



## Soft Skills Schedule June-December 2010

### Available Dates

Course Name	Days	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
<b>Personal Development:</b>								
Appreciating Personality Differences	1	-	7	-	3	-	11	-
Anger Management	1	-	14	-	-	-	12	-
Assertiveness & You	2	1-2	20-21	-	1-2	-	2-3	-
Communication Skills	2	14-15	28-29	-	27-28	-	15-16	-
Conflict Resolution	2	17-18	26-27	26-27	27-28	21-22	4-5	7-8
Creative, Lateral & Analytical Thinking	1	-	8	-	20	-	5	-
Emotional Intelligence	2	24-25	22-23	4-5	8-9	12-13	1-2	-
Stress Management	2	14-15	-	18-19	-	7-8	-	-
Time Management Skills	2	-	6-7	-	22-23	-	10-11	-
Telephone Etiquette	1	21	-	-	1	-	15	-
Wealth through Diversity	2	7-8	-	-	15-16	-	-	-
<b>Business Development:</b>								
Advanced Secretary/PA	2	22-23	-	5-6	-	11-12	-	-
Business and Systems Analysis	2	-	-	-	7-8	-	-	-
Business Leadership-Becoming Management Material	2	-	15-16	-	9-10	-	24-25	-
Business Writing Skills-Introduction	2	29-30	-	3-4	-	4-5	-	9-10
Business Writing Skills-Advanced	1	4	-	16	-	14	-	7
Customer Service	2	3-4	-	25-26	-	-	2-3	-
Information Analysis	2	-	15-16	-	9-10	-	24-25	-
Frontline Skills	1	9	7	-	6	-	-	-
Personal Finance Management	1	-	-	-	23	-	-	-
Communication & Facilitation Skills for the Business Professional	2	10-11	-	-	-	28-29	-	-
Presentation Skills	2	-	-	30-31	-	-	29-30	-
Problem Solving and Decision Making	2	22-23	-	18-19	-	17-18	-	-
Skills for The Administrative Assistant	2	-	-	-	2-3	-	-	-
Negotiation and Agreement Skills	2	-	7-8	-	8-9	-	4-5	-
The Minute Taker's Workshop	1	-	-	-	13	-	-	-
<b>Team Development Interventions:</b>								
Team Development Leadership	2	-	-	-	-	26-27	-	-
Working Effectively In Teams	1	-	-	11	-	-	-	-
<b>Management Interventions:</b>								
Coaching and Mentoring	2	-	-	26-27	-	-	-	-
Closing the Generation Gap	1	9	-	13	-	-	-	-
HR for Non HR Manager	1	22	-	-	21	-	-	-
Performance Management	2	17-18	-	-	19-20	-	-	-
Strategic Leadership	2	22-23	-	-	6-7	-	-	-
Supervisory Development	2	3-4	-	12-13	-	21-22	-	-
<b>Project Management:</b>								
Principles of Project Management-Intermediate	1	-	-	-	17	-	-	-
Principles of Project Management-Advanced	1	-	-	-	18	-	-	-
Risk Management for Project Managers	3	Schedule on Request						

\*Pricing and dates in this schedule are subject to change without prior notice