

## CAREERNATION GHANA - TRAINING COURSE SCHEDULE FOR THE YEAR 2010

<b>FEBRUARY</b>			
<b>COURSE TITLE</b>	<b>DATE</b>	<b>DURATION</b>	<b>FEE GHc</b>
Conflict Resolution: Getting Along in the Workplace.	17th	1 Day	150
<b>MARCH</b>			
Team Building: Developing High Performance Teams.	10th -11th	2 Days	280
Skills for the Administrative Assistant.	24th-25th	2 Days	280
<b>APRIL</b>			
Motivation Training: Motivating Your Workforce.	13th	1 Day	150
Business Succession Planning: Developing and Maintaining a Succession Plan.	28th	1 Day	150
<b>MAY</b>			
Human Resources Training: HR For the Non HR Manager.	11th-13th	3 Days	360
Coaching: A Leadership Skill.	26th-27th	2 Days	280
<b>JUNE</b>			
Business Leadership: Becoming Management Material.	14th-16th	3 Days	360
Change Management: Change and How to Deal with It.	29th	1 Day	150
<b>JULY</b>			
Motivation Training: Motivating Your Workforce.	26th-27th	2 Days	280
Hiring for Success: Behavioral Interviewing Techniques.	6th	1 Day	150
<b>AUGUST</b>			
Customer Service Training: Managing Internal and external Customers	12th-13th	2 Days	280
Conducting Effective Performance Reviews.	24th-25th	2 Days	280
<b>SEPTEMBER</b>			
Employee Dispute Resolution: Mediation through Peer Review.	7th-8th	2 Days	280
The ABC's of Supervising Others.	23rd	1 Day	150
<b>OCTOBER</b>			
<b>2nd Annual CareerNation Africa HR Strategic Conference</b>	<b>5th-7th</b>	3 Days	450
<b>NOVEMBER</b>			
Problem Solving & Decision Making.	9th-10th	2 Days	280
Train the Trainer-Developing your training program.	22nd-23rd	2 Days	280

<b>DECEMBER</b>			
Team Building: Developing High Performance Teams.	1st-2nd	2 Day	280

CareerNation offers 250 seminars across Africa and the U.S.A. Additional information is available on our website at [www.CareerNation.com](http://www.CareerNation.com). To register, contact us at [victorm@careernation.com](mailto:victorm@careernation.com) or Tel: 233-21-774462 or 26617-8888. Our courses can be customized to your need.

**HUMAN RESOURCES SOLUTION AND CONSULTING FIRM FOR AFRICA AND U.S.A**