

YEAR PLANNER 2019 - MANAGEMENT ACADEMY



CODE	PROGRAMS	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
SS 015	Leadership & Management Skills (2)	05-06		08-09		10-11		12-13		13-14		08-09	
SS 029	Creative Problem Solving (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 001	Performance Management (2)	12-13		15-16		17-18		12-13		13-14		15-16	
SS 030	Leading High Performance Teams (2)												
SS 011	Planning & Organizing Skills (2)	26-27		26-27		24-25		26-27		27-28		29-30	
SS 022	Supervisory Skills (2)		2-3		1-2		7-8		2-3		4-5		6-7
SS 033	Event Management (2)	05-06		08-09		10-11		12-13		13-14		08-09	
SS 034	Strategic Thinking & Planning (2)		9-10		12-13		14-15		9-10		11-12		13-14
SS 034	Change Management (2)	19-20		15-16		17-18		19-20		20-21		15-16	
SS 035	Advanced Management Skills (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 036	Effective Coaching & Mentoring (2)	05-06		08-09		10-11		12-13		13-14		08-09	
SS 027	Conflict Management (2)		9-10		12-13		14-15		9-10		11-12		13-14
SS 008	Business Skills (2)	19-20		15-16		17-18		19-20		20-21		15-16	
SS 037	Business Etiquette (1)		16		19		21		16		18		20
SS 002	Office Management (3)	04-06		7-9		2-4		4-6		5-7		7-9	
SS 006	Train The Trainer (2)		16-17		19-20		21-22		23-24		18-19		20-21
SS 014	Team Building workshop (2)	19-20		20-23		17-18		19-20		20-21		22-23	
SS 013	Decision Making Skills (2)		2-3		5-6		7-8		9-10		4-5		6-7
SS 017	Goal Setting Skills (2)	26-27		22-23		24-25		26-27		27-28		22-23	
SS 010	/ 026 Bus. Presentation & Comm. Skills (2)		9-10		12-13		14-15		9-10		11-12		13-14
SECRETARIAL COURSES													
MA 002	Exe. Secretary / Effective PA (2)	5-6		8-9		3-4		4-5		6-8		7-9	
MA 019	Adv. Mgmt. Skills for Exe. Secretaries (2)		9-10		12-13		14-15		9-10		11-12		13-14
SS 053	Conducting effective Meeting (1)	6		2		4		6		7		2	
SS 040	Minutes of Meeting (1)		10		13		8		10		12		14
MA 003	Document Control (1)	20		16		18		20		21		16	
SALES AND MARKETING COURSES													
SS 041	Sales Skills (2)	05-06		08-09		10-11		12-13		13-14		08-09	
SS 026	Presentation Skills (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 023	Negotiation Skills (2)	12-13		15-16		17-18		12-13		13-14		15-16	
SS 042	Effective Brand Management (2)		2-3		5-6		7-8		9-10		4-5		6-7
SS 043	Excellent Retail Sales (1)	13		15		11		13		14		16	
SS 044	Leading A successful Sales Team (2)		9-10		12-13		14-15		9-10		11-12		13-14

YEAR PLANNER 2019 - MANAGEMENT ACADEMY



CODE	PROGRAMS	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
SS 045	Advertising and Marketing (2)	19-20		20-23		17-18		19-20		20-21		22-23	
SS 046	Bid Management (2)		2-3		5-6		7-8		9-10		4-5		6-7
SS 019	Effective Marketing Skills (2)	26-27		22-23		24-25		26-27		27-28		22-23	
HR COURSES													
MA 005	Human Resource Mgmt. (HR) (3)	04-06		7-9		2-4		4-6		5-7		7-9	
SS 054	Strategic Human Resources Mgmt. (2)		23-24		26-27		20-21		22-24		25-26		27-28
	Policies & Procedure (2)	12-13		15-16		17-18		12-13		13-14		15-16	
MA 006	Labour law / Immigration Law (2)		2-3		5-6		7-8		9-10		4-5		6-7
SS 047	Compensation Mgmt. (HR) (2)	26-27		22-23		24-25		26-27		27-28		22-23	
SS 048	Skills - Competency Mgmt. (HR) (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 001	Performance Management: Setting objectives- Conducting Appraisals (2)	05-06		08-09		10-11		12-13		13-14		08-09	
SS 049	Human Resource KPIs: benchmarking HR Performance (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 050	Advanced Management Skills for HR Professionals (2)	19-20		20-23		17-18		19-20		20-21		22-23	
SS 022	Training Needs Analysis (2)		2-3		5-6		7-8		9-10		4-5		6-7
SS 051	Effective Job Description (1)	06		02		04		06		07		02	
SS 024	Interviewing Skills (2)		23-24		26-27		20-21		22-24		25-26		27-28
SS 016	Effective Succession Planning (2)	19-20		20-23		17-18		19-20		20-21		22-23	
SS 007	Effective Coaching - Counselling Skills (2)		9-10		12-13		14-15		9-10		11-12		13-14
CUSTOMER CARE													
SS 055	Tele Marketing / Call Centre Training (1)	05		01		03		05		06		08	
SS 056	Customer Relations Management (2)		9-10		12-13		14-15		9-10		11-12		13-14
SS 012	Customer Care Skills (1)	19		22		17		19		20		22	
SS 057	Front Office Management (1)		23		26		21		23		25		27
PERSONAL DEVELOPMENT													
SS 038	Time Management (1)	05		01		03		05		06		08	
SS 004	Assertiveness Skills (1)		09		12		14		09		11		13
SS 039	Emotional Intelligence (1)	19		22		17		19		20		22	
SS 003	Stress Management (1)		23		26		28		23		25		27
SS 005	Communication Skills (1)	05		01		03		05		06	SS		08

