



SHORT COURSE TRAINING CALENDAR

MARCH
2026

LEADERSHIP DEVELOPMENT TRAININGS

Trainings	Date	Time	Duration	Fees
Lead360 – A Contemporary Leadership Program	Mar 5, 2026	9.00am – 4.30pm	1	\$300
Emotional Intelligence in the Workplace	Mar 12, 2026	9.00am – 4.30pm	1	\$200
Coaching Skills for Leaders	Mar 21, 2026	9.00am – 4.30pm	2	\$500
AI for Effective Decision Making	Mar 25, 2026	9.00am – 4.30pm	2	\$500
	Mar 26, 2026			

MANAGEMENT DEVELOPMENT TRAININGS

Trainings	Date	Time	Duration	Fees
Transitioning from Supervisor to Manager	Mar 1, 2026	9.00am – 4.30pm	1	\$200
Creating & Managing Your Corporate Brand	Mar 2, 2026	9.00am – 4.30pm	1	\$200
Managing Bullying in the Workplace	Mar 3, 2026	9.00am – 4.30pm	1	\$200
Conducting Effective Performance Reviews	Mar 8, 2026	9.00am – 4.30pm	1	\$200
Continuous Improvement with Lean	Mar 9, 2026	9.00am – 4.30pm	1	\$200
Creating a Top Notch Talent Management Program	Mar 10, 2026	9.00am – 4.30pm	1	\$250
Leadership, Creative Thinking & Innovation	Mar 11, 2026	9.00am – 4.30pm	2	\$350
	Mar 12, 2026			

MANAGEMENT DEVELOPMENT TRAININGS CONTINUED...

Trainings	Date	Time	Duration	Fees
Crisis Management	Mar 11, 2026	9.00am - 4.30pm	1	\$200
The Art of Delegating Effectively	Mar 13, 2026	9.00am - 4.30pm	1	\$200
Diversity, Equity & Inclusion in Workplace	Mar 17, 2026	9.00am - 4.30pm	1	\$200
Transitioning from Manager to Leader	Mar 19, 2026	9.00am - 4.30pm	2	\$200
	Mar 20, 2026			
Human-Centered Leadership	Mar 22, 2026	9.00am - 4.30pm	1	\$250
Lean Process Improvement	Mar 24, 2026	9.00am - 4.30pm	1	\$200

GENERAL & SOFT SKILLS

Trainings	Date	Time	Duration	Fees
Basic Internet Marketing	Mar 1, 2026	9.00am - 4.30pm	1	\$200
Business Ethics for the Office	Mar 4, 2026	9.00am - 4.30pm	1	\$200
Essential Social & Behavioral Skills	Mar 5, 2026	9.00am - 4.30pm	1	\$200
Business Process Management	Mar 5, 2026	9.00am - 4.30pm	1	\$200

GENERAL & SOFT SKILLS CONTINUED...

Trainings	Date	Time	Duration	Fees
Closing the Generation Gap	Mar 6, 2026	9.00am - 4.30pm	1	\$200
Effective Communication Strategies	Mar 8, 2026	9.00am - 4.30pm	1	\$200
Excelling in Public Speaking	Mar 9, 2026	9.00am - 4.30pm	1	\$200
Critical Elements of Customer Service	Mar 13, 2026	9.00am - 4.30pm	1	\$200
Working with People with Special Needs	Mar 15, 2026	9.00am - 4.30pm	1	\$200
Hazards in the Flow of Food	Mar 20, 2026	9.00am - 4.30pm	1	\$200
Maximizing Personal Impact	Mar 26, 2026	9.00am - 4.30pm	1	\$200

IT TRAINING

Trainings	Date	Time	Duration	Fees
Digital Content Creation	Mar 11, 2026	9.00am - 4.30pm	3	\$500
	Mar 13, 2026			
Graphic Designing Mastery	Mar 18, 2026	9.00am - 4.30pm	3	\$350
	Mar 20, 2026			
AI for Project Management	Mar 25, 2026	9.00am - 4.30pm	2	\$500
	Mar 26, 2026			