

**COURSE TITLE**

**DATE**

**VENUE**

**FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT: An Essential Foundation Course”**

**SEPTEMBER 1 - 2**

**MONTEGO BAY**

**CUSTOMER SERVICE EXCELLENCE: “How to Engage Enhance, Satisfy and Maintain your Cust**

**SEPTEMBER 1- 2**

**JEF TRAINING CENTRE**

**MAKING THE TRANSITION FROM STAFF MEMBER TO SUPERVISOR**

**SEPTEMBER 3 - 4**

**JEF TRAINING CENTRE**

**COMPENSATION & BENEFITS MANAGEMENT**

**SEPTEMBER 8 – 9**

**JEF TRAINING CENTRE**

**PROJECTING A POSITIVE & PROFESSIONAL IMAGE: “How to Develop Your Personal Brand and**

**SEPTEMBER 10 - 11**

**JEF TRAINING CENTRE**

**HOW NOT TO GO TO THE IDT: “Strategies to ensure that you and your organization operate with**

**SEPTEMBER 15 - 17**

**JEF TRAINING CENTRE**

**OCCUPATIONAL SAFETY AND HEALTH IN THE WORKPLACE: “How Prepared are you for the E**

**SEPTEMBER 22 - 24**

**JEF TRAINING CENTRE**

**PROJECTING A POSITIVE & PROFESSIONAL IMAGE: “How to Develop Your Personal Brand an**

**SEPTEMBER 24 - 25**

**JEF TRAINING CENTRE**

**MICROSOFT OFFICE and ADVANCED EXCEL APPLICATIONS FOR ADVANCED PARTICIPANTS**

**SEPTEMBER 29 - 30**

**JEF TRAINING CENTRE**

**REPORT WRITING AND NOTE-TAKING SKILLS FOR ADMINISTRATORS, SECRETARIES/ADMIN**

**OCTOBER 1 - 2**

**JEF TRAINING CENTRE**

**BUILDING & MANAGING EMPLOYEE RELATIONS**

**OCTOBER 6 – 7**

**JEF TRAINING CENTRE**

**FUNDAMENTALS OF SOCIAL ETIQUETTE FOR PERSONS: “In the know and on the go”**

**OCTOBER 8**

**JEF TRAINING CENTRE**

**EVENTS PLANNING & MANAGEMENT: “How to successfully plan and execute your Events”**

**OCTOBER 12 - 13**

**MANDEVILLE**

**STRESS MANAGEMENT and COPING STRATEGIES**

**OCTOBER 14 - 15**

**JEF TRAINING CENTRE**

**THE LABOUR LAWS MADE SIMPLE: "Facts every Business Operator should be aware of"**

**OCTOBER 16**

**ST. THOMAS**

**CRITICAL THINKING FOR MANAGERS AND DECISION MAKERS: "A New Paradigm for Peak Performance"**

**OCTOBER 20 - 21**

**JEF TRAINING CENTRE**

**TECHNICAL PROJECT MANAGEMENT: The ideal workshop for Managers and Team members**

**OCTOBER 22 - 23**

**JEF TRAINING CENTRE**

**PERFORMANCE MANAGEMENT & EVALUATION: “The HR Manager’s Guide to maintaining Stra**

**OCTOBER 27 - 28**

**JEF TRAINING CENTRE**

**SUCCESSION PLANNING: “Developing Talent and Leaders From Within”**

**OCTOBER 29 - 30**

**JEF TRAINING CENTRE**