

## January

- |  |  |
|--|--|
| 12,13 Business Communication               | 15,16 Costing and Cost Management (intensive)      |
| 19,20 Advanced HR - Performance Management | 21,22,23 Labor Law                                 |
| 22,23 Customer Service - Quality Service   | 29,30 Time management and Dealing with Multi-tasks |

## February

- |  |   |
|--|---|
| 9,10 Professional Business Writing             | 12,13 Selling Skills                          |
| 16,17,18 Managerial Skills - New Role          | 19,20 Advanced HR - Recruitment and Selection |
| 23,24 External Financial Reporting (intensive) | 26,27 Advanced HR - Job Analysis              |

## March

- |   |  |
|---|--|
| 8,9 HR for Non-HR Training                        | 11,12 Advanced Selling Skills Key Account Management |
| 15,16 Problem solving and Decision Making         | 18,19 Advanced HR - Reward Management                |
| 22,23 Strategic Planning & Management (Intensive) | 24,25 Budgeting and Cost Control                     |

## April

- |   |                                    |
|---|------------------------------------|
| 1,2 Business Communication                    | 5,6 Advanced Selling Strategies    |
| 7,8 Financial Statements Analysis (Intensive) | 8,9 Effective Presentation Skills  |
| 12,13,14 Finance for Non-Finance              | 15,16 Advanced HR - Job Evaluation |

## May

Engagement Activities / Motivational Speech  
3 Hours Experiential Workshops

- |                      |                     |
|----------------------|---------------------|
| 4 Team work          | 6 Stress Management |
| 11 Positive Thinking | 13 Time Management  |

## June

- |   |   |
|---|---|
| 3,4 Critical and Creative Thinking              | 7,8 Change Management                         |
| 14,15 Financial Performance & Variance Analysis | 17,18 Advanced HR - Recruitment and Selection |
| 21,22 Customer Relationship Management (CRM)    | 24,25 Investment Decisions                    |

## July

- |  |                                       |
|--|---------------------------------------|
| 5,6 Problem Solving and Decision Making  | 12,13 Financial Decision Analysis     |
| 15,16 Strengths Based Leadership         | 19,20 Advanced HR - Talent Management |
| 22,23 Customer Service - Quality Service | 26,27,28 PMP Workshop                 |

## August

- |  |                                     |
|--|-------------------------------------|
| 9,10 Writing Business Case                   | 12,13 Successful Negotiation Skills |
| 16,17,18 Planning, Budgeting and Forecasting | 19,20 Advanced HR - HR Budget       |
| 23,24,25 Finance for Non-Finance             | 26,27 Sales Planning and Strategies |

## September

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|-----------------------------------|---|
| 2,3 Professional Business Writing | 6,7 Social & Emotional Intelligence get along with others |
| 9,10 Coaching                     | 13,14,15 Budgeting and Cost Control                       |
| 20,21,22 PMP Workshop             | 27,28 Customer Service - Quality Service                  |

## October

- |   |  |
|---|--|
| 11,12 Strategic Planning & Management (Intensive) | 13,14,15 Planning, Budgeting and Forecasting |
| 18,19 Advanced HR - Talent Management             | 21,22 Advanced HR - Performance Management   |
| 25,26,27 Sales Planning and Targeting             | 28,29 Effective Presentation Skills          |

## November

- |                                       |   |
|---------------------------------------|---|
| 4,5 Successful Negotiation Skills     | 8,9,10 Finance for Non-Finance                |
| 11,12 Advanced HR - Career Management | 15,16 Costing and Cost Management (intensive) |
| 18,19 Strengths Based Leadership      | 22,23 Conflict Management                     |

## December

- |                                       |   |
|---------------------------------------|---|
| 6,7 Effective Presentation Skills     | 9,10 Digital Marketing                      |
| 13,14,15 Managerial Skills - New Role | 16,17 External Financial Reporting          |
| 20,21 HR Audit                        | 23,24 Time management and Stress Management |



January	19,20 Advanced HR Performance Management	29,30 Time Management and Dealing with Multi-Tasks	
February	16,17,18 Managerial Skills - New Role		
March	8,9 HR for Non-HR Training	15,16 Problem solving and Decision Making	22,23 Strategic Planning & Management (Intensive)
April	12,13,14 Finance for non Finance		
June	7,8 Change Management	14,15 Financial Performance & Variance Analysis	24,25 Investment Decisions
July	5,6 Problem solving and Decision Making	12,13 Financial Decision Analysis	15,16 Strengths Based Leadership
	19,20 Advanced HR Talent Management	26,27,28 PMP Workshop	
August	9,10 Writing Business Case	23,24,25 Finance for non Finance	
September	9,10 Coaching	20,21,22 PMP Workshop	
October	11,12 Strategic Planning & Management (Intensive)	18,19 Advanced HR Talent Management	21,22 Advanced HR Performance Management
November	8,9,10 Finance for non Finance	18,19 Strengths Based Leadership	22,23 Conflict Management
December	13,14,15 Managerial Skills - New Role		



<b>January</b>	22,23 <b>Customer Service Quality Service</b>	
<b>February</b>	12,13 <b>Selling Skills</b>	
<b>March</b>	11,12 <b>Advanced Selling Skills Key Account Management</b>	
<b>April</b>	5,6 <b>Advanced Selling strategies</b>	
<b>June</b>	21,22 <b>Customer Relationship Management (CRM)</b>	
<b>July</b>	22,23 <b>Customer Service Quality Service</b>	
<b>August</b>	12,13 <b>Successful Negotiation skills</b>	12,13 <b>Sales Planning and Strategies</b>
<b>September</b>	27,28 <b>Customer Service Quality Service</b>	
<b>October</b>	25,26,27 <b>Sales Planning and Targeting</b>	28,29 <b>Effective Presentation Skills</b>
<b>November</b>	4,5 <b>Successful Negotiation skills</b>	
<b>December</b>	9,10 <b>Digital Marketing</b>	

# Interpersonal/Soft Skills



**LHTC**  
LIGHT HOUSE  
Training and Consultancy

January

12,13

Business Communication

29,30

Time Management and  
Dealing with Multi-Tasks

February

9,10

Professional Business Writing

March

15,16

Problem solving and  
Decision Making

April

1,2

Business Communication

8,9

Effective Presentation Skills

June

3,4

Critical and Creative Thinking

7,8

Change Management

July

5,6

Problem solving and  
Decision Making

September

2,3

Professional Business Writing

6,7

Social & Emotional Intelligence  
get along with others

9,10

Coaching

October

28,29

Effective Presentation Skills

December

6,7

Effective Presentation Skills

23,24

Time Management  
and Stress Management



January	15,16 Costing and Cost Management (intensive)	
February	23,24 External Financial Reporting (intensive)	
March	24,25 Budgeting and Cost Control	
April	7,8 Financial Statements Analysis (Intensive)	
June	14,15 Financial Performance & Variance Analysis	24,25 Investment Decisions
July	12,13 Financial Decision Analysis	
August	16,17,18 Planning, Budgeting and Forecasting	
September	13,14,15 Budgeting and Cost Control	
October	13,14,15 Planning, Budgeting and Forecasting	
November	15,16 Costing and Cost Management (intensive)	
December	16,17 External Financial Reporting	



January	19,20 Advanced HR Performance Management	21,22,23 Labor Law
February	19,20 Advanced HR Recruitment and Selection	26,27 Advanced HR Job Analysis
March	18,19 Advanced HR - Reward Management	
April	15,16 Advanced HR Job Evaluation	
June	17,18 Advanced HR Recruitment and Selection	
July	19,20 Advanced HR Talent Management	
August	19,20 Advanced HR - HR Budget	
October	18,19 Advanced HR Talent Management	21,22 Advanced HR Performance Management
November	11,12 Advanced HR Career Management	
December	20,21 HR Audit	