

## AVTC Training Calendar 2007 (Jan to June)

<b>Protocol &amp; Etiquette Programs</b>	<b>Duration</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Business Etiquette of Customer Care for Loyalty	5 days	7-11(Sun-Thu)					
Etiquette of professional quality Managerial communication skills	4 Days		4-7(Sun-Wed)				
Business Etiquette of A to Z professional meetings	5 days			4-8(Sun-Thu)			
Eagle of Management in a Free Market Horizon	10 days				2-17(Mon-Tue)		
How to be Creative on the Job	3 days	21-23(Sun-Tue)					
King of Sales in a Risky Kingdom 1st	6 days	13-17(Sat-Thu)					
Art of Motivation	5 days						10-14(Sun-Thu)
Negotiation skills	5 days					6-10(Sun-Thu)	
Presentation skills	4 Days		18-21(Sun-Wed)				
Professional fox in Problem Solving	5 days		11-15(Sun-Thu)				
Shepherding vs. Shepherding leadership	4 Days	28-31(Sun-Wed)					
Training Managers to Train	5 days						24-28(Sun-Thu)
<b>Accounting Programs</b>	<b>Duration</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Accounting for Derivatives - Part I	3 Days	8-10 (Mon-Wed)					
Accounting for Derivatives - Part II	3 Days		12-14 (Mon-Wed)				
International Accounting Standards - Part I	3 Days				15-17 (Sun-Tue)		
International Accounting Standards - Part II	3 Days			5-7 (Mon-Wed)			
Estimated Budgets & Costs	3 Days						
Effective Budgeting & Cost Control	2 Days						
Finance and Cost Control for Non-Finance Staff	2 Days	14-15 (Sun-Mon)					
Auditing Management Systems for Improvement	2 Days		18-19 (Sun-Mon)				
Advance Audit	2 days						
Strategic Financial Management	2 Days			18-19 (Sun-Mon)			
<b>Administration Programs</b>	<b>Duration</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Administration & Secretarial Skills	2 Days				8-9 (Sun-Mon)		
Office Management	3 Days						
Interviewing Skills	2 Days						3-4 (Sun-Mon)
<b>Business Writing Programs</b>	<b>Duration</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Report Writing	2 Days	17-18 (Wed-Thu)					
Preparing Successful Technical Project Specifications	3 Days						
Budget Preparation Techniques	3 Days		4-6 (Sun-Tue)				
English for Business Communications	3 Days	21-23 (Sun-Tue)					10-12 (Sun-Tue)
<b>Customer Service Skills</b>	<b>Duration</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Excellence in Customer Services	2 days						5-6 (Tue-Wed)
Distinguished Customer Services in Government run organisations	2 Days				22-23(Sun-Mon)		
Customer Services Satisfaction	2 Days						
<b>Human Resources</b>	<b>Duration</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Human Resource Management	3 Days	28-30 (Sun -Tue)					
Recruitment and selection skills	3 Days				24-26 (Tue-Thu)		
Training Assessor	1 Day						
<b>Leadership Courses</b>	<b>Duration</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>

Leadership Development & Succession planning	3 Days						
Team Building & Leadership Skills	3 Days	23-25(Tue-Thu)		11-13 (Sun-Tue)		6-8 (Sun-Tue)	
Supervisory Skills	2 Days						17-18 (Sun-Mon)
<b>Management Courses</b>	<b>Duration</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Appraising Coaching Mentoring & Counselling	2 Days						
Competency Profiling	1 Day						
Critical Competencies for Administrators	3 Days						
GISP - Self Management	2 Days	24-25 (Wed-Thu)		25-26 (Sun-Mon)			
Global Business Management	2 Days						
International Quality Standards	1 Day						
Logistics Management	3 Days						
Managing & Resolving Conflict	3 Days		20-22 (Tue-Thu)				
Meeting skills and Teamwork	3 Days					13-15 (Sun-Tue)	
Negotiation Skills	2 Days		7-8 (Wed-Thu)				
NLP at Work	4 Days						24-27 (Sun-Wed)
Operations Management	3 Days						
Planning & Organising	2 days		11-12 (Sun-Mon)			9-10(Wed-Thu)	
Problem Solving & Decision Making	3 Days						
Project Management	3 Days				10-12 (Tue-Thu)	20-22 (Sun-Tue)	
Project Risk Management	3 Days						
Quality Improvement Process	3 Days		25-27 (Sun-Tue)				
Statistical Analysis	2 Days						
Strategic Financial Management	3 Days			20-22 (Tue-Thu)			
Strategic Management	3 Days			27-29 (Tue-Thu)			19-21 (Tue-Thu)
Time Management	3 Days					27-29 (Sun-Tue)	
Total Quality Management	3 Days						
<b>Sales &amp; Marketing Courses</b>	<b>Duration</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Communications & Interpersonal Skills	3 Days	16 - 18 (Tue-Thu)					12-14(Tue-Thu)
Presentation Skills	2 Days						
Creativity & Mind Mapping	3 Days						
How to be a professional Seller	2 Days					16-17 (Wed-Thu)	
Strategic Sales & Dynamic Marketing	4 Days					13-16 (Sun-Wed)	
International Trade	3 Days			13-15 (Tue-Thu)			