


Key Dates 2020 Training Dates (Business, Design, Media): September - October



START *Your Story!*

- BUSINESS
- ACCOUNTING
- COMPUTING
- MEDIA & DESIGN
- ENGINEERING & HSE
- TECH / VOC

Last update: August 24, 2020

Start Date	End Date	Programme	Day	Time	Mode
26-Aug-20	16-Sep-20	Building High Performance Teams	Wed	5:30 pm - 8:30 pm	ONLINE
26-Aug-20	16-Sep-20	Working Remotely - A Practical Approach to Managing Team members	Wed	5:30 pm - 8:30 pm	ONLINE
1-Sep-20	24-Sep-20	Professional Certificate in Food and Beverage Operations	Tue/Thu	5:30 pm - 8:30 pm	ONLINE
5-Sep-20	24-Oct-20	Professional Certificate in Food and Safety (Hygiene) Management	Sat	9:00 am - 12:00 noon	ONLINE
9-Sep-20	30-Sep-20	Effective Delegation and Motivation Training for Business Professionals	Wed	5:30 pm - 8:30 pm	ONLINE
14-Sep-20	2-Nov-20	A Professional Certificate in Digital Marketing	Mon	5:30 pm - 8:30 pm	ONLINE
15-Sep-20	22-Oct-20	Business Intelligence and Data Analytics	Tue/Thu	6:00 pm - 8:00 pm	ONLINE
17-Sep-20	19-Nov-20	OSHA - General Industry (TT OSH ACT) Training	Thu	5:30 pm - 8:30 pm	ONLINE
19-Sep-20	7-Nov-20	A Professional Certificate in Operations Management	Sat	9:00 am - 12:00 noon	ONLINE
21-Sep-20	26-Oct-20	Introduction to Accounting for Business Professionals	Mon/Thu	5:30 pm - 7:30 pm	ONLINE
22-Sep-20	10-Nov-20	A Professional Certificate in Sales & Marketing	Tue	5:30 pm - 8:30 pm	ONLINE
23-Sep-20	11-Nov-20	The Professional Certificate in Human Resource Management	Wed	5:30 pm - 8:30 pm	ONLINE
26-Sep-20	31-Oct-20	Project Management for Business Professionals	Sat	9:00 am - 1:00 pm	ONLINE
26-Sep-20	14-Nov-20	The Professional Certificate in Office Administration	Sat	12:00 noon - 3:00 pm	ONLINE
28-Sep-20	16-Nov-20	A Professional Certificate in Management	Mon	5:30 pm - 8:30 pm	ONLINE
28-Sep-20	16-Nov-20	The Professional Certificate in Supervisory Management	Mon	5:30 pm - 8:30 pm	ONLINE
29-Sep-20	17-Nov-20	Change Management Master Class	Tue	5:30 pm - 8:30 pm	ONLINE
30-Sep-20	4-Nov-20	Inventory & Warehouse Management for Business Professionals	Wed	5:30 pm - 8:30 pm	ONLINE

Start Date	End Date	Programme	Day	Time	Mode
30-Sep-20	18-Nov-20	Facilities Management - Building Services Maintenance	Wed	5:30 pm - 8:30 pm	ONLINE
1-Oct-20	19-Nov-20	An Advanced Professional Certificate in Digital Marketing	Thu	5:30 pm - 8:30 pm	ONLINE
1-Oct-20	19-Nov-20	Understanding Contracts: An Overview for Non Lawyers	Thu	5:30 pm - 8:30 pm	ONLINE
7-Oct-20	4-Nov-20	A Practical Approach to Starting your Own Business - Entrepreneurship 101	Wed	5:30 pm - 8:30 pm	ONLINE
3-Oct-20	21-Nov-20	Public Relations and Corporate Communications	Sat	9:00 am - 12:00 noon	ONLINE
3-Oct-20	21-Nov-20	Strategic Management Thinking and Planning	Sat	1:00 pm - 4:00 pm	ONLINE
6-Oct-20	17-Nov-20	A Practical Approach to Taxation (Personal and Business)	Tue	5:30 pm - 8:30 pm	ONLINE
6-Oct-20	10-Nov-20	Logistics Management for Business Professionals	Tue	5:30 pm - 8:30 pm	ONLINE
8-Oct-20	26-Nov-20	A Practical Approach to Payroll & Budgeting	Thu	5:30 pm - 8:30 pm	ONLINE
11-Oct-20	29-Nov-20	CAPM® Intermediate Module	Sun	9:00 am - 1:00 pm	ONLINE
15-Oct-20	3-Dec-20	Fundamentals of Accounting and Cash Flow Management for SMEs	Thu	5:30 pm - 8:30 pm	ONLINE
19-Oct-20	28-Nov-20	A Practical Approach to Managing and Controlling Costs: Reduce Expenses and Maximize Profit.	Mon/Sat	Mon: 6:00 pm - 8:00 pm Sat: 11:00 am - 1:00 pm	ONLINE
9-Nov-20	28-Dec-20	Effective Business Communication (Writing & Speaking)	Mon	5:30 pm - 8:30 pm	ONLINE



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