BUSINESS TRAINING CALENDAR 2012

TRANSITIONS TO LEADERSHIP BYTES | EFFECTIVE LEADERSHIP BYTES | FINANCIAL BYTES | OTHER

	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON
FEBRUARY		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29					
							WAITANGI DAY																PLANNING & GOAL SETTING - 2 HOUR						EFFECTIVE DELEGATION 1.5 HOURS					
MARCH			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
									HOW TO DO EFFECTIVE PERFORMANCE APPRAISALS - 6 HOURS							HOW TO ADDRESS POOR PERFORMANCE 2 HOURS						CONFLICT IN THE MOMENT - 2 HOURS										MENTAL TOUGHNESS 2 HOURS					
APRIL						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
								EFFECTIVE BUDGETING 2 HOURS			GOOD FRIDAY			EASTER MONDAY																ANZAC DAY					
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
								BUDGET VARIANCES 2 HOURS							HOW TO DO EFFECTIVE EMPLOYMENT AGREEMENTS - 3 HOURS							EFFECTIVE TIME MANAGEMENT 2 HOURS		HOW TO WORK WITH DIFFICULT PEOPLE 3 HOURS					WORKPLACE COMMUNICATION PART 1 - 2 HOURS					
JUNE				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
							QUEENS BIRTHDAY			WORKPLACE COMMUNICATION PART 2 - 2 HOURS					UNDERSTANDING YOUR FINANCIAL STATEMENTS 2 HOURS								HOW TO MANAGE & MOTIVATE STAFF PART 1 - 2 HOURS												