Training Calendar 2023
Month of July

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DATE	TIME	COURSE	CATEGORY
Jul 1 & 8 (Sat)	8am-1pm	Data Analytics using MS Excel	Microsoft Office
Jul 3-4 (Mon-Tue)	8am-12pm	Effective Communication and Collaboration Skills	Communication
Jul 5-6 (Wed-Thu)	8am-12pm	Personal Leadership	Leadership
Jul 7 (Fri)	8am-12pm	Intentional Wellbeing in the Workplace	Mental Health
Jul 10-11 (Mon-Tue)	8am-12pm	Effective Presentation and Public Speaking Skills	Communication
Jul 12-13 (Wed-Thu)	8am-12pm	Effective Team Performance	Leadership
Jul 14 & 17 (Fri & Mon)	8am-12pm	Recruitment, Interview (CBI), & Selection	HR-OD
Jul 15 & 22 (Sat)	8am-1pm	Microsoft Power BI	Microsoft Office
Jul 18-19 (Tue-Wed)	8am-12pm	Financial Statement Analysis	Accounting & Finance
Jul 20-21 (Thu-Fri)	8am-12pm	Coaching for Performance	Leadership
Jul 24-25 (Mon-Tue)	8am-12pm	Performance Metrics: SMART Goals, KRAs/KPIs	HR-OD
Jul 27-28 (Thu-Fri)	8am-12pm	Project Management Fundamentals	Project Management

Training Calendar 2023
Month of August

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DATE	TIME	COURSE	CATEGORY
Aug 1-2 (Tue-Wed)	8am-12pm	Personal Effectiveness	Personal Development
Aug 3-4 (Thu-Fri)	8am-12pm	Effective Business Letters & Report Writing Skills	Communication
Aug 5 & 12 (Sat)	8am-1pm	Microsoft Word	Microsoft Office
Aug 7-8 (Mon-Tue)	8am-12pm	Management Fundamentals	Leadership
Aug 9-10 (Wed-Thu)	8am-12pm	Job Analysis, Job Evaluation, Salary Structure	HR-OD
Aug 11 & 14 (Fri & Mon)	8am-12pm	Customer Experience Management	Customer Service
Aug 15-16 (Tue-Wed)	8am-12pm	Taxation - Individual and Corporate	Accounting & Finance
Aug 17-18 (Thu-Fri)	8am-12pm	Lean Six Sigma for Operational Excellence	Business Process Improvement
Aug 19 & 26 (Sat)	8am-1pm	Microsoft Excel Essentials	Microsoft Office
Aug 21-22 (Mon-Tue)	8am-12pm	Change Management	Leadership
Aug 24-25 (Thu-Fri)	8am-12pm	Stress & Time Management	Mental Health
Aug 29-30 (Tue-Wed)	8am-12pm	Budgeting and Forecasting	Accounting & Finance

Training Calendar 2023

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Month of September

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DATE	TIME	COURSE	CATEGORY
Sep 2 & 9 (Sat)	8am-1pm	Microsoft Powerpoint Advanced	Microsoft Office
Sep 4-5 (Mon-Tue)	8am-12pm	Personal Leadership	Personal Development
Sep 6 (Wed)	8am-12pm	Mental Health First Aid	Mental Health
Sep 7-8 (Thu-Fri)	8am-12pm	Effective Communication and Collaboration Skills	Communication
Sep 11-12 (Mon-Tue)	8am-12pm	Effective Supervision and Coaching Skills	Leadership
Sep 13-14 (Wed-Thu)	8am-12pm	Technical Writing Workshop	Communication
Sep 16 & 23 (Sat)	8am-1pm	Microsoft Excel Advanced	Microsoft Office
Sep 18-19 (Mon-Tue)	8am-12pm	Basic Financial Accounting	Accounting & Finance
Sep 21-22 (Thu-Fri)	8am-12pm	Systems Thinking	Leadership
Sep 25 (Mon)	8am-12pm	Financial Literacy and Budgeting	Accounting & Finance
Sep 26-27 (Tue-Wed)	8am-12pm	Project Management Fundamentals	Project Management
Sep 28-29 (Thu-Fri)	8am-12pm	Professional Leadership	Leadership

Training Calendar 2023
Month of October

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DATE	TIME	COURSE	CATEGORY
Oct 2-3 (Mon-Tue)	8am-12pm	Personal Effectiveness	Personal Development
Oct 4-5 (Wed-Thu)	8am-12pm	Effective Presentation and Public Speaking Skills	Communication
Oct 7 & 14 (Sat)	8am-1pm	Data Analytics using MS Excel	Microsoft Office
Oct 9-10 (Mon-Tue)	8am-12pm	Effective Team Performance	Leadership
Oct 11-12 (Wed-Thu)	8am-12pm	Performance Management System	HR-OD
Oct 16-17 (Mon-Tue)	8am-12pm	Financial Statement Analysis	Accounting & Finance
Oct 18-19 (Wed-Thu)	8am-12pm	Lean Six Sigma for Operational Excellence	Business Process Improvement
Oct 21 & 28 (Sat)	8am-1pm	Microsoft Power BI	Microsoft Office
Oct 23 (Mon)	8am-12pm	Intentional Wellbeing in the Workplace	Mental Health
Oct 24-25 (Tue-Wed)	8am-12pm	Problem Solving and Decision Making	Leadership
Oct 26-27 (Thu-Fri)	8am-12pm	Customer Service Orientation	Customer Service
Oct 30-31 (Mon-Tue)	8am-12pm	Effective Business Letters & Report Writing Skills	Communication

Training Calendar 2023
Month of November

SMARTIFY — LEARN IT · USE IT · LEAD IT

DATE	TIME	COURSE	CATEGORY
Nov 4 & 11 (Sat)	8am-1pm	Microsoft Project	Microsoft Office
Nov 6-7 (Mon-Tue)	8am-12pm	Personal Leadership	Personal Development
Nov 8-9 (Wed-Thu)	8am-12pm	Coaching for Performance	Leadership
Nov 10 & 13 (Fri & Mon)	8am-12pm	Stress & Time Management	Mental Health
Nov 14-15 (Tue-Wed)	8am-12pm	Management Fundamentals	Leadership
Nov 16-17 (Thu-Fri)	8am-12pm	Succession Planning	Leadership
Nov 18 & 25 (Sat)	8am-1pm	Microsoft Excel Essentials	Microsoft Office
Nov 20-21 (Mon-Tue)	8am-12pm	Budgeting and Forecasting	Accounting & Finance
Nov 22-23 (Wed-Thu)	8am-12pm	Performance Metrics: SMART Goals, KRAs/KPIs	HR-OD
Nov 24 & 27 (Fri & Mon)	8am-12pm	Strategic Planning Facilitation	Leadership
Nov 28-29 (Tue-Wed)	8am-12pm	Effective Communication and Collaboration Skills	Communication

Training Calendar 2023
Month of December

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DATE	TIME	COURSE	CATEGORY
Dec 1-2 (Fri-Sat)	8am-12pm	Professional Leadership	Leadership
Dec 4-5 (Mon-Tue)	8am-12pm	Personal Effectiveness	Personal Development
Dec 6-7 (Wed-Thu)	8am-12pm	Change Management	Leadership
Dec 9 (Sat)	8am-1pm	Microsoft PowerPoint Essentials	Microsoft Office
Dec 11-12 (Mon-Tue)	8am-12pm	Lean Six Sigma for Operational Excellence	Business Process Improvement
Dec 13-14 (Wed-Thu)	8am-12pm	Recruitment, Interview (CBI), & Selection	HR-OD
Dec 15 (Fri)	8am-12pm	Financial Literacy and Budgeting	Accounting & Finance
Dec 16 & 23 (Sat)	8am-1pm	Microsoft Powerpoint Advanced	Microsoft Office
Dec 18-19 (Mon-Tue)	8am-12pm	Effective Presentation and Public Speaking Skills	Communication
Dec 20-21 (Wed-Thu)	8am-12pm	Project Management Fundamentals	Project Management
Dec 26-27 (Tue-Wed)	8am-12pm	Effective Supervision and Coaching Skills	Leadership
Dec 28-29 (Thu-Fri)	8am-12pm	Positive Psychology in the Workplace	Mental Health