

# HR Staff Training and Development Calendar 2018

PROGRAM NAME	MAX PEOPLE	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Best Practice for Effective Recruitment and Selection	16	To be confirmed									
ER (Employee Relations Management)	30	To be confirmed									
HERS-SA (Leadership programme for Women)	8	To be confirmed									
Leadership and Management Development Programme (All Levels)	100	To be confirmed									
HIV Awareness	20	To be confirmed									
Office Administration Management	16		12		14			13		12	
Meeting Customer Service Requirements	20		19		21			20		19	
Building Effective Relationships	16				17-18						
Performance Management Workshop	25		9		18 (Tgb)				7		2 (Tgb)
Conflict Management	20				17			23			
Stress Wise (Stress Management)	16			18							
CHEC	100		26-28	23-24	3 15-17 29-30	12-14 20-21		14-16 28-29	20&27		
AAT	25	12-14 20-21	13-15 19-20	10-11 17-18	15-16 22-23		3-5 10 31	1 14-16 28-29	18-20		
SU On boarding for new staff		16		20		15		17	21		16
PLUS programme	24	7-8 20-21	13-14 19-20	10-11 17-18	15-16 22-23	6-7 12-13	16-17 18-19	15-16 21-22	17-18 19-20	18-19 22-23	15-16 19-20