

## SKILLS DEVELOPMENT PROGRAM-JAN 2017-JUNE 2017

SUBJECT	COURSE	DATE	DAYS	TIMINGS	INVESTMENT (PKR)
Communication	Successful Business Communication	January 16-February 27, 2017	Monday to Thursday	6:30 pm to 8:30 pm	24,000
	Power Talking	January 13-February 10, 2017	Friday	6:00 pm to 9:00 pm	16,000
	Effective Public Speaking	February 14-March 9, 2017	Tuesday and Thursday	6:30 pm to 8:30 pm	16,000
	Interactive English	March 20-April 21, 2017	Monday, Wednesday & Friday	6:00 pm to 9:00 pm	16,000
	Successful Business Communication	March 13-April 24, 2017	Monday to Thursday	6:30 pm to 8:30 pm	24,000
	Optimizing Your Presentation Skills	March 17-April 7, 2017	Every Friday	6:00 pm to 9:00 pm	12,000
	Power Talking	April 21-May 19, 2017	Friday	6:00 pm to 9:00 pm	16,000
MICROSOFT EXCEL	Microsoft Excel (Basic to Intermediate)	January 23-February 13, 2017	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
	Microsoft Excel Intermediate to Advanced	February 15-March 8, 2017	Monday, Wednesday & Friday	6:30 pm to 8:30 pm	15,000
	Advanced Excel 2013	March 22-April 7, 2017	Wednesday, Thursday & Friday	6:30 pm to 8:30 pm	15,000
	Dashboard Reporting in Microsoft Excel	April 12-28, 2017	Wednesday, Thursday & Friday	6:30 pm to 8:30 pm	15,000
	Power Pivot & Power Query	May 3-19, 2017	Wednesday, Thursday & Friday	6:30 pm to 8:30 pm	15,000
	Power BI	May 24-June 9, 2017	Wednesday, Thursday & Friday	6:30 pm to 8:30 pm   3:30 pm to 5:30 pm (Ramadan Timings)	15,000
Finance & Accounting	Financial Management	January 17-February 2, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	12,500
	Accounting Fundamentals for Decision Making	March 20-April 5, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	12,000
	Finance Boot Camp	April 18-May 18, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	15,000
Management	Personal Management for Success	March 10-31, 2017	Friday	6:00 pm to 9:00 pm	12,000
	Interpersonal Skills	April 18-May 18, 2017	Tuesday & Thursday	6:30 pm to 8:30 pm	20,000
TEACHER TRAINING	Cambridge English: Certificate in English as Medium of Instruction (EMI)	March 31-June 4, 2017 (Online & Face-to-Face Element)	Saturday & Sunday (Face-to-Face)	10:00 am to 05:30 pm	40,000
	ESL Teacher Capacity Building Program	April 19-May 14, 2017	Saturday	10:00 am to 01:00 pm	20,000
IELTS	IELTS Preparation	February	Saturday & Sunday	6:00 pm to 9:00 pm( Sat) 1:00 pm to 4:00pm ( Sun)	12,000
	IELTS Preparation	March	Saturday & Sunday	6:00 pm to 9:00 pm( Sat) 1:00 pm to 4:00pm ( Sun)	12,000
	IELTS Preparation	April	Saturday & Sunday	6:00 pm to 9:00 pm( Sat) 1:00 pm to 4:00pm ( Sun)	12,000
	IELTS Preparation	May	Saturday & Sunday	6:00 pm to 9:00 pm( Sat) 1:00 pm to 4:00pm ( Sun)	12,000
	IELTS Preparation	June	Saturday & Sunday	6:00 pm to 9:00 pm( Sat) 1:00 pm to 4:00pm ( Sun)	12,000
SAP ERP	SAP ERP Financial	January 1-April 23, 2017	Sunday	10:00 am to 02:00pm	26,000