

PERSONAL DEVELOPMENT		DURATION
PD01	Achieving Personal Effectiveness for Greater Success	1 Day / 2 Days
PD02	Time Management that Works	1 Day
PD03	Becoming a Better Decision Maker	1 Day
PD05	Networking and Business Etiquette	1 Day
PD06	Managing Stress Well	1 Day
PD07	SMART Memory	1 Day
PD08	Resilience to Excellence: Psychological Skills to Thrive at the Workplace - (In House Programme only)	1 Day / 2 Days
PD10	Creative Thinking: Out-of-the Box and in the Workplace!	1 Day
PD11	How to Think on Your Feet	1 Day
PD12	Professional Etiquette & Image Management - (In House Programme only)	1 Day / 2 Days
PD13	Personal Time Management	1 Day
PD14	The Telephone & Time Management	1 Day
PD15	Managing Stress for Mental Fitness	1 Day
PD16	Stress that Motivates	1 Day
PD17	Stress Management at Work	1 Day
PD18	Effective Networking	1 Day
PD19	Networking for Success	1 Day