

March 2017 Soft Skill Class Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 to 12:30			1	2	3
1:00 to 5:00	Publisher	Publisher	Ethics	Ethics	Ethics
8:30 to 12:30	6	7	8	9	10
1:00 to 5:00	Telephone Etiquete	Telephone Etiquete	Performance Management	Performance Management	Performance Management
8:30 to 12:30	13	14	15	16	17
1:00 to 5:00	Innovation Management	Innovation management	Time Management	Time Management	
8:30 to 12:30	20	21	22	23	24
1:00 to 5:00	Interpersonal Communication Skills	Interpersonal Communication Skills	Effective Project Man	Effective Project Man	Effective Project Man
8:30 to 12:30	27	28	29	30	31
1:00 to 5:00	Negotiation skills & Conflict	Negotiation skills & Conflict	Group Work & Team Dynamics	Group Work & Team Dynamics	Group Work & Team Dynamics

If insufficient candidates have registered for a scheduled class, the candidates will be moved to the next scheduled date

One-on-one training is available on request. Please contact the office for pricing and available dates

Payment is to be received in full on booking