

<b>CODE</b>	<b>EXECUTIVE &amp; LEADERSHIP DEVELOPMENT COURSES</b>	<b>DURATION</b>
<b>ELD001</b>	Knowledge Mgt in Organizations - A Senior Executive Perspective	3 weeks
<b>ELD002</b>	Corporate Etiquette - Business Conduct in the Workplace	1 week
<b>ELD003</b>	Executive Presence – Leadership, Credibility and Charisma	2 weeks
<b>ELD004</b>	Leadership and Team Development for Success	2 weeks
<b>ELD005</b>	Leadership Mgt Transition & Strategic Leadership Skills for Managers	2 weeks
<b>ELD006</b>	Inter Office and Customer Courtesy Etiquette	2 weeks
<b>ELD007</b>	Strategic Planning for Managers	2 weeks
<b>ELD008</b>	Office Mgt, 360 degrees Leadership Skills for PA's & Administrators	2 weeks
<b>ELD009</b>	Advanced Management Skills for Executive Secretaries & PAs	2 weeks
<b>ELD010</b>	Office Management and Administration skills for PAs	2 weeks
<b>ELD011</b>	Professional Switchboard, Reception and Frontline Skills	2 weeks
<b>ELD012</b>	Electronic Data and Records Management	2 weeks
<b>ELD013</b>	Effective Report, Email and Minute Writing Skills	2 weeks
<b>ELD014</b>	Technical Report writing & High Impact Presentation skills	2 weeks
<b>ELD015</b>	Effective Communication, Report Writing & Presentation Skills for Public Sector Officials	2 weeks
<b>ELD016</b>	Time, Priority, Stress Management & Assertiveness for PAs Secretaries	2 weeks
<b>ELD017</b>	Strategic Management and Corporate Governance for Board Members	4 weeks
<b>ELD018</b>	Research Methodology, Data Analysis & Report Writing skills	2 weeks
<b>ELD019</b>	Change Management and Organizational Development	2 weeks
<b>ELD020</b>	Customer Service Excellence skills for Managers	2 weeks
<b>ELD021</b>	Organizational Change Management and Organizational Restructuring	2 weeks
<b>ELD022</b>	Conflict Management and Resolution Skills	2 weeks
<b>ELD023</b>	Advanced Management Development Skills for PAs & Admin Personnel	2 weeks
<b>ELD024</b>	Advanced Planning and Strategic Management	3 weeks
<b>ELD025</b>	Library Management and Administration Practice	2 weeks
<b>ELD026</b>	Organizational Effectiveness and Performance Management	2 weeks
<b>ELD027</b>	International Protocol and Ethics Management	2 weeks
<b>ELD028</b>	Leadership and Change Management for the Modern Office	2 weeks
<b>ELD029</b>	Contemporary Management and Supervisory Skills	2 weeks
<b>ELD030</b>	Strategic Planning for Management	2 weeks
<b>ELD031</b>	Advanced Public Administration and Management	3 weeks
<b>ELD032</b>	People Management & Effective Communication skills	2 weeks
<b>ELD033</b>	The Job Interview and Etiquette for Entry-point Professionals	2 weeks
<b>ELD034</b>	Cultural Understanding-Its Impact on Negotiation & Business Decisions	2 weeks
<b>ELD035</b>	Administration and Conflict Management skills	2 weeks
<b>ELD036</b>	Emotional & Cultural Intelligence, Conflict Mgt & Leadership Principles	2 weeks

<b>ELD037</b>	Personal Branding and Brand Management skills	1 week
<b>ELD038</b>	Performance Improvement, Leadership and Effective Communication	2 weeks
<b>ELD039</b>	Good Judgement, Discretion, Decision Making & Effective Communication skills for Front Office Staff	2 weeks
<b>ELD040</b>	Exec Interpersonal Communication & Admin Skills for Administrators	2 weeks
<b>ELD041</b>	Digital Libraries Management, Administration & Techniques	2 weeks
<b>ELD042</b>	Women in Leadership: Personal Branding, Professional Presence, Effective Communication & Leadership Skills	2 weeks
<b>ELD043</b>	Management Programme for New & Middle Managers	2 weeks
<b>ELD044</b>	Managing Organizational Communication for Success	2 weeks
<b>ELD045</b>	Modern Office Management Skills for Managers & Administrators	2 weeks
<b>ELD046</b>	Corporate Travel Arrangements	2 weeks
<b>ELD047</b>	Employee Engagement & Retention skills for Managers	2 weeks
<b>ELD048</b>	Assertiveness, Good Judgement & Dealing with Difficult People	2 weeks
<b>ELD049</b>	Personal Mastery & Effective Presentation Skills	2 weeks
<b>ELD050</b>	Team Building & Emotional Intelligence for staff	2 weeks
<b>ELD051</b>	Advanced Office Mgt & Excel Spreadsheet Skills for Administrators	2 weeks
<b>ELD052</b>	Executive Skills for PAs and Secretaries in the Public Sector	2 weeks
<b>ELD053</b>	Negotiations Skills for Wage Negotiation Teams	1 week
<b>ELD054</b>	Basic Principles of PR for Frontline PR Practitioners	2 weeks
<b>ELD055</b>	Essential Interpersonal Skills for Administrative Assistants	2 weeks
<b>ELD056</b>	Office Management & Effective Administrative Skills	2 weeks
<b>ELD057</b>	Technical Teams Development & Management	2 weeks
<b>ELD058</b>	Leadership, Strategic Communication, Stakeholder Relations Management & Effective Communication Skills	2 weeks
<b>ELD059</b>	Best Practice for Managing Electronic Records in the Digital Age	2 weeks
<b>ELD060</b>	Advanced Electronic Records, Information Systems & Digitalisation	2 weeks
<b>ELD061</b>	Electronic Document Management System (EDMS) Techniques	2 weeks
<b>ELD062</b>	Corporate Travel & Customer Care Skills	2 weeks
<b>ELD063</b>	Digital Skills in Travel Management	2 weeks
<b>ELD064</b>	Asset & Electronic Data & Records Management	2 weeks
<b>ELD065</b>	Strategic Management & Effective Communication	2 weeks