

Code	Course Name	Level	Credits	Days	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov	Dec.
242824	Applied Leadership	4	12	3	3-5 Jan	2-4 Feb	3-4 Mar	4-6 April	3-5 May	6-8 June	4-6 July	1-3 Aug	5-7 Sep	3-5 Oct	2-4 Nov	5-7 Dec
120300	Highly Effective Leadership	5	8	2	11 - 12 Jan	8-9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
120389	Team Motivation & Team Leadership	4	6	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
242821	Supervisory & Team Leadership	4	6	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
242819	Team Building and Team Motivation	4	10	3	3-5 Jan	2-4 Feb	3-4 Mar	4-6 April	3-5 May	6-8 June	4-6 July	1-3 Aug	5-7 Sep	3-5 Oct	2-4 Nov	5-7 Dec
252037	Building Highly Effective Teams/ Strategic Team Bld	5	6	2	11 - 12 Jan	8-9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
15224	Team Empowerment	5	4	1	10-Jan	07-Feb	07-Mar	11-Apr	09-May	13-Jun	11-Jul	08-Aug	12-Sep	10-Oct	01-Nov	05-Dec
242811	Time Management & Personal Mastery	4	5	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
15234	Time Management	5	4	2	20- 21 Jan	17- 18 Feb	17- 18 Mar	21- 22 April	19- 20 May	23- 24 June	21- 22 July	18- 19 Aug	22- 23 Sep	20- 21 Oct	17- 18 Nov	12- 13 Dec
114589	Scheduling and Time Management Techniques	4	4	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
12153	Business Writing & Report Writing	4	5	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
119472	Verbal Communication Fundamentals	4	5	2	20- 21 Jan	17- 18 Feb	17- 18 Mar	21- 22 April	19- 20 May	23- 24 June	21- 22 July	18- 19 Aug	22- 23 Sep	20- 21 Oct	17- 18 Nov	12- 13 Dec
119462	Sustained Verbal Communication	4	5	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
119459	Written Communication Fundamentals	4	5	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
119465	Written Communication Basics	3	5	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
119467	Language Fundamentals	3	5	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
119457	Language Basics	3	5	2	20- 21 Jan	17- 18 Feb	17- 18 Mar	21- 22 April	19- 20 May	23- 24 June	21- 22 July	18- 19 Aug	22- 23 Sep	20- 21 Oct	17- 18 Nov	12- 13 Dec

12433	Communication Techniques	5	8	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
242816	Conduct of Meetings	4	5	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
13929	Meetings & Events Management	4	3	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
13930	Receptionist Skills Course	3	4	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
114959	Business Etiquette & Professional Conduct	2	4	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
113924	Business Ethics & Conduct	2	2	1	10-Jan	07-Feb	07-Mar	11-Apr	09-May	13-Jun	11-Jul	08-Aug	12-Sep	10-Oct	31-Oct	05-Dec
110009	Records Management	4	4	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
110003	Administrative Skills Course	4	8	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
114805	Business Administration	4	4	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
13952	Labor Legislation	4	8	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
116394	Human Resources & Labor Relations	5	9	3	19-21 Jan	16-18 Feb	16- 18 Mar	20- 22 April	18- 19 May	22- 24 Jun	20- 22 Jul	17- 19 Aug	21- 23 Sep	19- 21 Oct	16- 18 Nov	12- 14 Dec
12140	Recruitment and Selection (Interviewing Skills)	5	9	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
11473	Performance Management	4	8	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
252034	Performance Monitoring & Evaluation	5	8	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
242815	Application of Codes of Conduct	4	5	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
252026	Critical Thinking, Problem Solving & Decision-making	5	6	2	20- 21 Jan	17- 18 Feb	17- 18 Mar	21- 22 April	19- 20 May	23- 24 June	21- 22 July	18- 19 Aug	22- 23 Sep	20- 21 Oct	17- 18 Nov	12- 13 Dec
242817	Problem Solving and Decision Making	4	8	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
114226	Conflict Management	5	8	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
252031	Emotional Intelligence	5	4	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec

252021	Change Management	5	8	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
252043	Diversity Management	5	6	2	20- 21 Jan	17- 18 Feb	17- 18 Mar	21- 22 April	19- 20 May	23- 24 June	21- 22 July	18- 19 Aug	22- 23 Sep	20- 21 Oct	17- 18 Nov	12- 13 Dec
252044	Knowledge Management	5	6	2	25- 26 Jan	22- 23 Feb	22- 23 Mar	25- 26 April	24- 25 May	27- 28 June	26- 27 July	23- 24 Aug	27- 28 Sep	25- 26 Oct	22- 23 Nov	20-21 Dec
252027	Workplace & Stakeholder Relationships Management	5	6	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
252041	Organizational Development & Learning Organization	5	5	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
252042	Organizational Ethics and Culture	5	5	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
110026	Fraud Control	4	4	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
252025	Risk Management	5	8	2	20- 21 Jan	17- 18 Feb	17- 18 Mar	21- 22 April	19- 20 May	23- 24 June	21- 22 July	18- 19 Aug	22- 23 Sep	20- 21 Oct	17- 18 Nov	12- 13 Dec
252029	People Development & Talent Management	5	8	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
113909	Coaching Team Members	3	5	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
252035	Coaching Managers	5	8	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
114215	Mentoring	4	3	1	10-Jan	07-Feb	07-Mar	11-Apr	09-May	13-Jun	11-Jul	08-Aug	12-Sep	10-Oct	31-Oct	05-Dec
242822	Management by Objectives	4	10	3	3-5 Jan	2-4 Feb	3-4 Mar	4-6 April	3-5 May	6-8 June	4-6 July	1-3 Aug	5-7 Sep	3-5 Oct	2-4 Nov	5-7 Dec
252020	Creativity & Business Innovation	5	6	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
114600	Innovation & New Venture Creation	4	4	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
263356	Entrepreneurship Skills	4	5	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
252032	Operational Planning	5	8	2	20- 21 Jan	17- 18 Feb	17- 18 Mar	21- 22 April	19- 20 May	23- 24 June	21- 22 July	18- 19 Aug	22- 23 Sep	20- 21 Oct	17- 18 Nov	12- 13 Dec
10048	Branding	5	8	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
119672	Sales & Marketing	2	7	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec

263514	Marketing Principles	4	5	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
242829	Customer Service	4	5	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
9015	Statistics and Probability	4	6	2	20- 21 Jan	17- 18 Feb	17- 18 Mar	21- 22 April	19- 20 May	23- 24 June	21- 22 July	18- 19 Aug	22- 23 Sep	20- 21 Oct	17- 18 Nov	12- 13 Dec
117853	Negotiation Skills	5	8	2	25- 26 Jan	22- 23 Feb	22- 23 Mar	25- 26 April	24- 25 May	27- 28 June	26- 27 July	23- 24 Aug	27- 28 Sep	25- 26 Oct	22- 23 Nov	20-21 Dec
13948	Negotiation Strategies	4	5	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
252022	Project Management	5	8	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
263534	Action Planning	4	4	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
263456	Strategic Planning	4	4	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
114592	Business Plan Writing	4	8	2	20- 21 Jan	17- 18 Feb	17- 18 Mar	21- 22 April	19- 20 May	23- 24 June	21- 22 July	18- 19 Aug	22- 23 Sep	20- 21 Oct	17- 18 Nov	12- 13 Dec
114596	Business Research Essentials	4	5	2	25- 26 Jan	22- 23 Feb	22- 23 Mar	25- 26 April	24- 25 May	27- 28 June	26- 27 July	23- 24 Aug	27- 28 Sep	25- 26 Oct	22- 23 Nov	20-21 Dec
263434	Operations Management Fundamentals	4	6	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
263455	Costing Principles	4	4	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
114584	Business Financing Essentials	4	5	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec
262474	Financial Management	4	6	2	18- 19 Jan	15- 16 Feb	15- 16 Mar	19- 20 April	17- 18 May	21- 22 June	19- 20 July	16- 17 Aug	20- 21 Sep	18- 19 Oct	15- 16 Nov	14- 15 Dec
242810	Budget Control	4	6	2	20- 21 Jan	17- 18 Feb	17- 18 Mar	21- 22 April	19- 20 May	23- 24 June	21- 22 July	18- 19 Aug	22- 23 Sep	20- 21 Oct	17- 18 Nov	12- 13 Dec
252036	Financial Analysis	5	6	2	25- 26 Jan	22- 23 Feb	22- 23 Mar	25- 26 April	24- 25 May	27- 28 June	26- 27 July	23- 24 Aug	27- 28 Sep	25- 26 Oct	22- 23 Nov	20-21 Dec
252040	Finance for Non-Financial Managers	5	8	2	6- 7 Jan	31-Jan-01	28-Feb-01	7- 8 April	5- 6 May	9- 10 June	7- 8 July	4- 5 Aug	8 -9 Sep	6- 7 Oct	31-Oct-01	8- 9 Dec
109999	Service Provider Management	4	5	2	11 - 12 Jan	8- 9 Feb	8 - 9 Mar	11 - 12 April	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
119667	Procurement & Supply Chain Fundamentals	2	8	2	13 - 14 Jan	10- 11 Feb	10 - 11 Mar	13 - 14 April	12 -13 May	13 -14 June	14 -15 July	10- 11 Aug	15- 16 Sep	13 -14 Oct	10 -11 Nov	14- 15 Dec

	Human Resources Management Development	5	42	10	TBA											
	Human Resources Development Skills Program	5	19	5	24- 28 Jan	21- 25 Feb	28-Mar-01		30-May-03	27-Jun-01	25- 29 Jul	29-Aug-02	26- 30 Sep	24- 28 Oct	21- 25 Nov	5- 9 Dec
	Business Writing Skills Program	4	24	5	10- 14 Jan	7- 11 Feb	7- 11 Mar	4- 8 Apr	9- 13 May	6- 10 Jun	11- 15 Jul	15- 19 Aug	12- 16 Sep	10- 14 Oct	7- 11 Nov	5- 9 Dec
	Entrepreneurship Skills Program	4	31	5	10- 14 Jan	7- 11 Feb	7- 11 Mar	4- 8 Apr	9- 13 May	6- 10 Jun	11- 15 Jul	15- 19 Aug	12- 16 Sep	10- 14 Oct	7- 11 Nov	5- 9 Dec
	Sales & Marketing Skills Program		22	5	24- 28 Jan	21- 25 Feb	28-Mar-01		30-May-03	27-Jun-01	25- 29 Jul	29-Aug-02	26- 30 Sep	24- 28 Oct	21- 25 Nov	5- 9 Dec
	Planning, Finance and Financial Management		26	5	17- 21 Jan	14- 18 Feb	14- 17 Mar		16- 20 May	20-24 Jun	18- 22 Jul	15- 19 Aug	19-23 Sep	17- 21 Oct	14- 18 Nov	19-23 Dec
	Procurement & Supply Chain Skills Program		26	5	10- 14 Jan	7- 11 Feb	7- 11 Mar	4- 8 Apr	9- 13 May	6- 10 Jun	11- 15 Jul	15- 19 Aug	12- 16 Sep	10- 14 Oct	7- 11 Nov	5- 9 Dec
	Business Operations Skills Program		26	5	24- 28 Jan	21- 25 Feb	28-Mar-01		30-May-03	27-Jun-01	25- 29 Jul	29-Aug-02	26- 30 Sep	24- 28 Oct	21- 25 Nov	5- 9 Dec
	Interpersonal Skills Program	4	14	4	TBA											
	Administration Skills Program	4	25	5	10- 14 Jan	7- 11 Feb	7- 11 Mar	4- 8 Apr	9- 13 May	6- 10 Jun	11- 15 Jul	15- 19 Aug	12- 16 Sep	10- 14 Oct	7- 11 Nov	5- 9 Dec
	Management Development Program	4	18	4	24- 28 Jan	21- 25 Feb	28-Mar-01		30-May-03	27-Jun-01	25- 29 Jul	29-Aug-02	26- 30 Sep	24- 28 Oct	21- 25 Nov	5- 9 Dec
	Operational & Project Management Skills Program	5	27	5	10- 14 Jan	7- 11 Feb	7- 11 Mar	4- 8 Apr	9- 13 May	6- 10 Jun	11- 15 Jul	15- 19 Aug	12- 16 Sep	10- 14 Oct	7- 11 Nov	5- 9 Dec
	Organizational Improvement Skills Program	5	20	5	24- 28 Jan	21- 25 Feb	28-Mar-01		30-May-03	27-Jun-01	25- 29 Jul	29-Aug-02	26- 30 Sep	24- 28 Oct	21- 25 Nov	5- 9 Dec
	Leadership & People Management Skills Program	5	38	5	10- 14 Jan	7- 11 Feb	7- 11 Mar	4- 8 Apr	9- 13 May	6- 10 Jun	11- 15 Jul	15- 19 Aug	12- 16 Sep	10- 14 Oct	7- 11 Nov	5- 9 Dec
	Leadership & People Management Development	5	51	10	TBA											
	Workplace Relationships Skills Program	5	28	5	24- 28 Jan	21- 25 Feb	28-Mar-01		30-May-03	27-Jun-01	25- 29 Jul	29-Aug-02	26- 30 Sep	24- 28 Oct	21- 25 Nov	5- 9 Dec
	Financial & Risk Management Skills Program	5	22	5	10- 14 Jan	7- 11 Feb	7- 11 Mar	4- 8 Apr	9- 13 May	6- 10 Jun	11- 15 Jul	15- 19 Aug	12- 16 Sep	10- 14 Oct	7- 11 Nov	5- 9 Dec
	Planning & Organizational Skills Program	4	11	3	3-5 Jan	2-4 Feb	3-4 Mar	4-6 April	3-5 May	6-8 June	4-6 July	1-3 Aug	5-7 Sep	3-5 Oct	2-4 Nov	5-7 Dec
	Supervisory & Team Leadership Skills Program	4	27	5	24- 28 Jan	21- 25 Feb	28-Mar-01		30-May-03	27-Jun-01	25- 29 Jul	29-Aug-02	26- 30 Sep	24- 28 Oct	21- 25 Nov	5- 9 Dec

	Organizational Performance Monitoring Skills	4	11	3	3-5 Jan	2-4 Feb	3-4 Mar	4-6 April	3-5 May	6-8 June	4-6 July	1-3 Aug	5-7 Sep	3-5 Oct	2-4 Nov	5-7 Dec
	Ethical Decision-Making Skills Program	4	13	3	3-5 Jan	2-4 Feb	3-4 Mar	4-6 April	3-5 May	6-8 June	4-6 July	1-3 Aug	5-7 Sep	3-5 Oct	2-4 Nov	5-7 Dec
	Computers All-in-One Beginners			5	24- 28 Jan	21- 25 Feb	28-Mar-01		30-May-03	27-Jun-01	25- 29 Jul	29-Aug-02	26- 30 Sep	24- 28 Oct	21- 25 Nov	5- 9 Dec
	Computers All-in-One Intermediate			5	10- 14 Jan	7- 11 Feb	7- 11 Mar	4- 8 Apr	9- 13 May	6- 10 Jun	11- 15 Jul	15- 19 Aug	12- 16 Sep	10- 14 Oct	7- 11 Nov	5- 9 Dec
	Computers All-in-One Advanced			5	17- 21 Jan	14- 18 Feb	14- 17 Mar		16- 20 May	20-24 Jun	18- 22 Jul	15- 19 Aug	19-23 Sep	17- 21 Oct	14- 18 Nov	19-23 Dec
	MS Word for Beginners			1	17-Jan	14-Feb	14-Mar	19-Apr	16-May	20-Jun	18-Jul	15-Aug	19-Sep	17-Oct	14-Nov	12-Dec
	MS Word Intermediate			1	18-Jan	15-Feb	15-Mar	20-Apr	17-May	21-Jun	19-Jul	16-Aug	20-Sep	18-Oct	15-Nov	13-Dec
	MS Word Advanced			1	19-Jan	16-Feb	16-Mar	21-Apr	18-May	22-Jun	20-Jul	17-Aug	21-Sep	19-Oct	16-Nov	14-Dec
	MS Excel for Beginners			1	24-Jan	21-Feb	22-Mar	19-Apr	23-May	30-Jun	25-Jul	22-Aug	26-Sep	24-Oct	21-Nov	09-Dec
	MS Excel Intermediate			1	25-Jan	22-Feb	23-Mar	20-Apr	24-May		26-Jul	23-Aug	27-Sep	25-Oct	22-Nov	12-Dec
	MS Excel Advanced			2	11 - 12 Jan	8 - 9 Jan	8 - 9 Mar	11 - 12 Apr	10 -11 May	13 -14 June	12-13 July	10-11 Aug	13 -14 Sep	11 - 12 Oct	8 -9 Nov	12- 13 Dec
	MS Databases			1	31-Jan	28-Feb	31-Mar	29-Apr	31-May	30-Jun	29-Jul	31-Aug	30-Sep	31-Oct	30-Nov	15-Dec
	MS PowerPoint			1	10-Jan	07-Feb	07-Mar	11-Apr	09-May	13-Jun	11-Jul	08-Aug	12-Sep	10-Oct	01-Nov	05-Dec
	Internet Based Research			1	27-Jan	24-Feb	24-Mar	28-Apr	26-May	23-Jun	28-Jul	25-Aug	29-Sep	27-Oct	29-Nov	19-Dec
	Electronic Mail			1	28-Jan	25-Feb	25-Mar	29-Apr	27-May	24-Jun	29-Jul	26-Aug	30-Sep	28-Oct	30-Nov	20-Dec