

## SDGC 2018 MASTER CALENDAR

SN	PROGRAM	DURATION	VENUE	FEES	JAN	FEB	MAR	APR	MAY	JUN	JUL
<b>DIGITAL SKILLS &amp; ICT</b>											
1	Mastering Digital Marketing (Plus Graphic) For Business - 100% Practicals	3 DAYS	OPEN	60,000.00	15 - 17		14 - 16		14 - 16		
2	Business Transformation - Digital Leadership Strategy For Top Executive	2 DAYS	OPEN	70,000.00		27 - 28		25 - 26		18 - 19	
3	Mastering Microsoft Excel (Intermediate & Expert)	3 DAYS	OPEN*	40,000.00		14 - 16		19 - 21		20 - 22	
4	Office Productivity - Working With Ms Excel, Ms PowerPoint, Ms Word & Ms Outlook	5 DAYS	OPEN	50,000.00	15 - 19		13 - 17		14 - 18		
5	Blockchain Technology & Cryptocurrency Portfolio Management For Investors & Fund Managers	2 DAYS	OPEN	50,000.00		14 - 16		11 - 13		14 - 16	
6	Online TRADING Mastering Class (CRYPTOCURRENCY, FX, METAL & OIL)	2 DAYS	OPEN	50,000.00	24 - 25		12 - 13		9 - 10		
7	Mastering Graphic Design & Website Design (HTML, WordPress & E-Commerce)	20 Days	OPEN	75,000.00	Start 10th		Start 5th		Start 7th		
8	Video Editorial, Motion Graphic and Animations	20 DAYS	OPEN	90,000.00		Start 5th		Start 3rd		Start 4th	
9	Data Analysis & Dashboard Reporting in Excel	2 Days	OPEN	70,000.00	23 - 24		19 - 20		7 - 10		
10	Advance Data Analysis And Financial Modelling	4 DAYS	OPEN	90,000.00		5 - 8		3 - 6		4 - 7	
<b>STRATEGY, MARKETING &amp; SALES</b>											
1	Business Strategy Development (The Master Game Plan)	3 DAYS	OPEN	90,000.00	22 - 24		5 - 7		22 - 24		
2	Blue Ocean Strategy Development Workshop For Senior Executive	2 DAYS	OPEN	80,000.00		8 - 9		9 - 10		20 - 21	
3	Creating and Leading a Culture of Innovation	2 DAYS	OPEN	60,000.00	16 - 17		21 - 22		8 - 9		
4	Planning and Executing Marketing & Sales Strategies	3 DAYS	OPEN	90,000.00		21 - 23		17 - 19		11 - 13	
5	Sales Acceleration Workshop for Retails Business	2 Days	OPEN	60,000.00	8 - 9		28 - 29		1 - 2		
6	Effective Marketing for Business Growth	2 Days	OPEN	60,000.00		27 - 28		25 - 26		18 - 19	
7	Prospecting, Lead Generation and Winning New Business	2 DAYS	OPEN	60,000.00	10 - 11		8 - 9		30 - 31		
8	Motivating Sales Team For Top Performance	2 DAYS	OPEN	60,000.00		1 - 2		18 - 19		25 - 26	
9	Media and Public Relation For Business Executives	2 DAYS	OPEN	60,000.00	18 - 19		29 - 30		24 - 25		
10	Effective Creative Problem Solving Skills for Business Executives	1 DAY	OPEN	30,000.00		5th				1st	
11	Developing Creativity and Critical Thinking	1 DAY	OPEN	30,000.00	12th			20th			
12	Alignment of Functional Role to Corporate Strategy	2 DAYS	OPEN	60,000.00		19 - 20		12 - 13		28 - 29	
13	Managing Corporate Reputation	2 DAYS	OPEN	60,000.00	22 - 23		29 - 30		15 - 16		
<b>CUSTOMER STRATEGY &amp; RELATIONSHIP MANAGEMENT</b>											
1	Customer Service – Exceeding Expectation	2 DAYS	OPEN	40,000.00		6 - 7		9 - 10		14 - 15	
2	Exceptional Customer Service For Retail Business	2 DAYS	OPEN	50,000.00	30 - 31		12 - 13		3 - 4		
3	Customer Relationship Management - For Business Excellence	2 DAYS	OPEN	50,000.00		12 - 13		16 - 17		21 - 22	
4	Advanced Client/Business Relationship Management	2 DAYS	OPEN	60,000.00	24 - 25		19 - 20		10 - 11		
5	Customer Experience Management For Business Acceleration	3 DAYS	OPEN	80,000.00		19 - 20		23 - 24		7 - 8	
6	Interpersonal Skills: Developing Effective Relationships	2 DAYS	OPEN	60,000.00	18 - 19		26 - 27		17 - 18		
<b>ADMINISTRATIVE AND WORKPLACE ESSENTIALS</b>											
1	Administrative Support & Office Procedures	2 DAYS	OPEN	60,000.00	24 - 25		12 - 13		22 - 23		
2	Administrative and Organisation Skills For Executive Admin and PA	2 DAYS	OPEN	60,000.00		6 - 7		2 - 3		5 - 6	
3	Workplace Essential Attitudes & Skills	1 DAYS	OPEN	25,000.00	26th		12th		21st		
4	Advance Contract Management Workshop	2 DAYS	OPEN	80,000.00		13 - 14		16 - 17		19 - 20	
5	Corporate Branding - Ignite Your Brand	2 DAYS	OPEN	80,000.00	29 - 30		5 - 6		29 - 30		
6	Document Archiving and Records Management	2 DAYS	OPEN	60,000.00		20 - 21		19 - 20		12 - 13	

LEADERSHIP, MANAGEMENT & HR										
1	Managing HR Functions & Metric	3 DAYS	OPEN	120,000.00	29- 31		7 - 9		29 - 31	
2	Strategic Human Resources Management	2 DAYS	OPEN	80,000.00		26 - 28		4 - 5		11 - 12
3	Performance Management - Driving Performance With KPI & BSC	2 DAYS	OPEN	60,000.00	24 - 25		14 - 15			18 - 19
4	Organising Skills Development Workshop - People, Paper, Tasks, Time and Other Resources	2 DAYS	OPEN	60,000.00		22 - 23			23 - 24	
5	Essentials Skills For New Supervisors	2 DAYS	OPEN	60,000.00			20 - 21			25 - 26
6	The Strategy of Leadership: Unleashing the Power of Influence	2 DAYS	OPEN	80,000.00	22 - 23			24 - 25		
7	Team Work and Team Building - Developing a Winning Team	2 DAYS	OPEN	60,000.00		15 - 16			16 - 17	
8	Effective Supervisory Management Skills	2 DAYS	OPEN	60,000.00	15 - 16			26 - 27		
9	Emotional Intelligence at Work place & Creating Professional Presence	2 DAYS	OPEN	60,000.00		8 - 9			30 - 31	
10	High Performance Leadership	2 DAYS	OPEN	60,000.00			22 - 23			4 - 5

OPERATION, FINANCE, ACCOUNT										
1	Project Management Pro (PMI Framework)	5 DAYS	OPEN	80,000.00		19 - 23		9 - 13		4 - 8
2	Business Analysis Professional (CBAP)	3 DAYS	OPEN	80,000.00	17 - 19		20 - 22		22 - 24	
3	Supply Chain and Procurement Management	3 DAYS	OPEN	80,000.00		14 - 17		10 - 12		20 - 22
4	Retail Business Management: Strategy, Distribution and Marketing	3 DAYS	OPEN	80,000.00	10 - 12		27 - 29		16 - 18	
5	Budget and Financial Reports Mastering Class	3 DAYS	OPEN	80,000.00	10 - 12		13 - 15		9 - 10	
6	Basic Bookkeeping Essential For Account Officer	2 DAYS	OPEN	60,000.00		5 - 6		13 - 14		13 - 14
7	Project Risk and Cost Management	3 DAYS	OPEN	80,000.00			6 - 8		2 - 3	

PERSONAL DEVELOPMENT & EFFECTIVENESS										
1	Business Writing - High Impact Business Communication	2 DAYS	OPEN	50,000.00		7 - 8			24 - 25	
2	Negotiation and Influencing Skills for Managers	2 DAYS	OPEN	50,000.00	8 - 9			25 - 26		
3	Writing Effective Proposal - Winning More Business	2 DAYS	OPEN	50,000.00			1 - 2			27 - 28
4	Time Management and Personal Productivity	2 DAYS	OPEN	50,000.00	15 -16			30 - 1		
5	Work-Life Balance and Stress Management	1 DAYS	OPEN	25,000.00		16th			17th	
6	Personal Branding & Social Intelligence	1 DAYS	OPEN	25,000.00	20th		15th		10th	
7	Public Speaking & Presentation Skills	1 DAYS	OPEN	25,000.00		23rd		2nd		21st
8	Goal Setting and Getting Things Done	1 DAYS	OPEN	25,000.00	13th		22nd		31st	
9	Improving Mindfulness and Self-Awareness	1 DAYS	OPEN	25,000.00		2nd				28th
10	Social Intelligence - For Business Executives	1 DAYS	OPEN	25,000.00			29th			14th

1	IOT & DRONE TECH	3 Days	OPEN	60,000.00		26 - 28		23 - 25		25 -27
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