

# Management Training Courses

Course Name	Code
Advanced Communication & Interpersonal Skills	297
Driving Business Performance with Social Media for Motivation of Employees	6
Leadership & Management Skills for Supervisors	530
Advanced Internal Communication	640
Building Effective Partnerships for Sustainable Development	679
Advanced Management & Leadership	132
TQM Continuous Improvement Internal Auditing Reporting Skills	170
High Impact Supervisory Skills	135
Effective Performance Management	7
Successful Management for Business Achievement ( The 5 Day MBA )	9
Leading Under Pressure: Managing Organisational & Personal Crises	76
Introduction to internal communication	638
Skills For Women at Work	181
Handling Information Overload	128
Task Management Skills	166
Negotiating & Dispute Resolutions	171
Quality Management Professional	674
Masterclass for Administrative Professionals, Secretaries & PAs	531
Corporate Risk & Crisis Management	744
Communication & Planning Skills for Administrative Professionals	493
Business Analysis within a Project Environment	603



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Modern Methods of Planning and Business Implementation Follow up	534
Internal Consultancy Skills at Work	125
The Complete Course on Management & Leadership	441
Coordinating and supervising the executive departments	657
ASQ Approved Lean Six Sigma Green Belt	735
Effective Planning and Excellence in Management and Team Building	818
Ceremonial Etiquette, Protocols, and Honorary Practices	863
Communication with External Providers	872
Change Management and Continuous Development Skills	876
Foster Teamwork & Cooperation Skills	178
Insurance Risk Management Professional	677
Priority Management: Optimising Time, Workflow & Productivity	131
The Professional Competent Manager	136
Business Brain Train: The Whole Brain Approach To Business Effectiveness	139
Setting Priorities, Time Management & Stress Reduction: Managing Stress & Pressure at Work	141
Succeeding as a New Manager	148
Process Troubleshooting and Problem Analyze and Solving	149
Performance Measurements, Continuous Improvement & Benchmarking	161
Successful Planning, Organising & Delegating	165
Effective People Skills	167
Advanced Problem Solving & Decision Making	173
Writing Effective Policies & Procedures	176
10 Tools for Highly Effective Managers	179



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Advanced Communication & Problem Solving	298
Preparation for Risk Management Professional	673
Goal Setting, Planning & Decision Making	301
Building Skills for Working in Teams: Igniting Passion & Activating Potential in Teams	304
Six Sigma Yellow Belt	734
Enterprise Risk Management	672
The Office & Department Co Ordinator	532
Quality Management Essentials	600
Business Communication Skills	976
Crisis Management & Risk	743
Lean Six Sigma Green Belt Programme	147
Simplification of Work Processes and Procedures	751
Business Intelligence: Data Analysis and Reporting Techniques	753
Lead Auditor (ISO 9001)	808
Portfolio Management Professional	806
Managing Successful Programmes	805
Professional Quality Engineer	813
Change Management Professional (CCMP) Certification Preparation Course	870
Enhancing Performance Through Change Management and KPIs	875
Getting Things Done (GTD)	892
ISO 31000 Lead Risk Manager	896
Analysis for Management Decisions	904
Development of Managerial and Supervisory Competencies	908



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Strategic Vision: Initiatives, Performance Enhancement, and Decision Making	916
Administrative and reporting skills	910
Communicating to Your Senior Management and Key Stakeholders	549
Land Management	977
Creative Leadership and Innovative Management	752
Leading with Excellence	629