

2017 Corporate Training Public Workshops

LEADERSHIP	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Team Leader	SDF✓ \$706.20			29		3		19		20		22	
Coaching, Counselling and Mentoring	SDF✓ \$908.43		9-10	6-7	6-7	15-16		3-4	1-2	4-5	5-6	13-14	
Coaching for Growth and Performance	\$908.43		13-14		10-11		1-2		10-11		2-3		7-8
Creating Executive Presence	\$908.43			2-3		8-9		6-7		7-8		2-3	4-5
Effective Mentoring	SDF✓ \$636.65		1		19		7		23		25		13
Essential Skills for Managers	SDF✓ \$1,591.09			8-10		17-19		12-14		6-8		8-10	
Leading Across Cultures	\$706.20				26		7		1		26		1
Leading with EQ	SDF✓ \$1,363.18		13-14		3-4		15-16		14-15		2-3		14-15
Learning to Lead	\$1,068.93			13-14		22-23		3-4		28-29		27-28	
Manage and Communicate Change	SDF✓ \$1,363.18	12-13					8-9				5-6		
Project Management Essentials	SDF✓ \$908.43			30-31		4-5		24-25		11-12	9-10	2-3	
Stakeholder Engagement	\$908.43		16-17		27-28		22-23		21-22		16-17	16-17	
DIVERSITY AND INCLUSION	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Intercultural Fluency Essentials	\$908.43	26-27		23-24		11-12		27-28		4-5		1-2	
Multigenerational Working	\$636.65		15		19	17		31	23	13	25	15	6
Unconscious Bias	\$908.43		8			24			16			8	
Understanding Yourself & Others	\$706.20			22					30		4		
WRITTEN COMMUNICATION	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Better Emails	SDF✓ \$908.43	5-6	2-3	9-10	6-7	15-16	8-9	10-11	14-15	11-12	12-13	9-10	4-5
Business Writing Essentials	SDF✓ \$908.43	9-10	6-7	13-14	3-4	4-5	5-6	13-14	3-4	7-8	9-10	6-7	7-8
Communicating Customer-Focused Policy	\$636.65	25		22		24		19		20		22	
Copywriting Essentials	SDF✓ \$908.43		20-21		17-18		15-16		14-15		23-24		14-15
Customer-Focused Writing	SDF✓ \$908.43		23-24		24-25		22-23		24-25		30-31		
Editing Skills for Company Publications	SDF✓ \$908.43			16-17		8-9		17-18		14-15		13-14	
Fine-tuning: Writing Skills for Managers	SDF✓ \$908.43		23-24	27-28		25-26		20-21	21-22	18-19		16-17	11-12
Grammar Foundations	\$908.43	23-24	13-14	23-24	20-21	18-19	12-13	17-18	28-29	21-22	16-17	23-24	7-8
Minutes of Meetings	SDF✓ \$908.43	19-20		16-17		4-5	12-13	6-7	24-25	14-15	16-17	9-10	11-12
Proof-read to Perfection	\$636.65		1		12		14		16		4		1
Proposals that Work	SDF✓ \$908.43		16-17			18-19			17-18			6-7	
Reports that Work	SDF✓ \$908.43		27-28		24-25		29-30		30-31		19-20		14-15
Taking Your Grammar to the Next Level	\$908.43	26-27		20-21		25-26		24-25	28-29	25-26	26-27	27-28	
Technical Writing	SDF✓ \$908.43	19-20		30-31		18-19		27-28		28-29		29-30	
Writing Digital Content	\$908.43		9-10			29-30			30-31		30-31		
Writing Standard Operating Procedures	\$908.43		6-7		3-4		5-6		3-4		5-6		7-8
CREATIVITY & INNOVATION	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Innovation from Start to Finish	\$961.93			2-3			1-2			4-5			
Mind Mapping Essentials	\$706.20	18	22	29	26	24	21	19	16	13	11	22	6
Problem Solving and Decision Making	\$908.43	23-24		6-7		11-12		6-7		25-26		6-7	11-12
Unlock your Creativity	\$706.20				5		14			27			13
PRODUCTIVITY AND PERFORMANCE	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Assertiveness: Achieving Win-Win	\$636.65	18	22	15	26	31	28	26	16	20	25	15	6
Increase Your Personal Productivity	\$636.65					3		12		6		30	
Making Change Work for You	SDF✓ \$1,363.18										19-20		14-15
Maximise Organisational Productivity	\$908.43				6-7		5-6		1-2		2-3		4-5
Motivation for Success	\$797.15			8		3		12		6		1	
Networking & Relationship Building for Success	\$636.65		22		12		14		23		11		13
Sharpen Your Memory	\$706.20	25	15	8		31		26		27	25	29	13
Speed Reading Essentials	\$706.20		15				28		2		11		6
Success for Support Staff	SDF✓ \$908.43				27-28				10-11			2-3	
Time Management	\$636.65		8	22	19	17		5	2	6	4	1	1
Working with EQ	\$1,363.18	16-17		20-21		22-23		10-11		21-22		20-21	
INTERPERSONAL COMMUNICATION	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Presentation Skills	\$1,363.18		20-21		17-18		19-20		17-18		12-13	23-24	
Effective Negotiation Skills	SDF✓ \$908.43		16-17	9-10	27-28	15-16	12-13	13-14	17-18	14-15	12-13	16-17	4-5
Effective Public Speaking	SDF✓ \$1,068.93		9-10	27-28	20-21	22-23		20-21	14-15	18-19	23-24	20-21	4-5
Handling Difficult Colleagues and Customers	SDF✓ \$908.43	12-13	13-14	13-14	17-18	15-16	19-20	17-18	21-22	18-19	9-10	20-21	11-12
Interpersonal Communication Skills	SDF✓ \$908.43	23-24	27-28	30-31	24-25	29-30	29-30	27-28	30-31	28-29	30-31	29-30	14-15
Interviewing Skills for Managers	\$636.65	17		22			21			27		8	
Positive Influencing Skills	SDF✓ \$908.43		27-28	23-24	20-21	25-26		24-25	21-22	18-19	23-24	20-21	11-12
Presentation Slide Essentials	\$636.65			1				5			4	8	
Say it Clearly!	\$908.43	26-27	20-21	20-21	27-28	25-26	22-23	20-21	21-22	21-22	26-27	23-24	7-8
Singlish to English	\$636.65			15			21			13		15	
Strategic Business Storytelling	\$636.65	11		1		17		31		20		22	
Success with Presentations	SDF✓ \$1,591.09	9-11		15-17	10-12	22-24		24-26	23-25	11-13	9-11	13-15	
Train-the-Trainer: Essential Skills	\$1,591.09			27-29		29-31				25-27		27-29	
Using Your Voice for Impact	SDF✓ \$908.43		27-28		20-21		29-30		28-29		30-31		
CUSTOMER MANAGEMENT	Fee (incl GST)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Delivering Service Excellence	SDF✓ \$908.43	19-20			10-11				17-18			27-28	
Delivering Service Excellence <i>Advanced</i>	\$908.43		23-24				8-9				12-13		
Handling Angry, Hostile and Abusive Customers	SDF✓ \$908.43	16-17		2-3		30-31		3-4		25-26		6-7	
Managing Service Excellence	SDF✓ \$908.43		6-7		17-18		15-16		7-8		19-20		
Service Excellence on the Telephone	\$636.65				5	3		5		13		1	

