

# TRAINING CALENDAR



# 2010

## ASK DEVELOPMENT

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ASK is specialized in customized In-House Training programs tailored to meet the specific training needs of our valued client organizations and its team of professionals. This includes conducting a training needs assessment (TNA) to determine exact needs of our valued client and then designing, tailoring, and delivering the training interventions to achieve the objectives identified during the TNA.

Make us your partner in enhancing and reshaping the attitudes skills and knowledge of your most precious asset i.e. the human resource.



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				Duration	Fee PP	Venue
JANUARY	1	LEADERSHIP PAR EXCELLENCE	12 – 13	2 DAYS	11,000	ISLAMABAD
	2	TIME MANAGEMENT	20 – 21	2 DAYS	11,000	ISLAMABAD
	3	CONFLICT MANAGEMENT	26 – 27	2 DAYS	11,000	ISLAMABAD
	4	BUILDING HIGH PERFORMANCE TEAMS	20 – 21	2 DAYS	11,000	LAHORE
	5	ENHANCING BUSINESS THROUGH CUSTOMER SERVICE	19 – 20	2 DAYS	11,000	KARACHI
FEBRUARY	6	WRITING FOR IMPACT	09 – 10	2 DAYS	11,000	ISLAMABAD
	7	ART OF SUCCESSFUL COMMUNICATION	17 – 18	2 DAYS	11,000	ISLAMABAD
	8	PROFITABLE GROWTH THROUGH SELLING	23 – 24	2 DAYS	11,000	ISLAMABAD
	9	STRESS AND ANGER MANAGEMENT	17 – 18	2 DAYS	11,000	LAHORE
	10	PROFITABLE GROWTH THROUGH SELLING	23 – 24	2 DAYS	11,000	KARACHI
MARCH	11	MANAGING YOUR BOSS	09	1 DAY	5,500	ISLAMABAD
	12	ENHANCING BUSINESS THROUGH CUSTOMER SERVICE	16 – 17	2 DAYS	11,000	ISLAMABAD
	13	BUILDING HIGH PERFORMANCE TEAMS	25 – 26	2 DAYS	11,000	ISLAMABAD
	14	MANAGING CHANGE (WAYS AND SOLUTION)	23 – 24	2 DAYS	11,000	LAHORE
	15	HR FOR EMERGING MANAGERS	17 – 18	2 DAYS	11,000	KARACHI
APRIL	16	STRATEGIC RECRUITMENT & SELECTION	13 – 14	2 DAYS	20,000	ISLAMABAD
	17	MASTERING SECRETARIAL SKILLS	21 – 22	2 DAYS	11,000	ISLAMABAD
	18	STRATEGIC PLANNING	27 – 29	3 DAYS	24,500	ISLAMABAD
	19	PROFITABLE GROWTH THROUGH SELLING	21 – 22	2 DAYS	11,000	LAHORE
	20	ART OF SUCCESSFUL COMMUNICATION	27 – 28	2 DAYS	11,000	KARACHI
MAY	21	FACT BASED DECISION MAKING	13 – 14	2 DAYS	11,000	ISLAMABAD
	22	PROJECT MANAGEMENT	18 – 20	3 DAYS	15,000	ISLAMABAD
	23	GOAL SETTING AND PERFORMANCE MANAGEMENT	25 – 27	3 DAYS	15,000	ISLAMABAD
	24	TIME MANAGEMENT (GET GRIP ON YOUR TIME)	18 – 19	2 DAYS	11,000	LAHORE
	25	WRITING FOR IMPACT	20 – 21	2 DAYS	11,000	KARACHI
JUNE	26	MS OFFICE (MS WORD, EXCEL & POWERPOINT)	09 – 11	3 DAYS	15,000	ISLAMABAD
	27	TRANSLATION STRATEGY INTO ACTIONS USING BALANCED SCORECARD	15 – 16	2 DAYS	20,000	ISLAMABAD
	28	SKILLS FOR EMERGING MANAGERS	23 – 24	2 DAYS	11,000	ISLAMABAD
	29	FACTS BASED DECISION MAKING	22 – 23	2 DAYS	11,000	LAHORE
	30	TIME MANAGEMENT (GET GRIP ON YOUR TIME)	29 – 30	2 DAYS	11,000	KARACHI

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				ration	Fee PP	Venue
JULY	31	LEADERSHIP PAR EXCELLENCE	13 – 14	2 DAYS	11,000	ISLAMABAD
	32	MANAGING CHANCE <i>(Ways And Solutions)</i>	21 – 22	2 DAYS	11,000	ISLAMABAD
	33	BUILDING HIGH PERFORMANCE TEAMS	27 – 28	2 DAYS	11,000	ISLAMABAD
	34	WRITING FOR IMPACT	20 – 21	2 DAYS	11,000	LAHORE
	35	FACTS BASED DECISION MAKING	29 – 30	2 DAYS	11,000	KARACHI
AUGUST	36	TIME MANAGEMENT <i>(Get Grip On Your Time)</i>	12 – 13	2 DAYS	11,000	ISLAMABAD
	37	FINANCE FOR MANAGERS	18 – 19	2 DAYS	11,000	ISLAMABAD
	38	INFLUENCING THROUGH PRESENTATION	25 – 26	2 DAYS	11,000	ISLAMABAD
	39	MASTERING SECRETARIAL SKILLS	17 – 18	2 DAYS	11,000	LAHORE
	40	LEADERSHIP PAR EXCELLENCE	24 – 25	2 DAYS	11,000	KARACHI
SEPTEMBER	41	WRITING FOR IMPACT	14 – 15	2 DAYS	11,000	ISLAMABAD
	42	HR FOR EMERGING MANAGERS	21 – 22	2 DAYS	11,000	ISLAMABAD
	43	ART OF SUCCESSFUL COMMUNICATION	28 – 29	2 DAYS	15,000	ISLAMABAD
	44	ENHANCING BUSINESS THROUGH CUSTOMER SERVICE	15 – 16	2 DAYS	11,000	LAHORE
	45	MASTERING SECRETARIAL SKILLS	23 – 24	2 DAYS	11,000	KARACHI
OCTOBER	46	STRATEGIC RECRUITMENT & SELECTION <i>(Hire The Best)</i>	13 – 14	2 DAYS	20,000	ISLAMABAD
	47	PROFITABLE GROWTH THROUGH SELLING	19 – 20	2 DAYS	11,000	ISLAMABAD
	48	MASTERING SECRETARIAL SKILLS	27 – 28	2 DAYS	11,000	ISLAMABAD
	49	ART OF SUCCESSFUL COMMUNICATION	20 – 21	2 DAYS	11,000	LAHORE
	50	BUILDING HIGH PERFORMANCE TEAMS	27 – 28	2 DAYS	11,000	KARACHI
NOVEMBER	51	GROOM YOURSELF FOR SUCCESS <i>(Etiquettes &amp; Protocol)</i>	16	1 DAY	5,500	ISLAMABAD
	52	FACTS BASED DECISION MAKING	18 – 19	2 DAYS	11,000	ISLAMABAD
	53	GOAL SETTING & PERFORMANCE MANAGEMENT	23 – 25	3 DAYS	15,000	ISLAMABAD
	54	SKILLS FOR EMERGING MANAGERS	16 – 17	2 DAYS	11,000	LAHORE
	55	FINANCE FOR MANAGERS	24 – 25	2 DAYS	11,000	KARACHI
DECEMBER	56	STRESS AND ANGER MANAGEMENT	09 – 10	2 DAYS	11,000	ISLAMABAD
	57	CONFLICT MANAGEMENT <i>(effective teamwork by controlling conflicts)</i>	22 – 23	2 DAYS	11,000	ISLAMABAD
	58	BALANCED SCORECARD	28 – 29	2 DAYS	20,000	ISLAMABAD
	59	LEADERSHIP PAR EXCELLENCE	15 – 16	2 DAYS	11,000	LAHORE
	60	SKILLS FOR EMERGING MANAGERS	21 – 22	2 DAYS	11,000	KARACHI