

MONTH	CATEGORY	DATE	COURSE TITLE
AUGUST	Teambuilding	4-5,24-25	Building an Effective Customer Service Team
		5-6,12-13, 26-27	Building a Highly Motivated Team in Recession
	Leadership	<i>Nil</i>	<i>Nil</i>
	HR	17-18	HR for non HR Managers
	Small Business development/Develop your Potentials/LaunchPad	21-22	Career Development
SEPTEMBER	Teambuilding	2-3	Building a Highly Motivated Team in Recession
		16-17	Team working- Raising Collective performance
	Leadership	9-10	Essentials of Team leadership
	HR	15-16	Developing an on-target HR Strategy
	Small Business development/Develop your Potentials/LaunchPad	23-24,29-30	Career Development
OCTOBER	Teambuilding	6-7	Building a Highly Motivated Team in Recession OR Building an Effective Sales/Marketing team
		21-22	Managing conflict within Teams
	Leadership	14-15	Managing people during a crisis
	HR	20-21	Developing and effecting proper Employee Relations
	Small Business development/Develop your Potentials/	27-28,30-31	Career Development

NOVEMBER	Teambuilding	3-4 17-18	Measuring Team Performance Building an Effective Sales/Marketing team
	Leadership	11-12	Effecting proper Leadership transition
	HR	18-19	How to Recruit and Retain High quality Manpower
	Small Business development/Develop your Potentials/LaunchPad	25-26,26-27	Career Development
DECEMBER	Teambuilding	2-3	Building a Comprehensive Team
	Leadership	8-9	Leading an Effective Sales/Marketing team
	HR	9-10	Developing and effecting Proper Employee relations
	Small Business development/Develop your Potentials/LaunchPad	14-15	Career Development

Other Small Business Development programs include:

1. Small Business Management
2. Choosing a Business
3. Entrepreneurship
4. Business planning
5. Book keeping for start-ups
6. Finance for start-ups
7. Business Networking
8. Business Relationship Management
9. Creative Business writing
10. Time Management
11. Writing Impressive Business proposals