

We want to keep you up to date with our training program. For January and February 2012, IHQ is offering the following training courses. In addition, we also made weekend course available for busy people like yourself. There're special prices for early registrations. Also, all of the courses listed below can be customized for your organization training need. Please kindly discuss your training options with our training advisor.



Qualified Trainers from the field.

**Includes:
Certificate
Training
Material
Lunch and
Snack**

*Training
Time*

8:30-12:00

13:30-16:30

STRATEGIC BUSINESS COMMUNICATION, MEETING & TIME MANAGEMENT*	JAN. 17.18	\$160
WORKPLACE CONFLICT MANAGEMENT	JAN. 17.18	\$160
PROJECT DEVELOPMENT AND SUSTAINABILITY*	JAN. 18-19	\$155
LABOR LAW PRACTICES FOR HR PROFESSIONALS	JAN. 19-20	\$150
TRAINING OF TRAINERS ON TRAINING METHODOLOGY	JAN. 24.25	\$155
FACILITATION FOR MANAGERS*	JAN. 24.25	\$150
STRATEGIC MARKETING FOR NON-PROFITS*	FEB. 08-09	\$155
EFFECTIVE BUSINESS REPORT WRITING	FEB. 14-15	\$155
FINANCIAL CONTROL AND POLICY DEVELOPMENT	FEB. 14-15	\$155
PROJECT PLANNING & PERFORMANCE ADJUSTMENT*	FEB. 14-15	\$155
PERSONNEL MANAGEMENT FOR NEW MANAGERS	FEB. 21-22	\$160
CAREER PLANNING AND STAFF DEVELOPMENT*	FEB. 23.24	\$155
TNA & TRAINING STRATEGY DEVELOPMENT*	FEB. 23.24	\$160
PROCUREMENT MANAGEMENT	FEB. 23-24	\$250

***8% for former clients register 2 weeks in advance
5% for 2 weeks advanced registration
3% for a week advanced registration***

