

Training Calendar 2010 (ISB-LHE & KHI)

S#	Course	Date	Duration	Fee PP	Venue
JANUARY					
1	Leadership Par Excellence	12 -13 Jan	02 days	11,000	Islamabad
2	Time Management <i>(Get Grip on Your Time)</i>	20 -21 Jan	02 Days	11,000	Islamabad
3	Conflict Management <i>(Effective teamwork by Controlling Conflicts)</i>	26 -27 Jan	02 Days	11,000	Islamabad
4	Building High Performance Teams	20 -21 Jan	02 Days	11,000	Lahore
5	Enhancing Business through Customer Service	19 -20 Jan	02 Days	11,000	Karachi
FEBRUARY					
6	Writing for Impact	9-10 Feb	02 Days	11,000	Islamabad
7	Art of Successful Communication	17-18 Feb	02 Days	11,000	Islamabad
8	Profitable Growth through Selling	23-24 Feb	02 Days	11,000	Islamabad
9	Stress and Anger Management	17-18 Feb	02 Days	11,000	Lahore
10	Profitable Growth through Selling	23-24 Feb	02 Days	11,000	Karachi
MARCH					
11	Managing your Boss	9th Mar	01 Day	5,500	Islamabad
12	Enhancing Business through Customer Service	16-17 Mar	02 Days	11,000	Islamabad
13	Building High Performance Teams	25-26 Mar	02 Days	11,000	Islamabad
14	Managing Change <i>(Ways & Solutions)</i>	23-24 Mar	02 Days	11,000	Lahore
15	HR for Emerging Managers	17-18 Mar	02 Days	11,000	Karachi
APRIL					
16	Strategic Recruitment & Selection <i>(Hire the best)</i>	13-14 Apr	2 Days	20,000	Islamabad
17	Mastering Secretarial Skills	21-23 Apr	02 Days	11,000/-	Islamabad
18	Strategic Planning	27-29 Apr	03 Days	24,500	Islamabad
19	Profitable Growth through Selling	21-22 Apr	02 Days	11,000	Lahore
20	Art of Successful Communication	27-28 Apr	02 Days	11,000	Karachi
MAY					
21	Fact Based Decision Making	13-14 May	02 Days	11,000	Islamabad
22	Project Management	18-20 May	03 Days	15,000	Islamabad
23	Goal Setting & Performance Management	25-27 May	03 Days	15,000	Islamabad
24	Time Management <i>(Get Grip on Your Time)</i>	18-19 May	02 Days	11,000	Lahore
25	Writing for Impact	20-21 May	02 Days	11,000	Karachi

JUNE					
26	Ms Office (Ms Word, Powerpoint & Excel)	9-11 June	03 Days	15,000	Islamabad
27	Balanced Scorecard	15-16 June	02 Days	20,000	Islamabad
28	Skills for Emerging Managers	23-24 June	02 Days	11,000	Islamabad
29	Fact Based Decision Making	22-23 June	02 Days	11,000	Lahore
30	Time Management (Get Grip on Your Time)	29-30 June	02 Days	11,000	Karachi
JULY					
31	Leadership Par Excellence	13-14 July	02 days	11,000	Islamabad
32	Managing Change (Ways & Solutions)	21-22 July	02 Days	11,000	Islamabad
33	Building High Performance Teams	27-28 July	02 Days	11,000	Islamabad
34	Writing for Impact	20-21 July	02 Day	11,000	Lahore
35	Fact Based Decision Making	29-30 July	02 Days	11,000	Karachi
AUGUST					
36	Time Management (Get Grip on Your Time)	12-13 Aug	02 days	11,000	Islamabad
37	Finance for Managers	18-19 Aug	02 Days	11,000	Islamabad
38	Influencing through Presentation	25-26 Aug	02 Days	11,000	Islamabad
39	Mastering Secretarial Skills	17-18 Aug	02 Days	11,000	Lahore
40	Leadership Par Excellence	24-25 Aug	02 Days	11,000	Karachi
SEPTEMBER					
41	Writing for Impact	14-15 Sep	02 Days	11,000	Islamabad
42	HR for Emerging Managers	21-22 Sep	02 Days	11,000	Islamabad
43	Art of Successful Communication	28-29 Sep	02 Days	15,000	Islamabad
44	Enhancing Business through Customer Service	15-16 Sep	02 Days	11,000	Lahore
45	Mastering Secretarial Skills	23-24 Sep	02 Days	11,000	Karachi
OCTOBER					
46	Strategic Recruitment & Selection (Hire The Best)	13-14 Oct	02 Days	20,000	Islamabad
47	Profitable Growth through Selling	19-20 Oct	02 Days	11,000	Islamabad
48	Mastering Secretarial Skills	27 -28 Oct	02 days	11,000	Islamabad
49	Art of Successful Communication	20-21 Oct	02 Days	11,000	Lahore
50	Building High Performance Teams	27-28 Oct	02 Days	11,000	Karachi

NOVEMBER					
51	Groom yourself for Success (Etiquettes & Protocol)	16-Nov	01 Day	5,500	Islamabad
52	Fact Based Decision Making	23-24 Nov	02 Days	11,000	Islamabad
53	Goal Setting & Performance Management	23-25 Nov	03 days	15,000	Islamabad
54	Skills for Emerging Managers	16-17 Nov	02 Days	11,000	Lahore
55	Finance for Managers	24-25 Nov	02 Days	11,000	Karachi
DECEMBER					
56	Stress and Anger Management	9-10 Dec	02 Days	11,000	Islamabad
57	Conflict Management (Effective teamwork by Controlling Conflicts)	22-23 Dec	02 Days	11,000	Islamabad
58	Balanced Scorecard	28-29 Dec	02 Days	20,000	Islamabad
59	Leadership Par Excellence	15-16 Dec	02 Days	11,000	Lahore
60	Skills for Emerging Managers	21-22 Dec	02 Days	11,000/-	Karachi

TRAINING DESK

ISLAMABAD

Cecil Obaid (Senior HRD Executive)

project@askdevelopment.org

Samia Qamar (HRD Officer)

training@askdevelopment.org

Direct: 051-2110498, Exchange: 051-2110893-95, Cell: 0333-5166001

House # 606, Street # 29, G-10/2, Islamabad

LAHORE

Hira Saeed (HRD Officer)

ade1@askdevelopment.org

Phone: 042 35940826-27, Fax: 042 35940828

House # 50, Haroon Street, Babar Block, New Garden Town, Lahore

KARACHI

Nazir Ahmed Vaid

info@askdevelopment.org

Phone #: 021-35303328 Fax #: 021-35831889

Off # 202&205, 2nd Floor, Continental Trade Centre, Clifton, Block-8, Karachi

www.askdevelopment.org