



Course Catalogue 2023

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Our Courses

COURSE NAME	FORMAT	DURATION	NORMAL FEE	DISCOUNT FEE	SDF GRANT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
LEADERSHIP COURSES																	
Effective Supervisory Skills (view online)	Face to Face	2 days	\$ 935	\$ 680	\$ 28	10-11		23-24		11-12		6-7		7-8		29-30	
	Online	2 days	\$ 850	\$ 650	-		16-17				20-21				17-18		
Influencing & Building Teams (view online)	Face to Face	1 day	\$ 590	\$ 390	-		1				12				2		
	Online	1 day	\$ 550	\$ 350					10				1				
Leadership Development - Self (view online)	Face to Face	1 day	\$ 590	\$ 390	\$ 14		1	15			6			19			
	Online	1 day	\$ 550	\$ 350								20				20	
BUSINESS WRITING COURSES																	
Effective Email Writing (view online)	Face to Face	1 day	\$ 730	\$ 530	\$ 14	17		31		5		18			3		14
	Online	1 day	\$ 718	\$ 518	-		28		25		23			26		17	
Effective Minutes-Writing Skills (view online)	Face to Face	1 day	\$ 730	\$ 530	\$ 14	13		8			22			6			15
	Online	1 day	\$ 718	\$ 518	-					18					4		
Effective Report-Writing (view online)	Face to Face	1 day	\$ 730	\$ 530	\$ 14		1		4		13		1			3	
	Online	1 day	\$ 718	\$ 518	-										10		
Grammar in Business (view online)	Face to Face	1 day	\$ 730	\$ 530	-	6					16			12			1
	Online	1 day	\$ 718	\$ 518	-			2					15				
Write Concisely & Managing Stress (view online)	Face to Face	1 day	\$ 730	\$ 530	-	27			18				4				5
	Online	1 day	\$ 718	\$ 518				9			9				6		
Writing in Response to Complaints (view online)	Face to Face	1 day	\$ 730	\$ 530	\$ 14			28				4				16	
	Online	1 day	\$ 718	\$ 518	-					2				13			



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PERSONAL EFFECTIVENESS COURSES																	
Brain-Influencing Techniques for Effective Persuasion (view online)	Face to Face	1 day	\$ 590	\$ 390	-	4				22				15			12
	Online	1 day	\$ 550	\$ 350	-			28				18					
Creative Problem-Solving Skills (view online)	Face to Face	1 day	\$ 700	\$ 498	-	19					6					9	
	Online	1 day	\$ 680	\$ 450				14					22				
Critical Thinking – Sun Tzu's Art of War Stratagem (view online)	Face to Face	1 day	\$ 798	\$ 598	-		16				21				20		1
	Online	1 day	\$ 710	\$ 510	-				11				4				
Cultivating Growth Mindsets at the Workplace: A New Psychology for Success (view online)	Face to Face	1 day	\$ 780	\$ 580			10			5			22			17	
Effective Time Management (view online)	Face to Face	1 day	\$ 550	\$ 360	\$ 14	16		14			15			7			5
	Online	1 day	\$ 500	\$ 330	-								16				
Emotional Intelligence for Work (view online)	Face to Face	1 day	\$ 710	\$ 510	\$ 14	31		31			23			22			7
	Online	1 day	\$ 680	\$ 480	-							28					
Enhancing Your Value @ Work (view online)	Face to Face	1 day	\$ 730	\$ 530	-		9								11		
	Online	1 day	\$ 630	\$ 430	-				12				22				
Optimise Your Performance (view online)	Face to Face	1 day	\$ 610	\$ 410	\$ 14	18				18		5		5			
	Online	1 day	\$ 590	\$ 390	-			22								2	
Successful Negotiation Skills (view online)	Face to Face	1 day	\$ 710	\$ 510	-	10					13					15	
	Online	1 day	\$ 690	\$ 490	-									6			
Winning Difficult People in the Workplace (view online)	Face to Face	1 day	\$ 730	\$ 530	\$ 14	31				19				21			13
	Online	1 day	\$ 630	\$ 430	-			7				11					



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COMMUNICATION COURSES																	
Business Presentations to Impress (view online)	Face to Face	2 days	\$ 1,000	\$ 810	\$ 28			16-17			6-7			14-15		21-22	
Different Folks, Different Strokes (view online)	Online	1 day	\$ 630	\$ 430	-			30						22			
Effective Communication Techniques (view online)	Face to Face	1 day	\$ 580	\$ 380	\$ 14	12		7		25				19			6
	Online	1 day	\$ 550	\$ 350	-							12				15	
Effective Team Communication (through experiential learning) (view online)	Face to Face	1 day	\$ 560	\$ 365	-		15				19				5		
Influencing all Personality Types (view online)	Face to Face	1 day	\$ 630	\$ 430	-	4						5			13		
Presenting to Impress (view online)	Face to Face	1 day	\$ 730	\$ 530	-		23			24			24			23	
Speak Properly (view online)	Face to Face	1 day	\$ 730	\$ 530	-		3			9			2			8	
Successful Communication & Relationship Management (view online)	Face to Face	1 day	630	\$ 430	\$ 14		8			10			3				8
	Online	1 day	\$ 580	\$ 380	-				14						24		
Working Effectively with all Personality Types (view online)	Face to Face	2 days	\$ 840	\$ 640	\$ 28		21-22			30-31			17-18				6-7
CUSTOMER SERVICE COURSES																	
Effective Telemarketing Techniques (view online)	Face to Face	1 day	\$ 550	\$ 350	-		21					11					
Influencing Difficult Customers (view online)	Face to Face	1 day	\$ 550	\$ 350	\$ 14		7		13		8					7	
	Online	1 day	\$ 500	\$ 330	-									12			



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HALF-DAY COURSES (Venue: Hotel)															
EQ – Overcoming Challenges at work (view online)	Face to Face	\$ 500	\$ 330		6				5				3		
	Online	\$ 480	\$ 310								17				
Effective Communication in the Workplace (view online)	Face to Face	\$ 500	\$ 330		27				1			20			
	Online	\$ 480	\$ 310											16	
Effective Telephone Skills (view online)	Face to Face	\$ 500	\$ 330							4					
	Online	\$ 480	\$ 310			20									
Managing Stress (view online)	Face to Face	\$ 500	\$ 330		14			26				28			
	Online	\$ 480	\$ 310				19							28	
Performance Appraisal Reviews Made Easy (view online)	Face to Face	\$ 580	\$ 380			10	26						5		
	Online	\$ 500	\$ 350					24						1	
Personal Effectiveness (view online)	Face to Face	\$ 500	\$ 330	9			4			27			12		
	Online	\$ 480	\$ 310						5						12
Sharpen Your Assertiveness (view online)	Face to Face	\$ 580	\$ 380	5		3		4			23			24	
	Online	\$ 480	\$ 320							12			31		
Write Concisely (view online)	Face to Face	\$ 590	\$ 390		24		11			25		1			
	Online	\$ 480	\$ 320											10	

