manager	2-Aug-18	4-Aug-18	139,820.00	3 Days
Managing Business Development Portfolio	8-Aug-18	9-Aug-18	95,820.00	2 Days
Sales Advantage: Selling Techniques for the 21st Century Sales Person	15-Aug-18	16-Aug-18	95,820.00	2 Days
Negotiation for Business Result	22-Aug-18	23-Aug-18	95,820.00	2 Days
SEPTEMBER				
Strategic Account Management	5-Sep-18	7-Sep-18	139,820.00	3 Days
Logistics and Supply Chain Management	12-Sep-18	14-Sep-18	139,820.00	3 Days
Professionalism and Workplace Etiquette	19-Sep-18	20-Sep-18	95,820.00	2 Days
Business Writing Skill	20-Sep-18	21-Sep-18	95,820.00	2 Days
Introduction to Business Startup SME 101 Workshop	27-Sep-18	28-Sep-18	95,820.00	2 Days
OCTOBER				
Administrative Support and Office Management Skill	4-Oct-18	5-Oct-18	95,820.00	2 Days
Business plan and Business Model Canvas Workshop	11-Oct-18	12-Oct-18	95,820.00	2 Days
Proposal and Report Writing Skill	17-Oct-18	18-Oct-18	95,820.00	2 Days
Emotional Intelligence	25-Oct-18	26-Oct-18	95,820.00	2 Days
NOVEMBER				
Talent Management & Strategic HR Partnering	8-Nov-18	9-Nov-18	95,820.00	2 Days
Frontline Leadership: Developing First-Level Leaders	14-Nov-18	15-Nov-18	95,820.00	2 Days

Professional Secretarial & Administration Skill	21-Nov-18	22-Nov-18	95,820.00	2 Days
Marketing with Social Media	28-Nov-18	29-Nov-18	95,820.00	2 Days
DECEMBER				
Shared Corporate Vision	5-Dec-18	6-Dec-18	95,764.50	2 Days
Goal Setting and Getting Things Done Effectively	6-Dec-18	7-Dec-18	95,820.00	2 Days