

SCB 2007 Training Program

Workshop	Date	Length of Workshop
HRM & Training		
Human Resources Management		
Job Description & Job Analysis	Saturday August 11, 2007	Each module 1 day
Recruitment & Selection Techniques	Saturday August 18, 2007	
Training & Development	Saturday August 25, 2007	
Compensation & Benefits	Saturday October 20, 2007	
Performance Appraisal	Saturday October 27, 2007	
Human Resources Management		
Job Description & Job Analysis	Saturday June 9, 2007	Each module 1 day
Recruitment & Selection Techniques	Saturday June 16, 2007	
Training & Development	Saturday June 23, 2007	
Compensation & Benefits	Saturday June 30, 2007	
Performance Appraisal	Saturday July 7, 2007	
Human Resources Management		
Job Description & Job Analysis	Saturday March 31, 2007	Each module 1 day
Recruitment & Selection Techniques	Saturday April 07, 2007	
Training & Development	Saturday April 14, 2007	
Compensation & Benefits	Saturday April 21, 2007	
Performance Appraisal	Saturday April 28, 2007	
Business Administration		
Business Report Writing	Saturday June 02, 09 & 16, 2007	3 days
Secretarial Proficiency	Saturday & Sunday April 14 & 15, 2007	2 days
Management & Leadership Skills		
Strategic Supply Chain Management	Sunday & Monday October 28 & 29, 2007	2 days
Sales & Marketing		
Emotional Care for Service Providers (Customer Service)	Saturday June 30 & Sunday July 01, 2007	2 days
Negotiation Skills	Saturday December 08 and 15, 2007	2 days
Interpersonal Skills		
Dealing with Difficult people	Saturday June 23, 2007	1 day

'The above dates may be subject to change'

For more Information on SCB 2007 Training Program Please Contact us on:

Tel: 3340710 | Fax: 3340711 | e-mail: scb@scbdi.com | or visit our website: www.scbdi.com

*In-house deliveries: The above workshops can be delivered as an in-house program, with appropriate tailoring. For details, please contact SCB.