

Training Calendar 2009(ISB & LHE)

S#	Course	Date	Duration	Fee PP	Venue
January					
1	Leadership Par Excellence	14 th -15 th	02 days	11,000	Islamabad
2	Mastering Secretarial Skills	21 st -23 rd	03 days	15,000	Islamabad
3	Time Management <i>(Get Grip on Your Time)</i>	29 th -30 th	02 Days	11,000	Islamabad
4	Building High Performing Team	22 nd -23 rd	02 Days	11,000	Lahore
5	Customer Services Skills	26 th -27 th	02 Days	11,000	Lahore
February					
6	Business Writing Skills	12 th -13 th	02 Days	11,000	Islamabad
7	Effective Communication Skills	18 th -20 th	03 Days	15,000	Islamabad
8	Effective Negotiation Skills	25 th -26 th	02 Days	11,000	Islamabad
9	Stress Management	19 th -20 th	02 Days	11,000	Lahore
10	Recruitment & Selection Skills <i>(Hire The Best)</i>	24 th	01 Days	5,500	Lahore
March					
11	Managing your Boss	17 th	01 Day	5,500	Islamabad
12	Customer Services Skills	19 th -20 th	02 day	11,000	Islamabad
13	Building High Performing Team	26 th -27 th	02 Days	11,000	Islamabad
14	Groom yourself for Success <i>(Etiquettes & Protocol)</i>	31 st	01 Days	5,500	Islamabad
15	Motivating, Coaching & Delegation	11 th -12 th	02 Days	11,000	Lahore
16	HR for Non-HR Executives	25 th -26 th	02 Days	15,000	Lahore
April					
17	Recruitment & Selection Skills <i>(Hire the best)</i>	16 th	1 Day	5,500	Islamabad
18	Effective Report and Technical Writing	22 nd -24 th	03 Days	15,000/-	Islamabad
19	Train the Trainer	28 th -30 th	03 Days	15,000	Islamabad
20	Effective Delegating Skills	16 th -17 th	02 Days	11,000	Lahore
21	Building High Performing Team	29 th -30 th	02 Days	11,000	Lahore

May					
22	Interpersonal Communication Skills	14 th	01 Day	5,500	Islamabad
23	Finance for Non -Financial Executives	20 th -21 st	02 Days	11,000	Islamabad
24	Goal Setting & Performance Management	27 th -29 th	03 Days	15,000	Islamabad
25	Time Management (<i>Get Grip on Your Time</i>)	14 th -15 th	02 days	11,000	Lahore
26	Effective Negotiation Skills	28 th -29 th	02 Days	11,000	Lahore
June					
27	Ms Office 2007 (<i>Ms Word, Powerpoint, Excel</i>)	17 th -19 th	03 Days	15,000	Islamabad
28	Motivating, Coaching & Delegation	22 nd -23 rd	02 Days	11,000	Islamabad
29	Change Management (<i>Ways & Solutions</i>)	29 th -30 th	02 Days	11,000	Islamabad
30	Effective Report and Technical Writing	17 nd -19 th	03 Days	15,000/-	Lahore
31	Interpersonal Communication Skills	25 th	01 Day	5,500	Lahore
July					
32	Leadership Par Excellence	16 th -17 th	02 days	11,000	Islamabad
33	HR for Non-HR Executives	22 nd -23 rd	02 Days	15,000	Islamabad
34	Building High Performing Team	30 th -31 th	02 Days	11,000	Islamabad
35	Groom yourself for Success (<i>Etiquettes & Protocol</i>)	14 th	01 Day	5,500	Lahore
36	Business Writing Skills	27 th -28 th	02 Days	11,000	Lahore
August					
37	Time Management (<i>Get Grip on Your Time</i>)	13 th -14 th	02 days	11,000	Islamabad
38	Finance for Non -Financial Executives	19 th -20 th	02 Days	11,000	Islamabad
39	Influencing through Presentation	27 th -28 th	02 Days	11,000	Islamabad
40	Effective Communication Skills	19 th -21 st	03 Days	15,000	Lahore
41	Managing your Boss	27 th	01 Day	5,500	Lahore
September					
42	Effective Report and Technical Writing	16 th -18 th	03 Days	15,000	Islamabad
43	Fact Based Decision making	23 rd -24 th	02 Days	11,000	Islamabad
44	Groom yourself for Success (<i>Etiquettes & Protocol</i>)	29 th	01 Day	5,500	Islamabad
45	Building High Performing Team	10 th -11 th	02 Days	11,000	Lahore
46	Mastering Secretarial Skills	29 th -30 th	02 Days	11,000	Lahore

October					
47	Business Writing Skills	15 th -16 th	02 Days	11,000	Islamabad
48	Effective Negotiation Skills	22 nd -23 rd	02 Days	11,000	Islamabad
49	Stress Management	29 th -30 th	02 Days	11,000	Islamabad
50	Recruitment & Selection Skills (Hire the best)	21 st	01 Day	5,500	Lahore
51	Customer Services Skills	28 th -29 th	02 day	11,000	Lahore
November					
52	Managing your Boss	17 th	01 Day	5,500	Islamabad
53	Mastering Secretarial Skills	19 th -20 th	02 Days	11,000	Islamabad
54	Goal Setting & Performance Management	25 th -27 th	03 days	15,000	Islamabad
55	Effective Communication Skills	11 th -13 th	03 Days	15,000	Lahore
56	Change Management (Ways & Solutions)	26 th -27 th	02 Days	11,000	Lahore
December					
57	Effective Delegating Skills	17 th -18 th	02 Days	11,000	Islamabad
58	Conflict Management (Effective teamwork by Controlling Conflicts)	24 th -25 th	02 Days	11,000	Islamabad
59	Recruitment & Selection Skills (Hire the best)	29 th	01 Day	5,500	Islamabad
60	Motivating, Coaching & Delegation	22 nd -23 rd	02 Days	11,000	Lahore
61	Effective Report and Technical Writing	29 th -31 st	03 Days	15,000/-	Lahore

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