

INSTITUTE OF EXECUTIVE TRAINING AND DEVELOPMENT

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Training Calendar 2010

Cross Cultural Training & Management

Course	Title	Days	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CC01	Business Etiquette Training	2	450	Nil	1	1	1	4	1	1	2	1	4	1	1
CC02	Cross Cultural Management	2	450	Nil	3	3	5	6	3	5	4	2	6	3	2
CC03	Cross Cultural Negotiation	2	450	Nil	2	2	7	5	2	7	3	6	5	2	6
CC04	Expat Relocation Training	2	450	Nil	4	4	6	10	7	6	5	8	7	4	8
CC05	Managing Expatriate Personnel	2	450	Nil	8	8	8	12	9	8	10	7	11	8	7

Business Continuity Series

Flyer No	Title	Days	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BC01	A-Z Of Business Continuity Management	3	600	Nil	10	10	12	11	8	12	12	13	13	10	13
BC02	Business Continuity For Small & Medium Enterprises	2	450	Nil	9	9	14	13	10	14	11	15	12	9	15
BC03	Disaster Recovery & Business Continuity Planning	2	450	Nil	11	11	13	17	14	13	16	14	14	11	14
BC04	Business Continuity Strategy Development	1	350	Nil	17	17	15	19	16	15	18	16	18	15	16
BC05	Business Resumption Planning	1	350	Nil	18	18	19	18	15	19	17	20	20	15	20
BC06	Crisis Command centre Management	1	350	Nil	22	22	21	20	17	21	19	22	19	16	22
BC07	Crisis Leadership - Leading People through Disasters	1	350	Nil	24	24	22	26	23	22	25	23	27	22	23
BC08	Driving The BCM Message Through Your Organization	1	350	Nil	25	25	26	25	22	26	24	27	25	24	20
BC09	Emergency Response Planning	1	350	Nil	1	1	28	27	24	28	26	29	26	23	29
BC10	Evaluating Commercial Recovery Services	1	350	Nil	3	3	27	4	28	27	30	28	28	25	28
BC11	How To Deliver Effective Drills & Exercise Of Business Continuity Planning	1	350	Nil	2	2	29	6	30	29	31	30	4	29	30
BC12	Impact Assessment And Mitigation	1	350	Nil	8	8	5	10	1	5	4	2	5	30	2
BC13	Information Security Management	1	350	Nil	9	9	7	12	3	7	3	6	7	1	6
BC14	Infrastructure Recovery Planning	1	350	Nil	11	11	6	11	2	6	5	8	11	3	8
BC15	Plan Maintenance and Administration	1	350	Nil	17	17	8	13	7	8	10	7	13	2	7
BC16	Planning And Conducting A Mock Disaster	1	350	Nil	18	18	12	17	9	12	12		12	4	13
BC17	Planning For 24/7 System Availability	1	350	Nil	22	22	14	19	8	14	11	13	14	8	15
BC18	Project Initiation & Management	1	350	Nil	23	23	13	18	10	13	16	15	18	10	14
BC19	Risk Assessment & Mitigation	1	350	Nil	24	24	15	20	14	15	18	14	20	9	16
BC20	Technical I.T. Disaster Recovery	5	1000	Nil	25	25	19	24	16	19	17	16	19	11	20
BC21	Testing And Exercising Business continuity Plans	1	350	Nil	1	1	21	26	15	21	19	20	21	15	22
BC22	Writing A Crisis Communication Plan	1	350	Nil	3	3	20	25	17	20	23	22	27	16	21

Corporate Governance Series

Flyer No	Title	Days	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CG01	Corporate Empowerment	2	450	Nil	2	2	22	27	21	22	25	21	25	16	23
CG02	World-Class Leadership	2	450	Nil	4	4	26	4	23	26	24	23	26	18	20
CG03	Corporate Communications	2	450	Nil	8	8	28	6	22	28	26	27	28	22	29
CG04	Corporate Responsibility & Developing People	2	450	Nil	9	9	27	5	24	27	30	29	4	24	28
CG05	Facilitating Corporate Meetings	2	450	Nil	11	11	29	10	28	29	31	28	6	23	30
CG06	Corporate Emotional Intelligence	2	450	Nil	17	17	1	12	30	1	2	30	5	25	1
CG07	Managing & Implementing Corporate Change	2	450	Nil	18	18	5	11	29	5	4	1	7	29	2
CG08	Managing Conflicts in The Organization	2	450	Nil	22	22	7	13	1	7	3	2	11	31	6
CG09	Strategic Decision Making Techniques	2	450	Nil	23	23	6		3	6	5	6	13	30	8

CG10	Director's Toolkit: Legal & Financial Duties Responsibilities	2	450	Nil	24	24	8	17	2	8	10	8	12	1	7
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The Road to Entrepreneurship

Flyer No	Title	Days	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TREP01	To Register a Company	2	450	Nil	25	25	12	19	7	12	12	7	14	3	13
TREP02	Preparations & budgeting Before Starting a Business	2	450	Nil	1	1	14	18	9	14	11	13	18	2	15
TREP04	Business Corporate Governance & Ethincs	2	450	Nil	3	3	13	20	8	13	16	15	20	4	14
TREP06	Easy Financial, Accounting & Tax Management	2	450	Nil	2	2	19	26	14	19	17	16	21	10	20
TREP07	Entrepreneurial Creativity for Competitive Advantage to Ensure Profitability	2	450	Nil	4	4	21	25	16	21	19	20	27	9	22
TREP08	Governance Assistance Schemes for Small Businesses	2	450	Nil	8	8	20	27	15	20	23	22	26	11	21
TREP09	Hands-on Practical Marketing Plans & Strategics	2	450	Nil	9	9	22	4	17	22	25	21	25	15	23
TREP10	The 'ABCs' of Entrepreneurship - What it Takes to be One	2	450	Nil	11	11	26	6	10	26	24	23	28	15	20

The 'Fast Thinking Manager' Series

Flyer No	Title	Days	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IFly306FTM	Managing Selection Interviews	1	400	Nil	17	17	28	5	21	26	26	27	4	16	29
IFly307FTM	Effective Counseling Tools & Techniques to Increase Pro	1	400	Nil	18	18	27	10	23	28	30	29	6	18	28
IFly308FTM	How To Manage Difficult People	1	400	Nil	22	22	29	12	22	27	31	28	5	22	30
IFly309FTM	Managing Team Discipline for Improved Productivity	1	400	Nil	23	23	1	11	24	29	2	30	7	24	1
IFly310FTM	Initiating the New Employee	1	400	Nil	24	24	5	13	28	1	4	1	11	23	2
IFly311FTM	Effective Coaching for Increased Performance	1	400	Nil	25	25	7	17	30	5	3	2	13	25	6
IFly312FTM	Managing a Team Meeting	1	400	Nil	1	1	6	19	29	7	5	6	12	29	8
IFly313FTM	Developing Impactful Presentations	1	400	Nil	3	3	8	18	1	6	10	8	14	31	7
IFly314FTM	Managing Successful Projects	1	400	Nil	2	2	12	20	3	8	12	7	18	1	13
IFly315FTM	Practical Decision Making Skills	1	400	Nil	2	2	14	24	2	12	11	13	20	3	15
IFly316FTM	Powerful Negotiation Techniques	1	400	Nil	4	4	13	26	7	14	16	15	19	2	14
IFly317FTM	Managing Appraisal Interviews	1	400	Nil	8	8	15	25	9	13	18	14	21	4	16
IFly318FTM	Secrets of Good Time Management	1	400	Nil	9	9	19	27	8	15	17	16	27	8	20
IFly319FTM	Effective Feedback Skills	1	400	Nil	11	11	21	4	10	19	19	20	26	10	22
IFly320FTM	Effective Budgets Management	1	400	Nil	17	17	20	6	14	21	23	22	25	9	21
IFly321FTM	Improved Organisational & Delegation Skills	1	400	Nil	18	18	22	5	16	20	25	21	28	11	23

CRITICAL OUTSOURCING SERIES

Course Code	Title	Days	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CO01	Strategic Vendor Management	2	500	Nil	22	22	26	10	15	22	24	23	4	15	20
CO02	Critical Success Factors in Vendor Selection	1	400	Nil	23	23	28	12	17	26	26	27	5	16	29
CO03	Auditing Vendor Relationships	1	400	Nil	24	24	27	11	21	28	30	29	6	16	28
CO04	A step-by-step Guide to Effective Outsourcing	2	500	Nil	25	25	29	13	23	27	31	28	7	18	30
CO05	Drafting Effective RFP (Request for Proposal)	2	500	Nil	1	1	1	17	22	29	2	30	11	22	1
CO06	How Buyers Evaluate & Select Vendors	1	400	Nil	3	3	5	19	24	1	4	1	13	24	2
CO07	Effective Practices in Business Continuity Planning for Purchasing & Supply Chain Management	1	400	Nil	2	2	7	18	28	5	3	2	12	23	6
CO08	Integrating Business Continuity into your Supply Chain	1	400	Nil	4	4	6	20	30	7	30	6	28	24	16