

Courses	No. of days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advanced Excel for HR	1		2			3			3			2	
Career Paths & Succession Planning	1		3			4		6	4		8		
Economics for HR	1			2		5			11			4	
Effective Pay Management	2			9-10			8-9		12-13		6-7	8-9	
Employee Engagement	1		11			6		20		1			
Job Profile Writing	1		12		22	7		21		2	12		6
Organisational Development Essentials for HR	1			16		25		23		3		10	
Paterson Job Evaluation	2	25-26	16-17		13-14		1-2		16-17		13-14		7-8
Performance Management	2	19-20	18-19		19-20		3-4		18-19		18-19		
Remuneration Committees	1	27		17		10		27		6		16	
Remuneration for HR	2	28-29	23-24		29-30	12-13		13-14		7-8	20-21		
Short Term Incentive Scheme Design	1		25			17			23	10		11	
Total Reward Strategy & Policy	1		26			19			25	20		15	20
IR Courses													
Chairing Disciplinary Hearings	2	27-28	2-3		13-14					7-8			
Initiating a Section 189 Restructuring Process in the workplace	2	20-21	9-10				9-10					9-10	
Initiating an Incapacity Hearing for Ill Health in the workplace	2		11-12		21-22				11-12		20-21		6-7
Initiating an Incapacity Hearing for Poor Performance in the workplace	2			2-3				20-21				17-18	
Initiating Disciplinary Hearings	2		16-17			4-5					26-27		
Managing Grievances in the workplace	2			9-10						14-15			
Change Management & Change Agents Training	2		23-24			12-13							
In-house only Courses													
Changemaker Programme Courses	5	<i>Please contact our training manager if you are interested in attending any of these courses.</i>											
Management Development Programme	3												
Personal Development Plan	1												
IR Courses - Additional													
Dealing with Domestic Violence for HR Practitioners	1	<i>Please contact our training manager if you are interested in attending this course.</i>											