



SKILLS FOR BUSINESS DEVELOPMENT, INC. ANNUAL TRAINING CALENDAR 2008

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| WORKSHOP TITLE | JAN | FEB | MARCH | APRIL | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC |
|--|-------|-------|-------|-------|-----|------|------|-------|------|-----|-----|-----|
| TIME MANAGEMENT | | 20 | 13 | | 21 | | 15 | 1 | 4 | | | |
| COMMUNICATION SKILLS / COMMUNICATION FACE TO FACE | 15 | 18 | 11 | | 6 | 9 | 17 | | 5 | | | |
| PROFESSIONAL BUSINESS ETIQUETTE | 16 | 26 | 18 | | 20 | 26 | | 6 | | | | |
| PROFESSIONAL BUSINESS WRITING | | 11 | 21 | | | 25 | | | | | | |
| FRONTLINE / RECEPTIONIST | 17 | 12 | | | 5 | 6 | 10 | 4 | | | | |
| PA / SECRETARIAL PROGRAMME | 21/22 | | 26/27 | | 7/8 | | 8/9 | | | | | |
| OFFICE SKILLS 2008 | | 13/14 | | 29/30 | | 3/4 | | 19/20 | | | | |
| HIV AND AIDS AWARENESS | 24 | 15 | | | 13 | | | 15 | 12 | | | |
| LEADERSHIP SKILLS | | | 19 | | 22 | 11 | 8 | 5 | | | | |
| ANGER MANAGEMENT | | 28 | | | | | 7 | 25 | | | | |
| COACHING, MANAGING, MENTORING | 29 | | | 22 | | 12 | | 11 | 24 | | | |
| CUSTOMER SERVICE | 31 | | | | 1 | 10 | 29 | 13 | | | | |
| TRAIN THE TRAINER | 30 | | 4 | 23 | | 18 | | 16 | | | | |
| CREATIVE DECISION MAKING | | | 5 | | 27 | | 21 | 21 | | | | |
| CRITICAL THINKING | | | | | 28 | | | 22 | | | | |
| RAISING MORALE & MOTIVATION | 14 | | 25 | | | | 30 | | 10 | | | |
| USING APPRAISALS TO GET THE BEST FROM PEOPLE | | | | | 15 | 19 | | | | | | |
| TECHNIQUES FOR IMPROVING PERFORMANCE / PERFORMANCE AND REWARD MANAGEMENT | 28 | | 6 | | | 20 | 31 | 9 | | | | |
| MEETINGS THAT WORK | | | | 24 | | | 28 | 15 | | | | |
| MANAGING TEAMS | | | 20 | | | | | | | | | |
| BUILDING A WINNING TEAM / TEAM BUILDING | | | | | | 5 | 18 | | 11 | | | |
| INTRODUCTION THE LABOUR RELATIONS | 23 | | | | 29 | | 22 | | | | | |