

SYOJ CONSULTING & MGT. SERVICES (2018 OPEN PROGRAM CALENDAR)

JANUARY			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	Driving Work-life Balance in the Workplace: Roles & Responsibilities	2	22 nd -23 rd
2	Talent Management	2	25 th -26 th
3	Leveraging Social Media for Business Growth	2	29 th -30 th
4	Employee Engagement for Lasting Business Results	2	29 th -30 th
FEBRUARY			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	Competency Mapping & Managing Employee Performance in Business	2	1 st -2 nd
2	Creative Reward Management	2	5 th – 6 th
3	How to Write HR Policies & Procedures	3	7 th – 9 th
4	Talent Management	2	8 th – 9 th
5	Business Communication & Presentation Skills	3	13 th -15 th
6	An Overview of the HR Function	5	19 th -23 rd
MARCH			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	Managing Employee Exit Under New Economic Realities	2	1 st – 2 nd
2	HR's Role in Managing Organizational Change	2	6 th – 7 th
3	Employee Engagement: Strategic Lever for Organizational Performance	2	13 th – 14 th
4	HR Value Chain- Connecting the Business Dots	2	14 th -15 th
5	Diversity & Inclusion: Emerging Issues	2	15 th – 16 th
6	Employee Relations Roles & Responsibilities	2	20 th – 21 st
7	Emerging Realities in Employee & Industrial Relations	2	27 th – 28 th
APRIL			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	Supervisory Skills for New Managers	2	4 th – 5 th
2	Effective Management of Employee Relations	2	9 th - 10 th
3	Personal Effectiveness & Workplace Productivity Skills	2	12 th – 13 th
4	Succession Planning and Career Development	2	12 th - 13 th
5	Conflict Management & Negotiation Skills	3	17 th – 19 th
6	Measuring the Impact of the Learning Function	2	24 th – 25 th
MAY			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	Decision Making & Delegation of Authority	2	3 rd - 4 th
2	Understanding Immigration & Expatriate Administration	2	9 th - 10 th
3	Managing L&D for Business Performance	2	15 th -16 th
4	Talent Attraction and Retention Strategies	2	15 th -16 th
5	Emotional Intelligence For Managers	2	21 st -22 nd
6	HR Analytics Validating The Impact of The HR Functions Using Data	2	24 th – 25 th
7	Developing High Potential Employees	2	30 th -31 st
8	Starting a New Role as a Manager	2	30 th – 31 st

SYOJ CONSULTING & MGT. SERVICES (2018 OPEN PROGRAM CALENDAR)

JUNE			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	HR Transformation: Managing the Change	3	5 th -7 th
2	Developing Coaching Skills	2	11 th – 12 th
3	Understanding e-learning Processes	2	13 th -14 th
4	Accounting for Taxes in Financial Transaction	2	19 th -20 th
5	Retirement Training (Hybrid)	2	26 th – 27 th
6	Learning & Development as a Value Proposition for Enhancing the Bottom Line	2	27 th – 28 th
JULY			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	Advanced Negotiation Skills	3	3 rd -5 th
2	Finance For Non-Finance Managers	3	10 th -12 th
3	People Management Skills	2	16 th -17 th
4	Corporate Leadership, Effectiveness & Execution	3	18 th -20 th
5	Understanding the Job Evaluation Process	3	24 th -26 th
AUGUST			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	Preparing your Organization for Tax & Audit	2	1 st -2 nd
2	HR for Non-HR Professionals	3	7 th - 9 th
3	Interpersonal Skills	2	14 th – 15 th
4	The Psychology of Sales	2	28 th – 29 th
SEPTEMBER			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	Train the Trainer	3	4 th – 6 th
2	Transformational Leadership & Innovation	2	10 th – 11 th
3	Decision Making & Delegation of Authority	2	13 th – 14 th
4	Training & Development Processes	2	18 th – 19 th
5	HR KPI: Benchmarking HR Performance	2	25 th – 26 th
OCTOBER			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	Measuring, Managing & Maintaining HR Contributions	2	3 rd – 4 th
2	Understanding Core HR Processes	5	8 th – 12 th
3	Emotional Intelligence for Managers	2	16 th – 17 th
4	Knowledge Management for Business Growth/Leaders	2	23 rd – 24 th
5	Building & Leading High Performance Teams	3	30 th – 31 st
NOVEMBER			
1	Effective Public Speaking	2	6 th -7 th
2	Promoting the Spirit of Entrepreneurship in the Workplace: Role of HR	2	13 th – 14 th
3	Creative Reward	2	27 th – 28 th
DECEMBER			
S/N	COURSE TITLE	DURATION (Days)	DATE
1	Coaching for Performance	2	4 th – 5 th
2	Pre-Retirement Training (Hybrid)	2	11 th – 12 th