

# INSTITUTE OF EXECUTIVE TRAINING AND DEVELOPMENT

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## Training Calendar 2011

### 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	700	19	1	10	6	26	2	1	5	1	5	10	1
CC02	Cross Cultural Management	2	700	20	7	16	7	19	9	8	26	8	12	16	8
CC03	Cross Cultural Negotiation	2	700	20	9	16	7	12	16	15	3	19	19	16	19
CC04	Expat Relocation Training	2	700	24	10	17	12	5	23	22	26	22	27	17	22
CC05	Managing Expatriate Personnel	2	700	25	16	24	12	12	29	29	4	29	24	24	29

### 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	1200	19	15	23	19	18	2	6	1	28	17	23	28
BC02	Business Continuity For Small Business	2	900	20	17	30	20	26	9	14	25	22	20	30	22
BC03	Business Continuity Planning For Purchasing & Supply Management	2	900	20	16	2	20	26	16	21	10	8	19	2	8
BC04	Business Continuity Strategy Development	2	900	24	17	3	25	19	23	28	24	6	13	3	6
BC05	Business Resumption	1	700	24	18	9	27	16	15	4	11	19	17	9	19
BC06	Crisis Command centre Management	1	700	27	21	10	28	9	14	11	26	1	21	10	1
BC07	Crisis Command centre Management	1	700	24	28	11	29	4	8	18	8	15	28	11	15
BC08	Crisis Leadership - Leading People through Disasters	1	700	25	26	14	28	23	15	25	12	26	31	14	26
BC09	Disaster Recovery & Business Continuity Planning	2	900	20	9	28	7	12	15	28	24	16	27	28	16
BC10	Driving The BCM Message Through Your Organization	1	700	19	2	29	1	19	13	4	15	12	24	29	12
BC11	Emergency Response Planning	1	700	19	2	30	4	26	17	11	19	5	17	30	5
BC12	Evaluating Commercial Recovery Services	1	700	20	7	31	6	30	24	15	15	13	13	31	13
BC13	How To Deliver Effective Drills & Exercise Of Business Continuity Planning	1	700	20	14	28	14	23	3	25	18	15	3	28	15
BC14	Impact Assessment And Mitigation	1	700	24	11	24	15	13	10	29	15	22	6	24	22
BC15	Information Security Management	1	700	24	21	3	20	9	17	21	3	26	3	3	26
BC16	Infrastructure Recovery Planning	1	700	27	23	4	21	4	23	8	8	5	7	4	5
BC17	Plan Maintenance and Administration	1	700	24	2	11	4	5	22	4	15	12	3	11	12
BC18	Planning And Conducting A Mock Disaster	1	700	25	7	10	6	20	17	28	19	19	10	10	19
BC19	Planning For 24/7 System Availability	1	700	20	9	18	8	13	13	22	25	23	14	18	23
BC20	Project Initiation & Management	1	700	19	14	21	13	6	16	18	4	29	7	21	29
BC21	Risk Assessment & Mitigation	1	700	17	17	25	18	16	13	8	12	15	21	25	15
BC22	Technical I.T. Disaster Recovery	5	2500	21	21	21	25	9	20	11	22	12	17	21	12
BC23	Testing And Exercising Business continuity Plans	1	700	24	24	3	29	20	24	7	29	5	10	3	5
BC24	Writing A Crisis Communication Plan	1	700	24	28	7	27	26	2	14	31	26	3	7	26

### Corporate Governance Series

Flyer No	Title	Days	Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CG01	Corporate Empowerment	2	400	19	17	23	20	3	23	21	25	29	19	23	29
CG02	World-Class Leadership	2	400	20	1	3	4	3	2	4	3	1	20	3	1

CG03	Corporate Communications	2	400	20	1	3	4	4	1	13	10	5	20	3	5
CG04	Corporate Responsibility & Developing People	2	400	24	7	8	6	5	1	5	4	7	24	8	7
CG05	Facilitating Corporate Meetings	2	400	24	7	9	7	11	9	4	11	8	24	9	8
CG06	Corporate Emotional Intelligence	2	400	27	7	10	6	12	8	6	11	6	27	10	6
CG07	Managing & Implementing Corporate Change	2	400	24	7	9	7	18	8	7	10	14	24	9	14
CG08	Managing Conflicts in The Organization	2	400	25	9	10	11	19	16	14	18	28	25	10	28
CG09	Strategic Decision aking Techniques	2	400	20	10	17	14	12	16	13	17	14	20	17	14
CG10	Director's Toolkit: Legal & Financial Duties Responsibilities	2	400	19	10	17	13	19	16	14	25	5	19	17	5

### 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	400	19	9	2	6	11	2	18	11	1	19	2	1
TREP02	Preparations & budgeting Before Starting a Business	2	400	20	9	2	6	12	2	19	17	8	20	2	8
TREP04	Business Corporate Governance & Ethincs	2	400	19	10	3	13	10	8	20	18	15	19	3	15
TREP06	Easy Financial, Accounting & Tax Management	2	400	6	10	3	12	12	9	20	16	22	6	3	22
TREP07	Entrepreneurial Creativity for Competitive Advantage to Ensure Profitability	2	400	26	16	3	13	18	9	21	15	29	26	3	29
TREP08	Governance Assistance Schemes for Small Businesses	2	400	27	17	3	13	19	9	26	17	13	27	3	13
TREP09	Hands-on Practical Marketing Plans & Strategics	2	400	19	17	9	13	18	9	27	25	20	19	9	20
TREP10	The 'ABCs' of Entrepreneurship - What it Takes to be One	2	400	20	15	10	20	19	13	27	24	27	20	10	27

### 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	19	2	3	1	3	3	1	3	2	19	3	2
IFly307FTM	Effective Counseling Tools & Techniques to Increase P	1	400	20	2	4	4	4	6	1	5	1	20	4	1
IFly308FTM	How To Manage Difficult People	1	400	20	7	4	6	5	8	5	4	5	20	4	5
IFly309FTM	Managing Team Discipline for Improved Productivity	1	400	24	7	7	6	6	9	5	8	8	24	7	8
IFly310FTM	Initiating the New Employee	1	400	25	9	10	8	9	10	6	12	9	25	10	9
IFly311FTM	Effective Coaching for Increased Performance	1	400	27	9	11	8	11	10	7	2	12	27	11	12
IFly312FTM	Managing a Team Meeting	1	400	26	14	14	13	12	13	8	1	13	26	14	13
IFly313FTM	Developing Impactful Presentations	1	400	25	14	11	14	13	16	8	18	15	25	11	15
IFly314FTM	Managing Successful Projects	1	400	19	16	17	15	16	17	14	19	16	7	17	16
IFly315FTM	Practical Decision Making Skills	1	400	20	21	18	20	19	15	12	22	19	14	18	19
IFly316FTM	Powerful Negotiation Techniques	1	400	20	21	21	20	24	20	13	22	20	21	21	20
IFly317FTM	Managing Appraisal Interviews	1	400	24	18	21	21	23	21	15	24	22	28	21	22
IFly318FTM	Secrets of Good Time Management	1	400	25	23	24	25	25	22	20	23	23	3	24	23
IFly319FTM	Effective Feedback Skills	1	400	27	28	25	27	26	24	21	26	25	10	25	26
IFly320FTM	Effective Budgets Management	1	400	26	28	28	27	27	23	22	31	26	17	28	26
IFly321FTM	Improved Organisational & Delegation Skills	1	400	25	25	25	28	30	28	29	29	29	24	25	29

### 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	700	19	7	10	6	26	1	4	3	1	5	10	1

CO02	Critical Success Factors in Vendor Selection	1	400	20	2	16	7	23	9	7	29	9	10	16	12
CO03	Auditing Vendor Relationships	1	400	20	9	21	8	13	15	13	3	19	17	21	19
CO04	A step-by-step Guide to Effective Outsourcing	2	700	24	10	17	13	5	23	21	24	22	20	17	22
CO05	Drafting Effective RFP (Request for Proposal)	2	700	25	16	24	14	12	29	27	4	29	27	24	29
CO06	How Buyers Evaluate & Select Vendors	1	400	27	9	2	8	11	6	19	15	1	19	2	15
CO07	Effective Practices in Business Continuity Planning for Purchasing & Supply Chain Management	1	400	26	9	3	8	12	9	20	18	2	21	3	9
CO08	Integrating Business Continuity into your Supply Chain	1	400	26	10	3	13	13	8	21	23	5	28	3	12