



Online Training Calendar

JUNE TO AUGUST 2020

June

Course Title	Duration	Dates
Maintaining life work balance when working from home	3 hours	23 June 2020
Time management skills for remote workers	3 hours	26 June 2020
Communicating effectively and recognizing emotions in a remote work set up	3 hours	24 June 2020
Refresher course for engineering mathematics	6 hours	29 & 30 June 2020

July

Course Title	Duration	Dates
How to delight your customers when providing service in the new normal?	3 hours	8 July 2020
Getting the best out of virtual work meetings	3 hours	16 July 2020
Le Français des Affaires: Mieux communiquer dans un cadre professionnel	9 hours	15, 22 & 29 July 2020
Creating an office culture online	3 hours	21 July 2020
Essentials of power quality management	6 hours	23 July 2020

August

Course Title	Duration	Dates
Train the trainer essentials for beginners	90 minutes	5 August 2020
How to sell an idea and motivate other using marketing principles	3 hours	11 August 2020
Handy tips and tools for career management	3 hours	19 August 2020