

## AVTC Training Calendar 2007 (July to Dec)

<b>Protocol &amp; Etiquette Programs</b>	<b>Duration</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Business Etiquette of Customer Care for Loyalty	5 days			2-6 (Sun-Thu)			
Etiquette of professional quality Managerial communication skills	4 Days		6-9(Mon-Thu)				
Business Etiquette of A to Z professional meetings	5 days	8-12(Sun-Thu)					
Eagle of Management in a Free Market Horizon	10 days				1-14(Mon-Sun)		
How to be Creative on the Job	3 days						
King of Sales in a Risky Kingdom 1st	6 days					3-8(Sat-Thu)	
Art of Motivation	5 days						
Negotiation skills	5 days						
Presentation skills	4 Days			9-12 (Sun-Wed)			
Professional fox in Problem Solving	5 days						
Shepherding vs. Shepherding leadership	4 Days						2-5(Sun-Wed)
Training Managers to Train	5 days						
<b>Accounting Programs</b>	<b>Duration</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Accounting for Derivatives - Part I	3 Days						
Accounting for Derivatives - Part II	3 Days						
International Accounting Standards - Part I	3 Days						
International Accounting Standards - Part II	3 Days						
Estimated Budgets & Costs	3 Days			2-4 (Sun-Tue)			
Effective Budgeting & Cost Control	2 Days		5-6 (Sun-Mon)		7-8 (Sun-Mon)		
Finance and Cost Control for Non-Finance Staff	2 Days						
Auditing Management Systems for Improvement	2 Days						
Advance Audit	2 days					11-12 (Sun-Mon)	
Strategic Financial Management	2 Days			18-19 (Tue-Wed)			
<b>Administration Programs</b>	<b>Duration</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Administration & Secretarial Skills	2 Days	16-17 (Mon-Tue)		23-24 (Sun-Mon)			
Office Management	3 Days						9-11 (Sun-Tue)
Interviewing Skills	2 Days						
<b>Business Writing Programs</b>	<b>Duration</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Report Writing	2 Days						
Preparing Successful Technical Project Specifications	3 Days	9-11 (Mon-Wed)		9-11 (Sun-Tue)			
Budget Preparation Techniques	3 Days						
English for Business Communications	3 Days	22-24 (Sun-Tue)		16-18 (Sun-Tue)			
<b>Customer Service Skills</b>	<b>Duration</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Excellence in Customer Services	2 days				21-22 (Sun-Mon)		10-11 (Mon-Tue)
Distinguished Customer Services in Government run organisations	2 Days						
Customer Services Satisfaction	2 Days			24-25(Mon-Tue)			
<b>Human Resources</b>	<b>Duration</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Human Resource Management	3 Days	8-10 (Sun-Tue)				18-20 (Sun-Tue)	
Recruitment and selection skills	3 Days						
Training Assessor	1 Day				9 (Tue)		
<b>Leadership Courses</b>	<b>Duration</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Leadership Development & Succession planning	3 Days					4-6 (Sun-Tue)	
Team Building & Leadership Skills	3 Days		19-21 (Sun-Tue)		23-25 (Tue-Thu)		11-13 (Tue-Thu)

Supervisory Skills	2 Days						
<b>Management Courses</b>	<b>Duration</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Appraising Coaching Mentoring & Counselling	2 Days	2-3 (Mon-Tue)					
Competency Profiling	1 Day			12 (Wed)			
Critical Competencies for Administrators	3 Days	29-31 (Sun-Tue)				26-28 (Mon-Wed)	
GISP - Self Management	2 Days			2-3 (Sun-Mon)			
Global Business Management	2 Days						
International Quality Standards	1 Day			9 (Sun)			
Logistics Management	3 Days				1-3 (Mon-Wed)		
Managing & Resolving Conflict	3 Days						
Meeting skills and Teamwork	3 Days	17-19 (Tue-Thu)			16-18 (Tue-Thu)		
Negotiation Skills	2 Days					13-14 (Tue-Wed)	
NLP at Work	4 Days					25-28 (Sun-Wed)	
Operations Management	3 Days					11-13 (Sun-Tue)	
Planning & Organising	2 days						5-6 (Wed-Thu)
Problem Solving & Decision Making	3 Days						11-13 (Tue-Thu)
Project Management	3 Days				28-30 (Sun-Tue)		
Project Risk Management	3 Days		12-14 (Sun-Tue)				
Quality Improvement Process	3 Days						
Statistical Analysis	2 Days						16-17 (Sun-Mon)
Strategic Financial Management	3 Days						
Strategic Management	3 Days				9-11 (Tue-Thu)		
Time Management	3 Days						
Total Quality Management	3 Days	24-26 (Tue-Thu)					
<b>Sales &amp; Marketing Courses</b>	<b>Duration</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Communications & Interpersonal Skills	3 Days		26- 28(Sun-Tue)		6-8 (Tue-Thu)		
Presentation Skills	2 Days					29-30 (Wed-Thu)	
Creativity & Mind Mapping	3 Days			25-27(Tue-Thu)			
How to be a professional Seller	2 Days			19-20 (Wed-Thu)			
Strategic Sales & Dynamic Marketing	4 Days					11-14 (Sun-Wed)	
International Trade	3 Days						