



**LHTC**

LIGHT HOUSE  
Training and Consultancy

# PUBLIC CALENDAR 2019

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# 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 Morale 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

- 21, 22 Sales Management
- 25 Talent Review Management
- 27, 28 Professional Business Writing

## SEPTEMBER 2019

- 9,10 Emotional Intelligence
- 15,16 Sales Negotiation
- 18, 19 Customer Relationship Management (CRM)
- 24,25,26 Budgeting and Cost Control
- 29, 30 Business Communication and Etiquette

## OCTOBER 2019

- 7,8 Advanced HR - HR Budget
- 9,10 Problem Solving and Decision Making
- 15,16,17 Finance for non Finance
- 22,23,24 Budgeting and Forecasting Annual Financial Plan
- 30,31 Effective Presentation Skills

## NOVEMBER 2019

- 4 Mind Maps
- 6,7 Successful Negotiation Skills
- 13,14 Talent Management
- 20,21 Business Planning
- 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



## MANAGERIAL AND LEADERSHIP

<b>JANUARY</b>	15,16,17	Managerial Skills New Role
<b>FEBRUARY</b>	17,18	Creative Problem Solving
	24,25	Networking and Business Relations
<b>MARCH</b>	22,23	Leadership Anatomy
	30	Writing Business Case
<b>APRIL</b>	2,3,4	PMP Workshop
	16,17,18	Finance for non Finance
<b>JUNE</b>	23,24	Social Intelligence - Get along with others
<b>JULY</b>	7,8	Team Work and Building Successful Team
	16,17,18	Investment Decisions and Financial Decision Analysis
<b>AUGUST</b>	25	Talent Review Management
<b>OCTOBER</b>	9,10	Problem Solving and Decision Making
	15,16,17	Finance for non Finance
<b>NOVEMBER</b>	20,21	Business Planning
	13,14	Talent Management
<b>DECEMBER</b>	8,9	How to Appraise - Fairness and Motivational
	18,19	Strengths Based Leadership



## SALES, MARKETING AND CUSTOMER SERVICE

JANUARY	9,10	Selling Skills
FEBRUARY	10,11	Customer Service - Quality Service
	24,25	Networking and Business Relations
MARCH	6,7	Successful Negotiation Skills
	30	Writing Business Case
APRIL	10,11	Advanced Selling Skills Key Account Management
JUNE	23,24	Social Intelligence - Get along with others
JULY	3	CS - Handling Angry Customers
	4	CS - Phone Etiquette
AUGUST	21, 22	Sales Management
SEPTEMBER	15,16	Sales Negotiation
	18,19	Customer Relationship Management (CRM)
OCTOBER	30,31	Effective Presentation Skills
NOVEMBER	6,7	Successful Negotiation Skills
DECEMBER	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 Morale 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, 28	Professional Business Writing
SEPTEMBER	9,10	Emotional Intelligence
	29,30	Business Communication and Etiquette
OCTOBER	9,10	Problem Solving and Decision Making
	30,31	Effective Presentation Skills
NOVEMBER	4	Mind Maps
	24,25	Professional Business Writing
DECEMBER	2,3	Time Management and Dealing with Multi-Tasks



## 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
OCTOBER	7,8	Advanced HR - HR Budget
NOVEMBER	13,14	Talent Management
DECEMBER	8,9	How to Appraise - Fairness and Motivational

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