






**LHTC**

LIGHT HOUSE  
Training and Consultancy

# PUBLIC CALENDAR 2019

 0225203535  
 01204124292  
01000472543

 3 Street 288, New Maadi, Cairo

 [info@lighthouse-tc.com](mailto:info@lighthouse-tc.com)  
 [www.lighthouse-tc.com](http://www.lighthouse-tc.com)



# PUBLIC CALENDAR SUMMARY 2019

## JANUARY 2019

- 9,10 Selling Skills
- 12 Communication Skills
- 15,16,17 Managerial Skills New Role
- 22,23 External Financial Reporting
- 27,28 Professional Business Writing

## FEBRUARY 2019

- 6,7 Time Management and Dealing with Multi-Tasks
- 10,11 Customer Service - Quality Service
- 12,13,14 Financial Statements Analysis (Intensive)
- 17,18 Creative Problem Solving
- 24,25 Networking and Business Relations

## MARCH 2019

- 6,7 Successful Negotiation skills
- 10,11 Social and Emotional Intelligence
- 16,17 HR Conference
- 22,23 Leadership Anatomy
- 30 Writing Business Case

## APRIL 2019

- 2,3,4 PMP Workshop
- 6,7 Presentation Skills
- 10,11 Advanced Selling Skills Key Account Management
- 16,17,18 Finance for non Finance
- 22,23 Critical and Creative Thinking

## MAY 2019

Ramadan Engagement Activities  
Band/Motivational Speech

- 9 Time Management
- 13 Positive Thinknig
- 27 Increasing Moral and Loyalty

## JUNE 2019

- 19,20 Costing and Cost Management (intensive)
- 23,24 Social Intelligence - Get along with others
- 26,27 Business Communication and Etiquette

## JULY 2019

- 3 CS - Handling Angry Customers
- 4 CS - Phone Etiquette
- 7,8 Team Work and Building Successful Team
- 16,17,18 Investment Decisions and Financial Decision Analysis
- 28 Stress Management Strategies

## AUGUST 2019

- 4,5 Sales Management
- 21,22 HR for Non-HR Training
- 25 Talent Review Management
- 27 Professional Business Writing

## SEPTEMBER 2019

- 4,5 Emotional Intelligence
- 11,12 Customer Relationship Management (CRM)
- 15,16 Coaching for Better Performance
- 24,25,26 Budgeting and Cost Control
- 29,30 Leading Change Management

## OCTOBER 2019

- 9,10 Problem Solving and Decision Making
- 15,16,17 Finance for non Finance
- 22,23,24 Budgeting and Forecasting Annual Financial Plan
- 27,28 Business Communication and Etiquette
- 30,31 Effective Presentation Skills

## NOVEMBER 2019

- 4 NLP – Neuro linguistics Programming
- 6,7 Successful Negotiation Skills
- 13,14 Advanced HR - HR Budget
- 20,21 Strategic Planning and Management (Intensive)
- 24,25 Professional Business Writing

## DECEMBER 2019

- 2,3 Time Management and Dealing with Multi-Tasks
- 8,9 How to Appraise - Fairness and Motivational
- 11,12 Sales Planning and Targeting
- 18,19 Strengths Based Leadership
- 22,23 Managing Conflict



## MANAGERIAL AND LEADERSHIP

JANUARY	15,16,17	Managerial Skills New Role
FEBRUARY	17,18	Creative Problem Solving
	24,25	Networking and Business Relations
MARCH	22,23	Leadership Anatomy
	30	Writing Business Case
APRIL	2,3,4	PMP Workshop
	16,17,18	Finance for non Finance
JUNE	23,24	Social Intelligence - Get along with others
JULY	7,8	Team Work and Building Successful Team
	16,17,18	Investment Decisions and Financial Decision Analysis
AUGUST	21,22	HR for Non-HR Training
	25	Talent Review Management
SEPTEMBER	15,16	Coaching for Better Performance
	29,30	Leading Change Management
OCTOBER	9,10	Problem Solving and Decision Making
	15,16,17	Finance for non Finance
NOVEMBER	20,21	Strategic Planning and Management (Intensive)
DECEMBER	8,9	How to Appraise - Fairness and Motivational
	18,19	Strengths Based Leadership
	22,23	Managing Conflict



## SALES, MARKETING AND CUSTOMER SERVICE

<b>JANUARY</b>	9,10	Selling Skills
<b>FEBRUARY</b>	10,11	Customer Service - Quality Service
	24,25	Networking and Business Relations
<b>MARCH</b>	6,7	Successful Negotiation Skills
	30	Writing Business Case
<b>APRIL</b>	10,11	Advanced Selling Skills Key Account Management
<b>JUNE</b>	23,24	Social Intelligence - Get along with others
<b>JULY</b>	3	CS - Handling Angry Customers
	4	CS - Phone Etiquette
<b>AUGUST</b>	4,5	Sales Management
<b>SEPTEMBER</b>	11,12	Customer Relationship Management (CRM)
<b>OCTOBER</b>	30,31	Effective Presentation Skills
<b>NOVEMBER</b>	6,7	Successful Negotiation Skills
<b>DECEMBER</b>	11,12	Sales Planning and Targeting



## SOFT SKILLS

JANUARY	12	Communication Skills
	27,28	Professional Business Writing
FEBRUARY	6,7	Time Management and Dealing with Multi-Tasks
	17,18	Creative Problem Solving
	24,25	Networking and Business Relations
MARCH	10,11	Social and Emotional Intelligence
APRIL	6,7	Presentation Skills
	22,23	Critical and Creative Thinking
MAY	9	Time Management
	13	Positive Thinknig
	27	Increasing Moral and Loyalty
JUNE	23,24	Social Intelligence - Get along with others
	26,27	Business Communication and Etiquette
JULY	7,8	Team Work and Building Successful Team
	28	Stress Management Strategies
AUGUST	27	Professional Business Writing
SEPTEMBER	4,5	Emotional Intelligence
OCTOBER	9,10	Problem Solving and Decision Making
	27,28	Business Communication and Etiquette
	30,31	Effective Presentation Skills
NOVEMBER	4	NLP – Neuro linguistics Programming
	24,25	Professional Business Writing
DECEMBER	2,3	Time Management and Dealing with Multi-Tasks
	22,23	Managing Conflict



## FINANCE AND ACCOUNTING

JANUARY	22,23	External Financial Reporting
FEBRUARY	12,13,14	Financial Statements Analysis (Intensive)
APRIL	16,17,18	Finance for non Finance
JUNE	19,20	Costing and Cost Management (intensive)
JULY	16,17,18	Investment Decisions and Financial Decision Analysis
SEPTEMBER	24,25,26	Budgeting and Cost Control
OCTOBER	15,16,17	Finance for non Finance
	22,23,24	Budgeting and Forecasting Annual Financial Plan

## HUMAN RESOURCES

MARCH	16,17	HR Conference
AUGUST	25	Talent Review Management
NOVEMBER	13,14	Advanced HR - HR Budget
DECEMBER	8,9	How to Appraise - Fairness and Motivational

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