

updated 12 December 2017

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Month	From	To	Event
January	11/1/2018	12/1/2018	HANDLING FULL SET OF ACCOUNTS
January	16/1/2018	17/1/2018	TRAINING NEEDS ANALYSIS; METHODS, TOOLS AND TECHNIQUES
January	17/1/2018	17/1/2018	PDPA
January	17/1/2018	17/1/2018	MANAGING DISCIPLINE
January	17/1/2018	18/1/2018	DECISION MAKING AND PROBLEM SOLVING STRATEGIES
January	22/1/2018	23/1/2018	EMAIL AND REPORT WRITING
January	22/1/2018	23/1/2018	ACCOUNTING FOR NON ACCOUNTANTS
January	23/1/2018	24/1/2018	INFLUENCING AND PERSUADING SKILLS
January	23/1/2018	24/1/2018	POSITIVE MENTAL ATTITUDE
February	6/2/2018	6/2/2018	DEBT RECOVERY AND CREDIT MANAGEMENT
February	7/2/2018	8/2/2018	LEADERSHIP SKILLS FOR MANAGERS; 7 KEY TOOLS FOR NEW LEADERS
February	7/2/2018	8/2/2018	MS PROJECT LEVEL 1
February	13/2/2018	14/2/2018	PROJECT MANAGEMENT
February	13/2/2018	14/2/2018	IMAGE, GROOMING AND PERSONAL BRANDING
February	19/2/2018	19/2/2018	8D PROBLEM SOLVING
February	19/2/2018	20/2/2018	STORYTELLING FOR ORGANIZATIONAL CHANGE
February	20/2/2018	21/2/2018	CREATIVE & CRITICAL THINKING
February	21/2/2018	22/2/2018	NEGOTIATION SKILLS AND COST OPTIMIZATION
February	22/2/2018	23/2/2018	SALES TRAINING WITH NLP
February	22/2/2018	23/2/2018	SUPERVISORY DEVELOPMENT SKILLS
February	27/2/2018	28/2/2018	MANAGING EMOTIONS, CONFLICT AND CHANGE
February	27/2/2018	28/2/2018	PROFESSIONAL BUSINESS PRESENTATION
February	26/2/2018	27/2/2018	EFFECTIVE COMMUNICATION, CREATIVE THINKING AND PROBLEM SOLVING FOR ENGINEERS
February	28/2/2018	1/3/2018	EMAIL AND REPORT WRITING
February	28/2/2018	2/3/2018	STRATEGIC NEGOTIATION AND DEAL MAKING
March	5/3/2018	6/3/2018	NEGOTIATE TO WIN
March	7/3/2018	8/3/2018	TRANSFORMATIONAL LEADERSHIP
March	8/3/2018	9/3/2018	BUDGETING AND CASHFLOW
March	8/3/2018	9/3/2018	MICROSOFT POWERPOINT 2013 - LEVEL 1
March	12/3/2018	12/3/2018	EXCEL - BASIC
March	12/3/2018	13/3/2018	STRATEGIC PLANNING & EXECUTION
March	13/3/2018	14/3/2018	DATA VISUALISATION & BUSINESS DASHBOARD IN EXCEL
March	14/3/2018	15/3/2018	BUSINESS ACUMEN SKILLS
March	14/3/2018	15/3/2018	PR WRITING IN THE DIGITAL AGE
March	15/3/2018	16/3/2018	LEADERSHIP COMMUNICATION; MANAGING DIFFERENT PERSONALITIES
March	15/3/2018	15/3/2018	FILING & RECORDS MANAGEMENT
March	15/3/2018	15/3/2018	PDPA
March	19/3/2018	20/3/2018	POWER PACKED TELESALLES
March	19/3/2018	20/3/2018	BUSINESS COMMUNICATION
March	20/3/2018	21/3/2018	TECHNICAL REPORT WRITING FOR ENGINEERS
March	20/3/2018	22/3/2018	TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR ENGINEERS AND TECHNICAL PERSONNEL
March	21/3/2018	22/3/2018	EXCEL - INTERMEDIATE
March	21/3/2018	22/3/2018	EMOTIONAL INTELLIGENCE FOR MANAGERS
March	22/3/2018	23/3/2018	INTERVIEW SKILLS- COMPETENCY AND BEHAVIORIAL BASED

Month	From	To	Event
March	22/3/2018	23/3/2018	FINANCE FOR NON FINANCE MANAGERS
March	26/3/2018	26/3/2018	SCHEDULED WASTE MANAGEMENT
March	26/3/2018	27/3/2018	SUPPLY CHAIN MANAGEMENT
March	27/3/2018	28/3/2018	DEVELOPING BUSINESS CASE
March	28/3/2018	29/3/2018	EXCEL - ADVANCED
March	28/3/2018	29/3/2018	PERFORMANCE MANAGEMENT
April	2/4/2018	3/4/2018	REPORT WRITING- CLEARLY & SIMPLY
April	3/4/2018	4/4/2018	COACHING AND MENTORING SKILLS
April	4/4/2018	5/4/2018	POSITIVE MENTAL ATTITUDE
April	2/4/2018	3/4/2018	PRODUCTION RESOURCE PLANNING
April	5/4/2018	6/4/2018	PROPOSAL WRITING - BUSINESS & TECHNICAL
April	9/4/2018	10/4/2018	MANAGING BUSINESS CONTRACTS
April	9/4/2018	10/4/2018	SALES STRATEGY WITH NLP
April	10/4/2018	11/4/2018	STRATEGIC MANAGEMENT
April	11/4/2018	12/4/2018	ACCOUNTING FOR NON ACCOUNTANTS
April	11/4/2018	12/4/2018	INFLUENCING AND PERSUADING SKILLS
April	11/4/2018	12/4/2018	SOCIAL MEDIA CRISIS MANAGEMENT
April	16/4/2018	17/4/2018	STORYTELLING FOR ORGANIZATIONAL CHANGE
April	16/4/2018	17/4/2018	UNDERSTANDING FINANCIAL STATEMENTS FOR NON FINANCE MANAGERS
April	16/4/2018	17/4/2018	MS PROJECT LEVEL 1
April	18/4/2018	19/4/2018	TRAINING NEEDS ANALYSIS; METHODS, TOOLS AND TECHNIQUES
April	18/4/2018	19/4/2018	MANAGING EMOTIONS, CONFLICT AND CHANGE
April	19/4/2018	19/4/2018	DEBT RECOVERY AND CREDIT MANAGEMENT
April	19/4/2018	20/4/2018	FINANCIAL MODELLING WITH EXCEL FOR BUDGETING & COSTING
April	19/4/2018	20/4/2018	POWER PACKED SALES PRESENTATION SKILLS
April	23/4/2018	24/4/2018	HANDLING FULL SET OF ACCOUNTS
April	23/4/2018	24/4/2018	EXCELLENT CUSTOMER SERVICE
April	26/4/2018	27/4/2018	EFFECTIVE COMMUNICATION, CREATIVE THINKING AND PROBLEM SOLVING FOR ENGINEERS
April	26/4/2018	27/4/2018	SECRETARY CONFERENCE 2018
May	3/5/2018	4/5/2018	SUPERVISORY DEVELOPMENT SKILLS
May	8/5/2018	9/5/2018	CHANGE MANAGEMENT FOR LEADERS
May	9/5/2018	10/5/2018	NEGOTIATE TO WIN
May	9/5/2018	10/5/2018	MICROSOFT POWERPOINT 2013 - LEVEL 1
May	9/5/2018	10/5/2018	SALES TRAINING WITH NLP
May	10/5/2018	11/5/2018	MANAGING DISCIPLINE
May	10/5/2018	11/5/2018	EMAIL AND REPORT WRITING
May	14/5/2018	15/5/2018	OPERATION MANAGEMENT MASTERCLASS
May	14/5/2018	15/5/2018	STRATEGIC PLANNING & EXECUTION
May	15/5/2018	16/5/2018	NLP COACHING SKILLS FOR MANAGERS
May	15/5/2018	16/5/2018	PROFESSIONAL BUSINESS PRESENTATION
May	15/5/2018	17/5/2018	STRATEGIC NEGOTIATION AND DEAL MAKING
May	16/5/2018	17/5/2018	LEADERSHIP SKILLS FOR MANAGERS; 7 KEY TOOLS FOR NEW LEADERS
May	16/5/2018	17/5/2018	INTERPRET AND ANALYSE FINANCIAL STATEMENTS AND CASH FLOW ANALYSIS FOR BETTER DECISION MAKING
May	17/5/2018	18/5/2018	DRAFTING AND NEGOTIATING COMMERCIAL CONTRACTS
May	17/5/2018	18/5/2018	FINANCE FOR NON FINANCE MANAGERS
May	18/5/2018	19/5/2018	PROJECT MANAGEMENT
May	18/5/2018	19/5/2018	DEVELOPING AND IMPLEMENTING KEY PERFORMANCE INDICATORS (KPI) AND KEY RESULTS AREA (KRA)
May	21/5/2018	21/5/2018	SCHEDULED WASTE MANAGEMENT
May	21/5/2018	22/5/2018	PR WRITING IN THE DIGITAL AGE
May	21/5/2018	22/5/2018	DECISION MAKING AND PROBLEM SOLVING STRATEGIES
May	22/5/2018	23/5/2018	TOP 10 EXCEL SKILLS FOR BUSINESS PROFESSIONALS
May	22/5/2018	22/5/2018	FILING & RECORDS MANAGEMENT
May	23/5/2018	24/5/2018	MINUTES WRITING
May	23/5/2018	26/5/2018	TRAIN THE TRAINER CERTIFICATION

Month	From	To	Event
May	30/5/2018	31/5/2018	CREATIVE & CRITICAL THINKING
June	5/6/2018	5/6/2018	8D PROBLEM SOLVING
June	5/6/2018	6/6/2018	POSITIVE MENTAL ATTITUDE
June	6/6/2018	6/6/2018	DEBT RECOVERY AND CREDIT MANAGEMENT
June	7/6/2018	8/6/2018	PERSUASIVE COMMUNICATION SKILLS
June	7/6/2018	8/6/2018	NEGOTIATION SKILLS AND COST OPTIMIZATION
June	11/6/2018	12/6/2018	PROPOSAL WRITING - BUSINESS & TECHNICAL
June	11/6/2018	12/6/2018	PERFORMANCE MANAGEMENT
June	12/6/2018	13/6/2018	UNDERSTANDING FINANCIAL STATEMENTS FOR NON FINANCE MANAGERS
June	13/6/2018	14/6/2018	IMAGE, GROOMING AND PERSONAL BRANDING
June	19/6/2018	20/6/2018	TRANSFORMATIONAL LEADERSHIP
June	19/6/2018	20/6/2018	INTERVIEW SKILLS- COMPETENCY AND BEHAVIORIAL BASED
June	20/6/2018	21/6/2018	TECHNICAL REPORT WRITING FOR ENGINEERS
June	20/6/2018	22/6/2018	TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR ENGINEERS AND TECHNICAL PERSONNEL
June	21/6/2018	22/6/2018	EMOTIONAL INTELLIGENCE FOR MANAGERS
June	21/6/2018	22/6/2018	DATA VISULISATION & BUSINESS DASHBOARD IN EXCEL
June	21/6/2018	22/6/2018	MANAGING BUSINESS CONTRACTS
June	25/6/2018	26/6/2018	MS PROJECT LEVEL 1
June	25/6/2018	26/6/2018	SOCIAL MEDIA MARKETING AND BRANDING DEVELOPMENT
June	27/6/2018	28/6/2018	SALES STRATEGY WITH NLP
June	27/6/2018	28/6/2018	TELEPHONE TECHNIQUES AND HANDLING DIFFICULT CALLERS
June	28/6/2018	29/6/2018	HR FOR NON HR MANAGERS
July	3/7/2018	4/7/2018	MANAGING TIME AND WORK EFFICIENCY
July	4/7/2018	5/7/2018	STRATEGIC PLANNING & EXECUTION
July	5/7/2018	6/7/2018	INTERPRET AND ANALYSE FINANCIAL STATEMENTS AND CASH FLOW ANALYSIS FOR BETTER DECISION MAKING
July	5/7/2018	6/7/2018	BUSINESS COMMUNICATION
July	10/7/2018	11/7/2018	FINANCIAL MODELLING WITH EXCEL FOR BUDGETING & COSTING
July	11/7/2018	12/7/2018	REPORT WRITING- CLEARLY & SIMPLY
July	11/7/2018	12/7/2018	POWER PACKED SALES PRESENTATION SKILLS
July	12/7/2018	13/7/2018	MINUTES WRITING
July	16/7/2018	17/7/2018	BUSINESS ACUMEN SKILLS
July	17/7/2018	18/7/2018	POWER PACKED TELESALES
July	18/7/2018	18/7/2018	PDPA
July	19/7/2018	19/7/2018	EXCEL - BASIC
July	24/7/2018	25/7/2018	EXCEL - INTERMEDIATE
July	24/7/2018	25/7/2018	ACCOUNTING FOR NON ACCOUNTANTS
July	25/7/2018	26/7/2018	DECISION MAKING AND PROBLEM SOLVING STRATEGIES
July	26/7/2018	27/7/2018	STORYTELLING FOR ORGANIZATIONAL CHANGE
July	30/7/2018	30/7/2018	SCHEDULED WASTE MANAGEMENT
July	31/7/2018	1/8/2018	EFFECTIVE COMMUNICATION, CREATIVE THINKING AND PROBLEM SOLVING FOR ENGINEERS
July	31/7/2018	1/8/2018	PROFESSIONAL BUSINESS PRESENTATION
August	2/8/2018	3/8/2018	LEADERSHIP COMMUNICATION; MANAGING DIFFERENT PERSONALITIES
August	2/8/2018	3/8/2018	MICROSOFT POWERPOINT 2013 - LEVEL 1
August	7/8/2018	8/8/2018	SOCIAL MEDIA CRISIS MANAGEMENT
August	7/8/2018	8/8/2018	SALES TRAINING WITH NLP
August	7/8/2018	8/8/2018	PRODUCTION RESOURCE PLANNING
August	8/8/2018	9/8/2018	EXCELLENT CUSTOMER SERVICE
August	8/8/2018	9/8/2018	MANAGING BUSINESS CONTRACTS
August	8/8/2018	9/8/2018	UNDERSTANDING FINANCIAL STATEMENTS FOR NON FINANCE MANAGERS
August	9/8/2018	9/8/2018	FILING & RECORDS MANAGEMENT
August	9/8/2018	10/8/2018	STRATEGIC MANAGEMENT
August	14/8/2018	15/8/2018	BUDGETING AND CASHFLOW
August	14/8/2018	15/8/2018	PROJECT MANAGEMENT
August	14/8/2018	15/8/2018	INTERVIEW SKILLS- COMPETENCY AND BEHAVIORIAL BASED

Month	From	To	Event
August	16/8/2018	17/8/2018	EXCEL - ADVANCED
August	16/8/2018	17/8/2018	OPERATION MANAGEMENT MASTERCLASS
August	20/8/2018	21/8/2018	NLP COACHING SKILLS FOR MANAGERS
August	20/8/2018	21/8/2018	LEADERSHIP SKILLS FOR MANAGERS; 7 KEY TOOLS FOR NEW LEADERS
August	23/8/2018	24/8/2018	PERSUASIVE COMMUNICATION SKILLS
August	23/8/2018	24/8/2018	TOP 10 EXCEL SKILLS FOR BUSINESS PROFESSIONALS
August	28/8/2018	28/8/2018	DEBT RECOVERY AND CREDIT MANAGEMENT
August	28/8/2018	29/8/2018	SECRETARIAL AND ADMIN SKILLS
August	29/8/2018	30/8/2018	EMOTIONAL INTELLIGENCE FOR MANAGERS
August	29/8/2018	30/8/2018	EMAIL AND REPORT WRITING
September	4/9/2018	5/9/2018	SUPERVISORY DEVELOPMENT SKILLS
September	4/9/2018	5/9/2018	HANDLING FULL SET OF ACCOUNTS
September	4/9/2018	5/9/2018	DEVELOPING BUSINESS CASE
September	5/9/2018	6/9/2018	DATA VISULISATION & BUSINESS DASHBOARD IN EXCEL
September	5/9/2018	6/9/2018	MANAGING TIME AND WORK EFFICIENCY
September	6/9/2018	7/9/2018	MANAGING EMOTIONS, CONFLICT AND CHANGE
September	12/9/2018	12/9/2018	SCHEDULED WASTE MANAGEMENT
September	12/9/2018	13/9/2018	STORYTELLING FOR ORGANIZATIONAL CHANGE
September	12/9/2018	13/9/2018	NEGOTIATE TO WIN
September	13/9/2018	14/9/2018	TRAINING NEEDS ANALYSIS; METHODS, TOOLS AND TECHNIQUES
September	13/9/2018	14/9/2018	TELEPHONE TECHNIQUES AND HANDLING DIFFICULT CALLERS
September	18/9/2018	19/9/2018	SOCIAL MEDIA MARKETING AND BRANDING DEVELOPMENT
September	18/9/2018	19/9/2018	CREATIVE & CRITICAL THINKING
September	19/9/2018	20/9/2018	TECHNICAL REPORT WRITING FOR ENGINEERS
September	19/9/2018	20/9/2018	TECHNICAL REPORT WRITING FOR ENGINEERS - DUBAI
September	19/9/2018	21/9/2018	TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR ENGINEERS AND TECHNICAL PERSONNEL
September	19/9/2018	21/9/2018	TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR ENGINEERS AND TECHNICAL PERSONNEL - DUBAI
September	19/9/2018	20/9/2018	MANAGING DISCIPLINE
September	25/9/2018	26/9/2018	STRATEGIC PLANNING & EXECUTION
September	26/9/2018	26/9/2018	8D PROBLEM SOLVING
September	26/9/2018	27/9/2018	PERFORMANCE MANAGEMENT
September	27/9/2018	27/9/2018	EXCEL - BASIC
September	27/9/2018	28/9/2018	BUSINESS ACUMEN SKILLS
September	27/9/2018	28/9/2018	DRAFTING AND NEGOTIATING COMMERCIAL CONTRACTS
September	27/9/2018	28/9/2018	FINANCE FOR NON FINANCE MANAGERS
September	27/9/2018	28/9/2018	MS PROJECT LEVEL 1
October	2/10/2018	3/10/2018	DEVELOPING AND IMPLEMENTING KEY PERFORMANCE INDICATORS (KPI) AND KEY RESULTS AREA (KRA)
October	2/10/2018	3/10/2018	MICROSOFT POWERPOINT 2013 - LEVEL 1
October	3/10/2018	4/10/2018	SOCIAL MEDIA CRISIS MANAGEMENT
October	4/10/2018	5/10/2018	NEGOTIATION SKILLS AND COST OPTIMIZATION
October	4/10/2018	5/10/2018	TRANSFORMATIONAL LEADERSHIP
October	9/10/2018	9/10/2018	IMAGE, GROOMING AND PERSONAL BRANDING
October	9/10/2018	10/10/2018	FINANCIAL MODELLING WITH EXCEL FOR BUDGETING & COSTING
October	9/10/2018	10/10/2018	SALES STRATEGY WITH NLP
October	10/10/2018	11/10/2018	UNDERSTANDING FINANCIAL STATEMENTS FOR NON FINANCE MANAGERS
October	10/10/2018	11/10/2018	DECISION MAKING AND PROBLEM SOLVING STRATEGIES
October	11/10/2018	11/10/2018	DEBT RECOVERY AND CREDIT MANAGEMENT
October	11/10/2018	12/10/2018	EXCEL - INTERMEDIATE
October	17/10/2018	18/10/2018	PROJECT MANAGEMENT
October	17/10/2018	18/10/2018	MINUTES WRITING
October	17/10/2018	18/10/2018	POWER PACKED TELESALES
October	18/10/2018	19/10/2018	EMOTIONAL INTELLIGENCE FOR MANAGERS
October	18/10/2018	19/10/2018	REPORT WRITING- CLEARLY & SIMPLY

Month	From	To	Event
October	19/10/2018	19/10/2018	FILING & RECORDS MANAGEMENT
October	22/10/2018	23/10/2018	SUPPLY CHAIN MANAGEMENT
October	22/10/2018	26/10/2018	ADVANCED NEGOTIATION SKILLS CERTIFICATION
October	22/10/2018	26/10/2018	ADVANCED NEGOTIATION SKILLS CERTIFICATION - BALI
October	23/10/2018	24/10/2018	MANAGING BUSINESS CONTRACTS
October	23/10/2018	24/10/2018	POWER PACKED SALES PRESENTATION SKILLS
October	24/10/2018	25/10/2018	BUDGETING AND CASHFLOW
October	24/10/2018	25/10/2018	CHANGE MANAGEMENT FOR LEADERS
October	25/10/2018	26/10/2018	EXCEL - ADVANCED
October	25/10/2018	26/10/2018	POSITIVE MENTAL ATTITUDE
October	30/10/2018	31/10/2018	PR WRITING IN THE DIGITAL AGE
October	30/10/2018	31/10/2018	STRATEGIC MANAGEMENT
October	31/10/2018	1/11/2018	MANAGING DISCIPLINE
November	7/11/2018	7/11/2018	8D PROBLEM SOLVING
November	7/11/2018	7/11/2018	EXCEL - BASIC
November	7/11/2018	8/11/2018	BUSINESS COMMUNICATION
November	7/11/2018	8/11/2018	FINANCE FOR NON FINANCE MANAGERS
November	8/11/2018	9/11/2018	PROPOSAL WRITING - BUSINESS & TECHNICAL
November	8/11/2018	9/11/2018	NLP COACHING SKILLS FOR MANAGERS
November	12/11/2018	13/11/2018	INTERVIEW SKILLS- COMPETENCY AND BEHAVIORIAL BASED
November	12/11/2018	13/11/2018	CREATIVE & CRITICAL THINKING
November	12/11/2018	13/11/2018	SOCIAL MEDIA MARKETING AND BRANDING DEVELOPMENT
November	12/11/2018	13/11/2018	SALES TRAINING WITH NLP
November	13/11/2018	14/11/2018	STRATEGIC PLANNING & EXECUTION
November	13/11/2018	13/11/2018	PDPA
November	13/11/2018	14/11/2018	EMAIL AND REPORT WRITING
November	13/11/2018	14/11/2018	TRAINING NEEDS ANALYSIS; METHODS, TOOLS AND TECHNIQUES
November	15/11/2018	16/11/2018	SECRETARIAL AND ADMIN SKILLS
November	15/11/2018	16/11/2018	EXCELLENT CUSTOMER SERVICE
November	15/11/2018	16/11/2018	PROFESSIONAL BUSINESS PRESENTATION
November	27/11/2018	28/11/2018	PRODUCTION RESOURCE PLANNING
November	21/11/2018	22/11/2018	STORYTELLING FOR ORGANIZATIONAL CHANGE
November	21/11/2018	22/11/2018	HANDLING FULL SET OF ACCOUNTS
November	21/11/2018	22/11/2018	TECHNICAL REPORT WRITING FOR ENGINEERS
November	21/11/2018	22/11/2018	TECHNICAL REPORT WRITING FOR ENGINEERS - DUBAI
November	21/11/2018	23/11/2018	TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR ENGINEERS AND TECHNICAL PERSONNEL
November	21/11/2018	23/11/2018	TECHNICAL REPORT WRITING AND PRESENTATION SKILLS FOR ENGINEERS AND TECHNICAL PERSONNEL - DUBAI
November	22/11/2018	23/11/2018	DRAFTING AND NEGOTIATING COMMERCIAL CONTRACTS
November	22/11/2018	23/11/2018	LEADERSHIP SKILLS FOR MANAGERS; 7 KEY TOOLS FOR NEW LEADERS
November	27/11/2018	28/11/2018	INTERPRET AND ANALYSE FINANCIAL STATEMENTS AND CASH FLOW ANALYSIS FOR BETTER DECISION MAKING
November	27/11/2018	28/11/2018	MANAGING EMOTIONS, CONFLICT AND CHANGE
November	27/11/2018	28/11/2018	COACHING AND MENTORING SKILLS
November	27/11/2018	30/11/2018	TRAIN THE TRAINER CERTIFICATION
November	29/11/2018	29/11/2018	SCHEDULED WASTE MANAGEMENT
November	29/11/2018	30/11/2018	OPERATION MANAGEMENT MASTERCLASS
November	29/11/2018	30/11/2018	MANAGING TIME AND WORK EFFICIENCY
November	29/11/2018	30/11/2018	ACCOUNTING FOR NON ACCOUNTANTS
November	29/11/2018	30/11/2018	TOP 10 EXCEL SKILLS FOR BUSINESS PROFESSIONALS
November	29/11/2018	30/11/2018	HR FOR NON HR MANAGERS
December	5/12/2018	6/12/2018	SUPERVISORY DEVELOPMENT SKILLS
December	5/12/2018	6/12/2018	EMOTIONAL INTELLIGENCE FOR MANAGERS
December	5/12/2018	6/12/2018	PERFORMANCE MANAGEMENT
December	6/12/2018	7/12/2018	SOCIAL MEDIA CRISIS MANAGEMENT
December	6/12/2018	7/12/2018	SUPPLY CHAIN MANAGEMENT

Month	From	To	Event
December	7/12/2018	7/12/2018	DEBT RECOVERY AND CREDIT MANAGEMENT
December	7/12/2018	8/12/2018	EXCEL - INTERMEDIATE
December	12/12/2018	13/12/2018	NEGOTIATE TO WIN
December	12/12/2018	13/12/2018	INFLUENCING AND PERSUADING SKILLS
December	12/12/2018	13/12/2018	FINANCIAL MODELLING WITH EXCEL FOR BUDGETING & COSTING
December	13/12/2018	14/12/2018	EXCEL - ADVANCED
December	13/12/2018	14/12/2018	BUSINESS ACUMEN SKILLS
December	18/12/2018	19/12/2018	DATA VISULISATION & BUSINESS DASHBOARD IN EXCEL
December	18/12/2018	19/12/2018	SALES STRATEGY WITH NLP
December	18/12/2018	19/12/2018	REPORT WRITING- CLEARLY & SIMPLY
December	19/12/2018	20/12/2018	DECISION MAKING AND PROBLEM SOLVING STRATEGIES
December	19/12/2018	20/12/2018	STRATEGIC MANAGEMENT
December	20/12/2018	21/12/2018	MANAGING TIME AND WORK EFFICIENCY
December	20/12/2018	21/12/2018	UNDERSTANDING FINANCIAL STATEMENTS FOR NON FINANCE MANAGERS
December	26/12/2018	27/12/2018	TRANSFORMATIONAL LEADERSHIP
December	26/12/2018	28/12/2018	STRATEGIC NEGOTIATION AND DEAL MAKING
December	27/12/2018	28/12/2018	STRESS & MIND RELAXATION RETREAT

*\* Training events organised by iTrainingExpert.com subject to change*