



# TWPC 2018 TRAINING CALENDAR

		Q1			Q2			Q3			Q4		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
No.	Courses	Duration /Days											
1	Customer Service Excellence	22, 23			9, 10			11, 12			3, 4		
2	Personal Accountability & Effectiveness	10, 11			6,7			13, 14			6, 7		
3	Business Writing & Communication	12, 13, 14			3, 4, 5			3, 4, 5					
4	Team Building					11, 12					21, 22		
5	Business Etiquette			20, 21			13, 14				2, 3		
6	Supervisory Skills for Mid Level Managers	25, 26			2, 3				5, 6				
7	Interpersonal Effectiveness & Relationship Building				10, 11			7, 8					
8	Finance For HR Professionals			5, 6				10, 11			8, 9		
9	HR For Non HR Professionals					19, 20					10, 11		
10	Leadership Development	6, 7, 8			15, 16				18, 19				
11	Strategic Selling			13, 14				17, 18					
12	Key Account Management				16, 17				20, 21				
13	MS Office Suite				23 - 27				24 - 28				
14	ITIL - Foundation	19, 20, 21						21, 22, 23					
15	ITIL - Intermediate			26, 27, 28									
16	PRINCEII - Foundation				22, 23, 24						16, 17, 18		
17	PRINCEII - Practitioner				26, 27, 28						23, 24, 25		

18 Content Development	3	26, 27, 28	24, 25, 26	27, 28, 29
19 Digital Marketing	3	16, 17, 18	1, 2, 3	