

SDGC 2017 MASTER CALENDAR

SN	PROGRAM	DURATION	VENUE	FEES	SEP	OCT	NOV	DEC
DIGITAL SKILLS & ICT								
1	Mastering Digital Marketing For Business	2 DAYS	OPEN	50,000.00		10 - 11		7 - 8
2	Business Transformation - Digital Leadership Strategy For Top Executive	2 DAY	OPEN	90,000.00	15th		17th	
3	Digital Disruption - Business Value Innovation Acceleration Modelling For Top Executive	1	OPEN	60,000.00		27th		20th
4	Mastering Microsoft Excel (Intermediate & Expert)	3 DAYS	OPEN*	40,000.00		26 - 28		21 - 23
5	Office Productivity - Working With Ms Excel, Ms PowerPoint & Ms Word	5 DAYS	OPEN	50,000.00	18 - 22		20 - 24	
6	Blockchain Technology & Cryptocurrency Portfolio Management For Corporate/Executives	2 DAY	OPEN	50,000.00	25 - 26		28 - 29	
7	Advance Data Analysis And Financial Modelling	4 DAYS	OPEN	90,000.00		18 - 21		11 - 14
CUSTOMER STRATEGY & RELATIONSHIP MANAGEMENT								
1	Customer Service – Exceeding Expectation	2 DAYS	OPEN	50,000.00	20 - 21		2 - 3	
2	Exceptional Receptionist Skills & Telephone Service	2 DAYS	OPEN	50,000.00	13 - 14		17 - 18	
3	Exceptional Retail Customer Service	2 DAYS	OPEN	50,000.00		26 - 27		21 - 22
4	Customer Relationship Management - For Business Excellence	2 DAYS	OPEN	50,000.00		10 - 11		7 - 8
5	Developing a Customer Focused Culture with Experience Mapping	2 DAYS	OPEN	50,000.00		18 - 19		
6	Service Excellence PRO	2 DAYS	OPEN	60,000.00	12 - 13		16 - 17	
STRATEGY, MARKETING & SALES								
1	Business Strategy Development (The Master Game Plan)	3 DAYS	OPEN	100,000.00	6 - 8		20 - 22	
2	Creativity and Critical Thinking	2Days	OPEN	50,000.00	20 - 21		22 - 23	
3	Planning and Executing Marketing & Sales Strategies	3 DAYS	OPEN	100,000.00		18 - 20		11 - 13
4	Advanced Relationship Sales Workshop	2 Days	OPEN	60,000.00	12 - 13		16 - 17	
5	Delivering Business Growth - An Actionable Framework	3 DAYS	OPEN	100,000.00		16 - 17		4 - 6
6	Creating Strategic Value Through IT: Leverage Technology for improved business results	2 DAYS	OPEN	90,000.00	14 - 15		13 - 14	
7	Prospecting, Lead Generation and Winning New Business	2 DAYS	OPEN	50,000.00	20 - 21	12 - 13	2 - 3	14 - 15
8	Developing Marketing Performance Growth Strategy For Manager	2 DAYS	OPEN	60,000.00		20 - 21		13 - 14
9	Blue Ocean Strategy Development Workshop For Senior Executive	2 DAYS	OPEN	60,000.00		19 - 20		5 - 6
10	Creating and Leading a Culture of Innovation	2 DAYS	OPEN	60,000.00		30 - 31		18 - 19
ADMINISTRATIVE AND WORKPLACE ESSENTIALS								
1	Administrative Support & Office Procedures	2 DAYS	OPEN	50,000.00		18 - 19		20 - 21
2	Administrative and Organisation Skills For Executive Admin and PA	2 DAYS	OPEN	50,000.00	27 - 28		7 - 8	
3	Writing Effective Proposal - Winning More Business	2 DAYS	OPEN	50,000.00		26th		21st
4	Workplace Essential Attitudes & Skills	2 DAYS	OPEN	80,000.00		16 - 17		12 - 13
5	Advance Contract Management Workshop	2 DAYS	OPEN	70,000.00	27 - 28		7 - 8	
6	Archiving and Records Management	2 DAYS	OPEN	60,000.00		30 - 31		28 - 29
7	Creative Problem Solving & Developing Creativity	2 DAYS	OPEN	50,000.00	25 - 26		9 - 10	
LEADERSHIP, MANAGEMENT & HR								
1	Managing HR Functions & Metric	3 DAYS	OPEN	120,000.00	20 - 22		27 - 29	
2	Performance Management - Driving Performance With KPI & BSC	2 DAYS	OPEN	60,000.00		24 - 25		18 - 19
3	Organising Skills Development Workshop - People, Paper, Tasks, Time and Other Resources	2 DAYS	OPEN	60,000.00	18 - 19		14 - 15	
4	Leadership Skills For Non-Managers	2 DAYS	OPEN	60,000.00		24 - 25		18 - 19
5	Conducting Annual Employee Reviews	2 DAYS	OPEN	60,000.00	25 - 26		9 - 10	
6	Total Reward Management Workshop (Managing Integrated Corporate Benefits and Compensation Sy	2 DAYS	OPEN	90,000.00	23 - 24		9 - 10	
7	Essentials Skills For New Supervisors	2 DAYS	OPEN	60,000.00		18 - 19		
8	The Strategy of Leadership: Unleashing the Power of Influence	2 DAYS	OPEN	60,000.00		30 - 31		28 - 29
9	Team Work and Team Building - Developing a Winning Team	2 DAYS	OPEN	60,000.00	28 - 29		30 - 1	
10	Effective Supervisory Management Skills	2 DAYS	OPEN	60,000.00		5 - 6		20 - 21
OPERATION, FINANCE, ACCOUNT								
1	Supply Chain and Procurement Management	3 DAYS	OPEN	100,000.00	5 - 7			11 - 13
2	Retail Business Management & Promotion	3 DAYS	OPEN	90,000.00		23 - 25		
3	Budget and Financial Reports Mastering Class	3 DAYS	OPEN	90,000.00			9 - 11	
4	Basic Bookkeeping Essential For Account Officer	3 DAYS	OPEN	60,000.00	12 - 14			6 - 8
5	Accounts Payable Planning and Organising Practices	3 DAYS	OPEN	100,000.00		16 - 17		
6	Risk Assessment and Management	2 DAYS	OPEN	50,000.00	5 - 7		6 - 8	
7	Project Management (Managing Scope, Time, Cost, Risk, and Stakeholders) - For Managers	3 DAYS	OPEN	70,000.00		16 - 17		12 - 14
8	Event Planning and Management	2 DAYS	OPEN	50,000.00			6 - 7	
PERSONAL DEVELOPMENT & EFFECTIVENESS								
1	Business Writing - High Impact Business Communication	2 DAYS	OPEN	50,000.00	25 - 26			19 - 20
2	Negotiation and Influencing Skills for Managers	2 DAYS	OPEN	50,000.00		3 - 4		
	Writing Effective Proposal - Winning More Business	2 DAYS	OPEN	50,000.00	27 - 28		10 - 11	
3	Time Management and Personal Productivity	2 DAYS	OPEN	50,000.00			21 - 22	
4	Work-Life Balance and Stress Management	1 DAYS	OPEN	30,000.00	4th		24th	
5	Personal Branding & Social Intelligence	1 DAYS	OPEN	30,000.00		4th		4th
6	Public Speaking & Presentation Skills	1 DAYS	OPEN	25,000.00	28th			15th
7	Goal Setting and Getting Things Done	1 DAYS	OPEN	25,000.00		9th		
8	Improving Mindfulness and Self-Awareness	1 DAYS	OPEN	30,000.00		11th		8th
9	Emotional Intelligence - Raising Your EQ	1 DAYS	OPEN	30,000.00			17th	
10	Social Intelligence - For Business Executives	1 DAYS	OPEN	25,000.00	4th		24th	