

December, 2023

CPD CERTIFIED COURSES

COURSE NAME	START DATE	NO OF HOURS	TIMING
Administrative Support	12/2/2023	8 Hours	TBA
Supply Chain Management	12/5/2023	8 Hours	TBA
Employee On-Boarding	12/8/2023	8 Hours	TBA
Hiring Strategies	12/9/2023	8 Hours	TBA
Human Resource Management	12/10/2023	8 Hours	TBA
Basic Bookkeeping	12/14/2023	8 Hours	TBA
Hiring Strategies	12/1/2023	8 Hours	TBA
Trade Show Staff Training	12/3/2023	8 Hours	TBA
Goal Setting and Getting Things Done	12/5/2023	8 Hours	TBA
Presentation Skills	12/15/2023	8 Hours	TBA

December, 2023

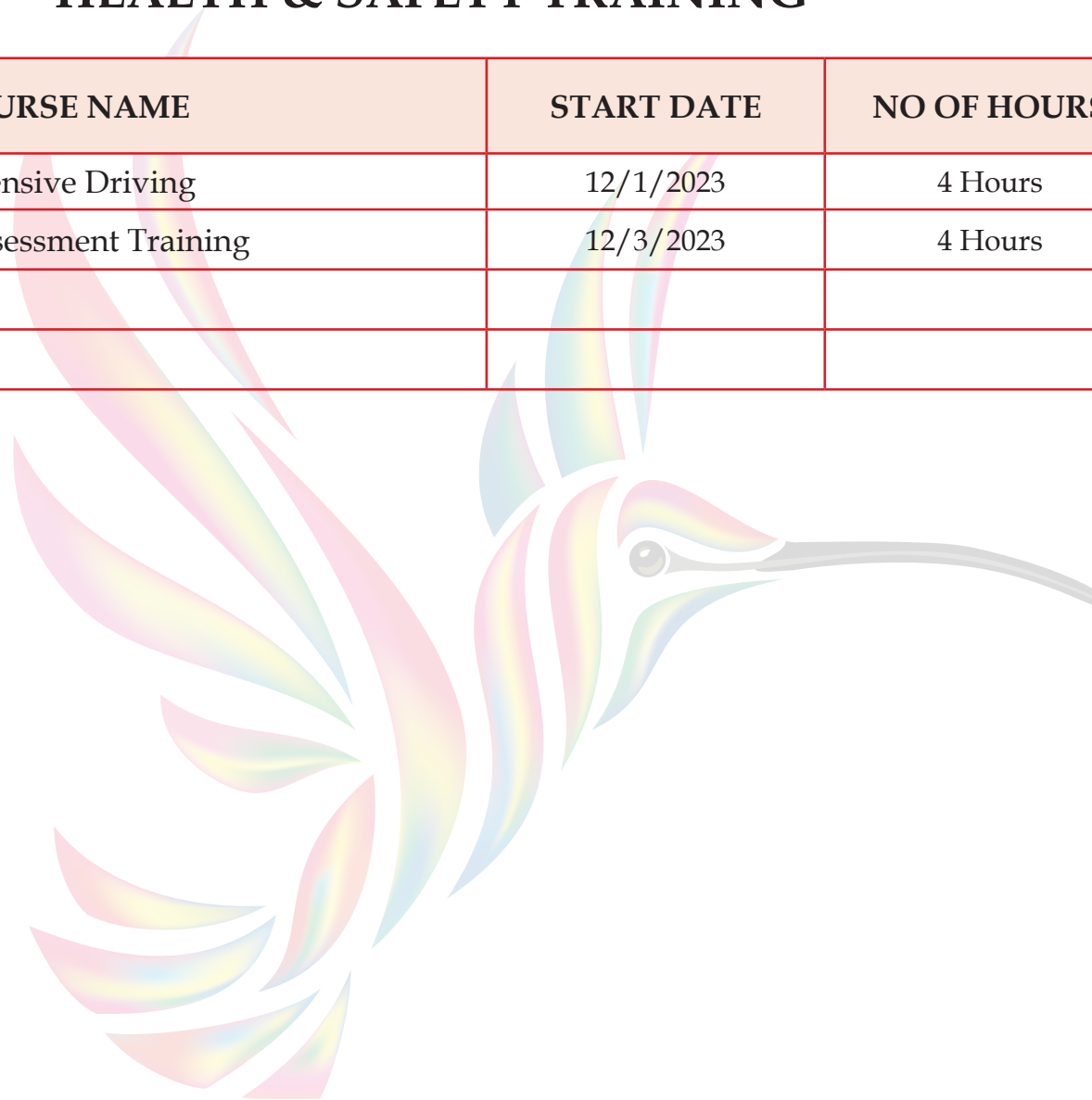
GAQM CERTIFIED COURSES

COURSE NAME	START DATE	NO OF HOURS	TIMING
Certifid Nursing Assistant	12/18/2023	40 Hours	TBA



December, 2023 HEALTH & SAFETY TRAINING

COURSE NAME	START DATE	NO OF HOURS	TIMING
Defensive Driving	12/1/2023	4 Hours	TBA
Risk Assessment Training	12/3/2023	4 Hours	TBA



December, 2023

HIGHFIELD CERTIFIED TRAININGS

COURSE NAME	STARTING DATE	NO OF HOURS	TIMING
Highfield Level 3 Award in Supervising HACCP for Catering	12/21/2023	7 Hours	TBA
Highfield Level 2 Award in Customer Service (RQF)	12/25/2023	5 Hours	TBA
Highfield Level 3 International Award in Delivering Training	12/27/2023	12 Hours	TBA
Highfield Level 3 In Risk Assessment (RFQ)	12/24/2023	7 Hours	TBA
Highfield Level 3 Accident and Incident Investigation	12/23/2023	7 Hours	TBA

December, 2023

IATA TRAININGS

COURSE NAME	STARTING DATE	NO OF HOURS	TIMING
Airline Cabin Crew Training	12/22/2023	45 Hours	TBA
Airline Customer Service	12/28/2023	45 Hours	TBA
Aviation Security Awareness	12/29/2023	40 Hours	TBA
Passenger Ground Service	12/29/2023	45 Hours	TBA

December, 2023

SOFTSKILL COURSES

COURSE NAME	START DATE	NO OF HOURS	TIMING
Accountability In The Workplace	12/6/2023	8 Hours	TBA
Collaborative Business Writing	12/10/2023	8 Hours	TBA
Employee Recruitment	12/7/2023	8 Hours	TBA
Health & Wellness At Work	12/11/2023	8 Hours	TBA
Meeting Management	12/12/2023	8 Hours	TBA
Universal Safety Practices	12/13/2023	8 Hours	TBA
Business Ethics	12/15/2023	8 Hours	TBA
Proposal Writing	12/16/2023	8 Hours	TBA
Employee Motivation	12/17/2023	8 Hours	TBA
Marketing Basics	12/20/2023	8 Hours	TBA