

S/N	PROGRAMME TITLE	# OF DAYS	FEES	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT
1.	Business Etiquette Essentials	2	80,000		25-26	1-2		3-4		8-9		
2.	Communicating Effectively	2	80,000	21-22	18-19			27-28				
3.	Delivering Effective Presentations	2	80,000	11-12	14-15	25-26	16-17	13-14	25-26			
4.	Designing Great Presentation Slides	1	50,000		1			7			27	
5.	Developing Entrepreneurial Skills	5	200,000			15-19		24-28				21-25
6.	Effective Business Meetings	2	80,000				2-3				19-20	
7.	Enhancing Emotional Intelligence	2	80,000		7-8		27-28					
8.	Excellent Customer Service	2	80,000		28-29		6-7		11-12		23-24	
9.	Leadership Essentials	2	80,000			4-5	16-17				16-17	
10.	Managing Your Boss	2	80,000					17-18			5-6	
11.	Managing Your Time	1	50,000	18		15		10				
12.	Perfecting Business Writing Skills	2	80,000	4-5	21-22	11-12	9-10	20-21	18-19	5-6		14-15
13.	Personal Effectiveness	2	80,000		4-5	22-23				5-6	12-13	3-4
14.	Selling to Create Loyal Customers	2	80,000		11-12		30-31		8-9			3-4
15.	Team Building for Increased Efficiency	2	80,000					24-25		19-20		10-11
16.	The Art of Marketing	2	80,000			8-9		3-4				
17.	The Complete Front Desk Professional	2	80,000			29-30	20-21		1-2	15-16		