

ADMINISTRATIVE SKILLS AND OFFICE MANAGEMENT TRAINING AND DEVELOPMENT

ETIQUETTE, PUBLIC RELATIONS AND VIP MANAGEMENT

Advanced Diplomacy, Protocol & Etiquette Intelligence

	10 – 14 February	Sandton
	13 – 17 April	Cape Town
	22 – 26 June	Nairobi
	24 – 28 August	Sandton
	12 – 16 October	Sandton
	14 – 18 December	Sandton

Diplomacy, Protocol & Etiquette Intelligence Training

	13 – 17 January	Sandton
	16 – 20 March	Sandton
	25 – 29 May	Nairobi
	27 – 31 July	Cape Town
	07 – 11 September	Sandton
	16 – 20 November	Dubai

International Protocol & Business Etiquette

	17 – 21 February	Dubai
	06 – 10 April	Nairobi
	15 – 19 June	Sandton
	17 – 21 August	Sandton
	19 – 23 October	Sandton
	07 – 11 December	Dubai

Protocol & VIP Etiquette for Drivers and VIP Attendants

	23 – 27 March	Zanzibar
	11 – 15 May	Dubai
	20 – 24 July	Sandton
	21 – 25 September	Cape Town
	23 – 27 November	Sandton

Protocol, Etiquette & Event Management Practical Training

	27 – 31 January	Sandton
	09 – 13 March	Cape Town
	18 – 22 May	Nairobi
	13 – 17 July	Sandton
	14 – 18 September	Sandton
	09 – 13 November	Sandton

Strategic Communications, Crisis Management & Effective Public Relations

	24 – 28 February	Sandton
	20 – 24 April	Nairobi
	08 – 12 June	Dubai
	10 – 14 August	Sandton
	26 – 30 October	Cape Town
	14 – 18 December	Sandton

DEVELOPMENT COURSES FOR ADMINISTRATIVE AND OFFICE SUPPORT

Administration and Office Management Best Practices and Technologies		
	27 – 31 January	Dubai
	09 – 13 March	Nairobi
	18 – 22 May	Sandton
	13 – 17 July	Zanzibar
	14 – 18 September	Sandton
	09 – 13 November	Sandton
Administrative Mastery Conference For Admin Professionals		
	24 – 28 February	Cape Town
	20 – 24 April	Sandton
	08 – 12 June	Dubai
	10 – 14 August	Sandton
	26 – 30 October	Cape Town
	14 – 18 December	Nairobi
Advanced Office Management & Effective Administration Skills		
	13 – 17 January	Dubai
	16 – 20 March	Sandton
	25 – 29 May	Cape Town
	27 – 31 July	Sandton
	07 – 11 September	Dubai
	16 – 20 November	Nairobi
Developing Personal Effectiveness with Positive Skills		
	10 – 14 February	Sandton
	13 – 17 April	Sandton
	22 – 26 June	Nairobi
	24 – 28 August	Cape Town
	12 – 16 October	Sandton
	14 – 18 December	Dubai
Effective Time, Task & Work Planning		
	17 – 21 February	Sandton
	06 – 10 April	Nairobi
	15 – 19 June	Dubai
	17 – 21 August	Sandton
	19 – 23 October	Cape Town
	07 – 11 December	Sandton
ICT Mastery for Office Management & Administrative Professionals		
	10 – 14 February	Sandton
	13 – 17 April	Sandton
	22 – 26 June	Sandton
	24 – 28 August	Nairobi
	12 – 16 October	Cape Town

Leadership For Administrative Professionals Training		
	27 April – 01 May	Sandton
	06 – 10 July	Sandton
	28 Sept – 02 Oct	Zanzibar
	14 – 18 December	Cape Town
Masterclass For Executive Secretaries and Pa's		
	20 – 24 January	Sandton
	23 – 27 March	Cape Town
	11 – 15 May	Nairobi
	20 – 24 July	Sandton
	21 – 25 September	Sandton
	23 – 27 November	Sandton
Simplification Of Work Processes and Procedures		
	27 April – 01 May	Sandton
	06 – 10 July	Sandton
	28 Sept – 02 Oct	Sandton
	14 – 18 December	Nairobi
The Efficient and Highly Effective and Productive Administrator		
	13 – 17 January	Sandton
	16 – 20 March	Dubai
	25 – 29 May	Sandton
	27 – 31 July	Cape Town
	07 – 11 September	Nairobi
	16 – 20 November	Sandton