

# Talent Management Calendar

| Course Title                              | Day(s) | Cost N  | Jan.    | Feb.    | Mar.    | Apr.    | May     | Jun.    | Jul.    | Aug.    | Sep.    | Oct.    | Nov.    | Dec.  |
|---|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------|
| Business Report Writing                   | 2      | 60,000  | 26 - 27 |         |         |         |         | 17 - 18 |         |         |         |         |         |       |
| Client Relationship Management (CRM)      | 2      | 95,000  |         |         |         | 6 - 7   |         |         |         | 10 - 11 | 9 - 10  |         |         |       |
| Computer Appreciation                     | 2      | 60,000  |         |         |         |         |         | 2 - 3   |         | 3 - 4   | 1 - 2   |         |         |       |
| Computer Technology                       |        | 80,000  |         |         |         |         |         |         |         |         |         |         |         |       |
| Contemporary Marketing & Selling          | 2      | 95,000  | 13 - 14 |         |         |         | 3 - 4   |         | 17 - 18 |         |         |         |         |       |
| Crash-Free Driving                        | 2      | 40,000  |         | 13 - 14 |         |         | 15 - 16 |         |         | 14 - 15 |         |         |         |       |
| Customer Relationship Management          |        | 95,000  |         |         |         |         |         |         |         |         |         |         |         |       |
| Developing a High Performing Team         | 2      | 90,000  |         |         | 16 - 17 |         |         |         | 27 - 28 |         |         | 12 - 13 |         | 2 - 3 |
| Effective Leadership Skills               | 3      | 95,000  | 19 - 21 |         |         |         | 25 - 27 |         |         |         |         |         | 23 - 25 |       |
| Effective Communication Skills            | 2      | 75,000  |         |         | 23 - 24 |         | 11 - 12 |         | 15 - 16 |         | 28 - 29 |         |         |       |
| Exceptional Customer Service              | 2      | 70,000  |         | 25 - 26 |         | 18 - 19 | 29 - 30 |         |         |         |         |         | 30      |       |
| Effective Project Planning                | 2      | 60,000  |         |         |         |         |         |         |         |         |         | 7 - 8   |         |       |
| Financial Auditing                        | 2      | 70,000  | 7 - 8   |         |         | 1 - 2   |         |         |         |         | 16 - 17 |         |         |       |
| Internal Corporate Branding               | 1      | 80,000  |         | 18      |         | 12      |         |         |         |         |         |         |         |       |
| Managing Workplace Stress                 | 2      | 60,000  |         |         | 9 - 10  |         |         |         | 13 - 14 | 21 - 22 |         |         |         |       |
| Performance Management Essentials         | 2      | 70,000  |         | 4 - 5   |         |         |         | 24 - 25 |         |         |         |         | 4 - 5   |       |
| Procurement & Contract                    | 1      | 70,000  | 29      |         | 25      |         |         | 15      |         | 6       |         | 14      |         |       |
| Project Management Essentials             | 3      | 150,000 | 12 - 14 |         |         | 13 - 15 | 6 - 8   |         |         |         |         |         |         |       |
| Self Management for Optimal Effectiveness | 2      | 75,000  |         | 2 - 3   |         |         | 4 - 5   |         |         | 4 - 5   |         |         | 2 - 3   |       |
| Supply Chain Management                   | 2      | 95,000  |         | 9 - 10  |         |         |         |         |         |         |         |         | 9 - 10  |       |
| Tools for Managerial Effectiveness        | 2      | 105,000 | 5 - 6   | 11 - 12 |         |         |         | 10 - 11 |         |         |         | 26 - 27 |         |       |
| Workplace Safety                          | 2      | 60,000  |         |         |         |         |         |         | 8 - 9   |         |         |         |         |       |

\* please note that the dates listed above are tentative. Please contact our help desk for details