



SHORT COURSE TRAINING CALENDAR

**FEBRUARY
2026**

LEADERSHIP DEVELOPMENT TRAININGS

Trainings	Date	Time	Duration	Fees
HR Analytics & Data-Driven Decision Making	Feb 2, 2026	9.00am - 4.30pm	1	\$200
Leading with Compassion	Feb 11, 2026	9.00am - 4.30pm	1	\$200
AI for Effective Decision Making	Feb 19, 2026	9.00am - 4.30pm	2	\$500
	Feb 20, 2026			
Building High Reliability Organizations	Feb 26, 2026	9.00am - 4.30pm	2	\$350
	Feb 27, 2026			

MANAGEMENT DEVELOPMENT TRAININGS

Trainings	Date	Time	Duration	Fees
Mediation through Peer Review	Feb 5, 2026	9.00am - 4.30pm	1	\$200
Giving Effective Feedback	Feb 7, 2026	9.00am - 4.30pm	1	\$200
Human-Centered Leadership	Feb 8, 2026	9.00am - 4.30pm	1	\$200
Leadership Skills for Supervisors	Feb 9, 2026	9.00am - 4.30pm	1	\$200
Lean Process Improvement	Feb 10, 2026	9.00am - 4.30pm	1	\$200
Marketing for Small Businesses	Feb 12, 2026	9.00am - 4.30pm	1	\$200
Successful Onboarding Program	Feb 12, 2026	9.00am - 4.30pm	1	\$200
Managing Employee Performance	Feb 13, 2026	9.00am - 4.30pm	1	\$200
Preventing & Responding to Workplace Violence	Feb 14, 2026	9.00am - 4.30pm	1	\$200

MANAGEMENT DEVELOPMENT TRAININGS CONTINUED...

Trainings	Date	Time	Duration	Fees
Problem Solving & Decision Making for Growth	Feb 14, 2026	9.00am - 4.30pm	2	\$350
	Feb 15, 2026			
Psychological Health & Safety	Feb 16, 2026	9.00am - 4.30pm	1	\$200
Risk Management	Feb 17, 2026	9.00am - 4.30pm	1	\$200
Strategic Planning	Feb 19, 2026	9.00am - 4.30pm	1	\$200
Successfully Managing Change	Feb 21, 2026	9.00am - 4.30pm	1	\$200
Workplace Health & Safety – Supervisor Role	Feb 23, 2026	9.00am - 4.30pm	1	\$200
Accounting Skills for New Supervisor	Feb 24, 2026	9.00am - 4.30pm	1	\$200
Advanced Project Management	Feb 26, 2026	9.00am - 4.30pm	1	\$200
Advanced Skills for the Practical Trainer	Feb 27, 2026	9.00am - 4.30pm	1	\$200

GENERAL & SOFT SKILLS

Trainings	Date	Time	Duration	Fees
Working with People with Special Needs	Feb 2, 2026	9.00am - 4.30pm	1	\$200
Diversity, Equity & Inclusion in Workplace	Feb 3, 2026	9.00am - 4.30pm	1	\$200
Hazards in the Flow of Food	Feb 7, 2026	9.00am - 4.30pm	1	\$200
Behavioral Interviewing Techniques	Feb 8, 2026	9.00am - 4.30pm	1	\$200

GENERAL & SOFT SKILLS CONTINUED...

Trainings	Date	Time	Duration	Fees
Introduction to E-Mail Marketing	Feb 9, 2026	9.00am - 4.30pm	1	\$200
Effective Marketing & Sales Strategies	Feb 11, 2026	9.00am - 4.30pm	1	\$200
Maximizing Personal Impact	Feb 13, 2026	9.00am - 4.30pm	1	\$200
Developing Public Relations Skills	Feb 16, 2026	9.00am - 4.30pm	1	\$200
Social Media Marketing	Feb 18, 2026	9.00am - 4.30pm	1	\$200
Creating an Inclusive Work Community	Feb 21, 2026	9.00am - 4.30pm	1	\$200
Unconscious Bias	Feb 21, 2026	9.00am - 4.30pm	1	\$200
Women & Leadership	Feb 22, 2026	9.00am - 4.30pm	1	\$200

IT TRAINING

Trainings	Date	Time	Duration	Fees
Introduction to Graphic Designing	Feb 26, 2026	9.00am - 4.30pm	2	\$275
	Feb 27, 2026			

Please contact Altaab Khan, Head of Business & Professional Continuing Education on email akhan@oit.ac.fj or call on (679) 672 0123