

COURSE TITLE

DATE

1

EMPLOYEE MOTIVATIONAL STRATEGIES

MARCH 20

2

EXCEPTIONAL CUSTOMER SERVICE

MARCH 25

3

PERFORMANCE MANAGEMENT & EVALUATION

MARCH 27-28

4

MANAGING GENERATIONAL DIFFERENCES IN THE WORKPLACE

MAY 16

5

ENSURING A "WHOLESOME & HOSTILITY FREE" WORK ENVIRONMENT

MAY 18-19

6

ALIGNING HR STRATEGY WITH ORGANIZATIONAL STRATEGY

MAY 26

7

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

MAY 30-31

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