



Soft Skills Calendar: February - April 2019

COURSE NAME	DURATION	DEADLINE	TIME	PRICE WITH/WITHOUT TABLET
February				
Emotional Intelligence at Work place	30 Jan - 01 Feb 2019	28 Jan 2019	08:00 - 17:00	N\$3,900.00
Bookkeeping	04 - 28 Feb 2019	28 Jan 2019	17:30 - 20:30	N\$7,900.00 / N\$5,900.00
Emotional Intelligence at Work place	06 - 08 Feb 2019	29 Jan 2019	08:00 - 17:00	N\$3,900.00
Fraud and Ethics in an Organisation	11 - 13 Feb 2019	01 Feb 2019	08:00 - 17:00	N\$3,300.00
Conflict Management at Workplace	14 - 15 Feb 2019	04 Feb 2019	08:00 - 17:00	N\$2,200.00
Training of Trainers	18 - 22 Feb 2019	04 Feb 2019	08:00 - 17:00	N\$7,900.00 / N\$5,900.00
Training of Trainers	25 Feb - 01 Mar 2019	11 Feb 2019	08:00 - 17:00	N\$7,900.00 / N\$5,900.00
March				
Bookkeeping	04 - 28 Mar 2019	22 Feb 2019	17:30 - 20:30	N\$7,900.00 / N\$5,900.00
Project Management (Basic Level)	04 - 28 Mar 2019	22 Feb 2019	17:30 - 20:30	N\$7,900.00 / N\$5,900.00
Telephone Courtesy and Customer Service	11 - 15 Mar 2019	01 Mar 2019	08:00 - 17:00	N\$7,900.00 / N\$5,900.00
Skills for Executive Secretaries and PA's	11 - 15 Mar 2019	01 Mar 2019	08:00 - 17:00	N\$7,900.00 / N\$5,900.00
Supervisory Management	25 - 29 Mar 2019	15 Mar 2019	08:00 - 17:00	N\$7,900.00 / N\$5,900.00
Business Writing Skills for Office Professionals	25 - 29 Mar 2019	15 Mar 2019	08:00 - 17:00	N\$7,900.00 / N\$5,900.00
April				
Financial Management for Non-Financial Managers	01 - 26 Apr 2019	20 Mar 2019	17:30 - 20:30	N\$7,900.00 / N\$5,900.00
Project Management (Intermediate Level)	01 - 26 Apr 2019	20 Mar 2019	17:30 - 20:30	N\$7,900.00 / N\$5,900.00
Purchasing, Procurement and Inventory Management	01 - 05 Apr 2019	20 Mar 2019	08:00 - 17:00	N\$7,900.00 / N\$5,900.00
Training of Trainers	08 - 12 Apr 2019	29 Mar 2019	08:00 - 17:00	N\$7,900.00 / N\$5,900.00
Meeting Management: Meeting Procedure and Minute Taking	08 - 12 Apr 2019	29 Mar 2019	08:00 - 17:00	N\$7,900.00 / N\$5,900.00
Project Management (Intermediate Level)	08 - 12 Apr 2019	29 Mar 2019	08:00 - 17:00	N\$7,900.00 / N\$5,900.00
Excellence in Customer Services	15 - 17 Apr 2019	05 Apr 2019	08:00 - 17:00	N\$3,900.00
Health and Safety at Workplace	15 - 17 Apr 2019	05 Apr 2019	08:00 - 17:00	N\$3,900.00

A course will be offered if we have a minimum of 15 participants per course. Full payment is required before a course starts.

Contact Person

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Terms and conditions apply.

For more information about training outcomes, terms and conditions or to register for the courses, please visit CED's website.

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