

## TRAINING COURSES OFFERED BY CARMAL PEOPLE MANAGEMENT CONSULTANTS

Below is the list of courses that we tailor-make and customize to meet your unique corporate and individual needs.

No.	Course
<b>1</b>	<b>Management and Leadership courses</b>
1.1	Supervisory skills development
1.2	Management development
1.3	Executive development
1.4	Strategic planning skills
1.5	Coaching and mentoring
<b>2</b>	<b>Business Communication, Sales and Marketing</b>
2.1	Communication and presentation skills
2.2	Selling and marketing skills
2.3	Negotiation and bargaining skills
2.4	Front office management training
2.5	Business writing skills
<b>3</b>	<b>Human Capital Management Courses</b>
<b>3.1</b>	Performance management systems
3.2	Labour relations management
3.3	Finance for non- Finance Managers
3.4	Human resources management for non-HR Practitioners
3.5	Train the Trainers course
3.6	Management of training
3.7	Paterson Job Evaluation System - training and facilitation
3.8	Change management
<b>4</b>	<b>Other Courses</b>
4.1	Staff wellness training
4.2	Drug and substance abuse and management
4.3	Grooming and etiquette
4.4	Team building
4.5	Time management
4.6	Managing retrenchment
<b>4.7</b>	Labour legislation and employee relations.
4.8	Handling disciplinary and grievance matters
4.9	Career guidance and counselling
4.10	Life skills and leadership development for schools.
4.11	Retirement planning
4.12	Sexual abuse and harassment awareness
4.13	Prefects leadership development
4.14	Digital skills training - from beginners to advance level- Microsoft word, excel, power point and Pastel Accounting.