


**M.BRYAN CONSULTING 2017 TRAINING CALENDAR**

COURSE TITLE	DURATION	TARGET AUDIENCE	FEES (N)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<b>A. PERSONAL EFFECTIVENESS COURSES</b>															
Presentation Class For Leaders	2days	All Managers, Team Leads and Supervisors	110,250			1-2		23-24		11-12		11-12		9-10	
Interpersonal Effectiveness for Managers	3days	All Managers, Team Leads and Supervisors	110,250			1-3		17-19		18-20		6-8		8-10	
Effective and Excellent Communication Skills at work	3days	All Employees	110,250			7-9		24-26		12-14		5-7		9-10	4-5
Personal Success of the Employee	2days	All Employees	99,750			15-16		16-17		27-28		4-5		1-3	
The Effective Coach	3days	All Managers, Team Leads and Supervisors	110,250			8-10		10-12		25-27		7-8		13-14	
Effective Business Writing	3days	All Employees	110,250		6-8		10-12		27-29		29-31	13-15		28-30	
Effective Presentation Skills	3days	All Employees	110,250		28-30		4-6		20-22		22-24	21-22		22-24	
Managing Stress	2days	All Employees	99,750			23-24		18-19		24-25		28-29		21-22	
Leading Empowered Teams for increased productivity	3days	All Managers, Team Leads and Supervisors	110,250			14-16	10-12		14-16		16-18		18-19		6-8
The Emotionally Intelligent Manager	2days	All Managers, Team Leads and Supervisors	99,750			21-22		22-23		20-21	15-16		17-18		11-12
Time Management	1day	All Employees	57,750		16		20	12		13		21		9	
Business/Corporate Etiquette	2days	All Employees	99,750			16-17		30-31		13-14			12-13		
Effective Time Management	3days	All Employees	110,250			14-16		10-12			10-12			14-16	
Team Building-Building Effective Teams	3days	All Managers, Team Leads and Supervisors	110,250			27-29			20-22			19-21		7-9	
Interpersonal Skills in the Workplace	3days	All Employees	110,250				19-21		13-15			12-14			13-14
Emotional Intelligence and Workplace Success	2days	All Employees	99,750			2-3		4-5		6-7		5-6		2-3	
Leading and Facilitating Skills for the Internal Trainer	2days	All Employees	99,750			6-7		2-3		4-5		4-5		1-2	
Personal Effectiveness to Improve your Performance at Work	2days	All Employees	99,750		23-24		4-5		6-7		1-2		3-4		

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<b>B. HUMAN RESOURCE MANAGEMENT</b>															
Developing and Executing the HR Strategy	3days	Senior HR Staff and HR Business Partners	110,250			1-3		2-4		4-6		5-7		1-3	
Effective Learning and Talent Development	2days	All L&D Managers, Talent Managers&those involved in Talent Development	99,750		23-24		10-11			6-7		4-5		2-3	
Foundamentals of Human Resource Management	2days	HR Executives and those that want to start a career in HR	99,750			7-8		9-10			3-4		5-6		5-6
Employee Performance Management	2days	HR Managers, Line Managers and other Leaders	99,750	19-20			18-19		1-2		14-15	7-8		7-8	
HR for Non-HRs	2days	Line Managers, new Managers and those whose role has expanded to include more aspects of HR	99,750				11-12		6-7			12-13		9-10	
Keys to Quality Hire-Hiring the Best	2days	Recruiters and other HR personnel involved in Talent sourcing	99,750				10-11		8-9	18-19		14-15		14-15	
Administering the HR Function	2days	HR Administrators, Executives and all HR staff	99,750		20-21		20-21		13-14		10-11		12-13		12-13
Strategies for Effective Talent Management	2days	HR Managers, Talent Managers and other HR Leaders	99,750	20-21			18-19			20-21		19-20		16-17	
The HR Business Partner	2days	HR Business Partners and HR personnel specialized in specific areas willing to develop transversal skills	99,750	25-26		16-17		23-24		27-28		26-27	18-19		7-8

C. BANKING															
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Retail Banking Fundamentals	2days	New staff as well as contract staff being converted to permanent staff	99,750			23-24		25-26	1-2		8-9			2-3	
Effective Management of Branch Offices	2days	Staff currently involved in management, supervision and inspection of branches and regional offices, and those aspiring for, or are being groomed for such roles in the near future	99,750		27-28		11-12		22-23		10-11		4-5		7-8
Retail Banking Fundamentals															
Branch Managers Training	2days	All Branch Managers, Regional Managers and intending Managers that would head a branch	99,750		23-24		27-28		13-14					16-17	
Cash and Teller	2days	All Cash and tellering staff, bulk tellers as well as intending ones	99,750		20-21			18-19		27-28		7-8			5-6
Selling and Marketing Skills	2days	Branch Managers, Relationship officers/Managers, Operation staff and all those involved in selling and marketing	99,750		16-17	16-17		11-12		20-21		14-15			4-5

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<b>D. SERVICE EXCELLENCE</b>															
Managing Crises in Service Delivery	2days	All front desk/customer service officers and customer facing personnel	99,750			2-3			8-9		3-4		5-6		7-8
Service Excellence for the Customer	2days	All front desk/customer service officers and customer facing personnel	99,750			15-16		17-18		11-12			24-25	16-17	
Improving Service Delivery and Performance Management	2days	All Managers responsible for service delivery	99,750					25-26			8-9			20-21	5-6
Advanced Customer Service Master Class	2days	Customer Service Managers, Heads of Unit and Departmental Heads	99,750			23-24			13-14			7-8		9-10	
<b>E. LEADERSHIP AND MANAGEMENT</b>															
Business Review/Business Rev (Three different weekends to choose from)	2days	Managers, Heads of Unit, Departmental Heads, Strategic Business Heads and those involved in decision making	110,250	13-14 20-21 27-28	3-4 10-11 17-18										2-3 9-10 16-17
Succession Planning	3days	All Managers	110,250		21-23		4-6		20-22		1-3		18-20		
Increased Productivity through Emotional Intelligence	2days	All employees	99,750		27-28	29-30	27-28		29-30	27-28		28-29		29-30	
Conflict Management	2days	All employees	99,750			20-21				18-19		14-15			
Coaching and Mentoring for Managers	3days	All Managers and Team Leads	110,250			15-17			27-29			5-7		8-10	
Effective Management and Leadership Styles	3days	All Managers and Team Leads	110,250					24-26		26-28				1-3	
The Holistic Leader	3days	All Managers and Team Leads	110,250						19-21		29-31		3-5		
The Manager and Emotional Intelligence (E.I)	3days	All Managers and Team Leads	110,250		20-21	22-23	20-21		22-23	20-21		21-22		22-23	
Coaching for Leadership - Create the Spark for Excellence	3days	All Managers and Team Leads	110,250				17-19		5-7					28-30	
Leadership Skills for Supervisors and Team Leaders	2days	All Managers, Team Leads and Supervisors	99,750					2-3				18-19			4-5
<b>F. CAREER/TEAM PERFORMANCE</b>															
Effective Administration and Office Management skills	2days	Heads of Admin, Administrators and office Managers	99,750						15-16		17-18			2-3	
Professional Development for Personal Assistants(PAs), Technical Assistants (Tas) and Executive Assistants (EAs)	3days	Experienced and new PAs, TAs and EAs	110,250					3-5		12-14			11-13		
Corporate Image Makers	2days	All employees	99,750			28-29				11-12			24-25		

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Management and Business Skills for Secretaries	2days	Secretaries, support staff and intending secretaries	99,750			30-31			20-21			26-27			
Developing a high Performing Team Workshop	3days	All Managers and Team Leads	110,250			16-17				19-20			17-18		
The Executive PA	3days	Experienced and new Pas and Eas	110,250				19-21				9-11			15-17	
<b>G. SALES AND MARKETING</b>															
Creative/Result Oriented Marketing	2days	Marketing, Sales and Business Development Professionals	99,750					16-17				5-6			1-2
Effective Sales and Marketing	2days	Marketing, Sales and Business Development Professionals	99,750				10-11				15-16				8-9
Sales Skills For Non-Sales People	2days	All employees	99,750				25-26		26-27		22-23			22-23	
Essentials of Selling Skills Workshop	2days	Marketing, Sales and Business Development Professionals	99,750						13-14		1-2			7-8	