

**Lean Process & Six Sigma**

5% Online Discount on all courses at [www.OptimaTraining.ie](http://www.OptimaTraining.ie)

COURSE TITLE	DURATION	COST: 2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>LEAN, PROCESS &amp; SIX SIGMA</b>														
<b>Sub-Category - Lean Six Sigma</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lean Six Sigma (Green Belt)	5 Days	1275.00		<u>25</u>				<u>16</u>			<u>22</u>			
Six Sigma Champion for Senior Management	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>											
Six Sigma Yellow Belt (NEW)	2 Days	595.00		<u>1</u>			<u>12</u>			<u>25</u>			<u>29</u>	
<b>Sub-Category - Lean Process</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lean Manufacturing	1 Day	295.00			<u>11</u>				<u>8</u>			<u>28</u>		
Lean Concepts for Finance and Administration (NEW)	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>											
Lean for Healthcare (NEW)	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>											
Continual Process Improvement	1 Day	295.00		<u>1</u>			<u>12</u>			<u>25</u>			<u>29</u>	
<b>Sub-Category - Statistics</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Introduction to Statistical Process Control	1 Day	295.00				<u>1</u>				<u>19</u>				<u>2</u>
Basic Statistics	1 Day	295.00			<u>10</u>				<u>15</u>				<u>11</u>	
<b>Sub-Category - Business Continuity Management</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ISO 22301:2012 Societal Security - BCM Systems(NEW)	2 Days	595.00		<u>18</u>				<u>30</u>					<u>3</u>	
Business Continuity Management	1 Day	295.00		<u>19</u>					<u>1</u>				<u>4</u>	
<b>Sub-Category - Workplace Organisation</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
5 S Workplace Organisation	1 Day	295.00				<u>8</u>				<u>22</u>				<u>9</u>
Overall Equipment Effectiveness (OEE)	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>											
Visual Factory & Operational Measurement	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>											
<b>Sub-Category - Process Mapping, VSA &amp; FMEA</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Process Mapping, VSA & FMEA	2 Days	595.00		<u>4</u>					<u>7</u>				<u>24</u>	
<b>Sub-Category - Design of Experiments</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Design of Experiments	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>											

**Quality & Validation /Auditing**

5% Online Discount on all courses at [www.OptimaTraining.ie](http://www.OptimaTraining.ie)

COURSE TITLE	DURATION	COST: 2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
--------------	----------	------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

QUALITY & VALIDATION	DURATION	COST: 2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Sub-Category - Validation &amp; Calibration</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Computer Systems Validation (21CFR Part11)</b>	2 Days	595.00		<u>11</u>			<u>19</u>				<u>8</u>			<u>12</u>
<b>Process Validation (Medical Device Sector)</b>	2 Days	695.00		<u>29</u>				<u>1</u>				<u>3</u>		
<b>Cleaning Validation</b>	2 Days	695.00	<u>28</u>			<u>21</u>					<u>1</u>			
<b>Equipment Validation</b>	2 Days	695.00			<u>14</u>				<u>11</u>			<u>13</u>		
<b>Laboratory Systems Validation</b>	1 Day	<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
<b>Fundamentals of Calibration</b>	1 Day	295.00				<u>11</u>				<u>29</u>				<u>7</u>
<b>Sub-Category - ICH</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>ICH Q6, Q7,Q8</b>	2 Days	<b>ONSITE TRAINING PROVIDED - PLEASE CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
<b>ICH Q9 &amp; GAMP 5</b>	2 Days													
<b>ICH Q10 vs ISO 13485 - comparison</b>	1 Day													
<b>ICH Q10 (Pharmaceutical Quality System)</b>	1 Day													
<b>ICH Q6-Q10 Suite</b>	5 Days													
<b>Sub-Category - Quality</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>FDA &amp; GMPs – An Overview</b>	1 Day	<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
<b>Designing an Effective Quality Management System</b>	1 Day	295.00	<u>25</u>			<u>8</u>			<u>13</u>			<u>10</u>		
<b>Quality Systems Documentation</b>	1 Day	295.00			<u>21</u>				<u>15</u>					<u>9</u>
<b>Problem Solving &amp; Quality Improvement Tools</b>	1 Day	<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
<b>Laboratory Safety Essentials</b>	1 Day													
<b>Good Laboratory Practice</b>	1 Day													
<b>Technical Report Writing</b>	1 Day	295.00		<u>26</u>			<u>4</u>			<u>12</u>			<u>18</u>	
<b>GAMP®5 - Risk Management Approach (NEW)</b>	1 Day	390.00				<u>7</u>				<u>23</u>				<u>2</u>
<b>First Steps to Medical Device (NEW)</b>	2 Days	<b>ONSITE TRAINING PROVIDED - PLEASE CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
<b>IQ/OQ Qualification (NEW)</b>	1 Day													
<b>Laboratory Auditing to FDA-GLP &amp; EU-GLP Regulations</b>	1 Day													
<b>Geometric Dimensioning &amp; Tolerancing Fundamentals</b>	3 Days													

**Auditing & Mgt Systems / Energy & Environmental**

5% Online Discount on all courses at [www.OptimaTraining.ie](http://www.OptimaTraining.ie)

<b>AUDITING &amp; MANAGEMENT SYSTEMS</b>			DURATION	COST: 2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sub-Category - Quality Management Systems					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ISO 9001:2015 Standard (NEW)	1 Day	295.00				<u>3</u>		<u>6</u>		<u>29</u>			<u>1</u>		<u>10</u>	
ISO 9001:2015 Internal Quality Auditor (NEW)	2 Days	575.00				<u>3</u>		<u>6</u>		<u>29</u>			<u>1</u>		<u>10</u>	
ISO 9001:2015 Quality Lead Auditor (NEW)	5 Days	1195.00					<u>21</u>					<u>15</u>			<u>14</u>	
Corrective and Preventative Action (NEW)	1 Day	295.00				<u>25</u>		<u>8</u>			<u>13</u>			<u>10</u>		
Transition to ISO 9001:2015 (NEW)	1 Day	295.00					<u>19</u>	<u>15</u>		<u>17</u>			<u>16</u>			
ISO 9001:2015 Quality Lead Assessor (NEW)	5 Days	1195.00	<b>CALL FOR DATES</b>													
Sub-Category - Medical Device Standards					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ISO 13485:2012 (Medical Device Standard)	1 Day	295.00					<u>3</u>		<u>26</u>			<u>10</u>		<u>13</u>		
ISO 13485:2012 Internal Auditor	2 Days	575.00					<u>3</u>		<u>26</u>			<u>10</u>		<u>13</u>		
ISO 13485:2012 Lead Auditor	5 Days	1195.00					<u>7</u>					<u>18</u>			<u>17</u>	
ISO 14971:2012(Risk Assessment: Med Device)	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>													
Sub-Category - Automotive Standards					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ISO/TS 16949:2009 an Overview (NEW)	1 Day	295.00						<u>13</u>					<u>14</u>			
ISO 16949 Internal Auditor (NEW)	2 Days	575.00						<u>13</u>					<u>14</u>			
Sub-Category - Information Security					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Introduction to ISO 27001:2005 - Information Security	1 Day	295.00	<b>CALL FOR DATES</b>													
ISO 27001 Internal Auditor (NEW)	2 Days	575.00														
Implementing an Effective ISO 27001 Information Security Management System	3 Days	695.00														
ISO 31000 - Risk Management Principles	2 Days	575.00														
ISO 27001 Information Security Risk Management	1 Day	295.00														
Sub-Category - Environmental					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ISO 14001: 2004 (2015) Environmental Management	2 Days	575.00				<u>29</u>			<u>5</u>			<u>29</u>				<u>8</u>
OHSAS 18001:2007	1 Day	295.00					<u>30</u>				<u>14</u>				<u>7</u>	
OHSAS 18001:2007 Internal Auditor	2 Days	575.00					<u>30</u>				<u>14</u>				<u>7</u>	
Sub-Category - Laboratory					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ISO/IEC 17025:2005	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>													
ISO/IEC 17025:2005 Internal Auditor	2 Days															

ENERGY MANAGEMENT		DURATION	COST: 2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<b>Sub-Category - Energy Management Systems</b>				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Introduction to Energy Management System 50001:2011	1 Day	<b><u>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</u></b>														
Implementing ISO 50001:2011 EnMS	2 Days															
Lean Six Sigma Principles for Energy Management	2 Days															
<b>Sub-Category - Utilities &amp; Facilities Efficiency</b>				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Boiler Energy Efficiency	1 Day	350.00		<b>8</b>					<b>1</b>				<b>3</b>			
Refrigeration Energy Efficiency	1 Day	350.00	<b>25</b>				<b>13</b>					<b>26</b>				
Electrical Engineering Fundamentals	1 Day	350.00			<b>23</b>									<b>2</b>		
HVAC-Energy Saving Opportunities & Implementation Strategies	1 Day	350.00		<b>24</b>				<b>25</b>			<b>29</b>			<b>29</b>		
Water & Energy Efficiency in Water & Wastewater Facilities	1 Day	350.00	<b><u>CALL FOR DATES</u></b>													
Energy Efficient Utilities Management	2 Days	650.00														
<b>Sub-Category - Waste to Energy</b>				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Industrial Waste Heat Recovery	1 Day	350.00	<b><u>CALL FOR DATES</u></b>													
Waste Management Policy & Law	1 Day	350.00														
<b>Sub-Category - Carbon Footprinting</b>				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Carbon Footprinting for Business	1 Day	<b><u>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</u></b>														

ENERGY MANAGEMENT CONSULTANCY SERVICES		DURATION	COST:2016	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Energy Surveys / Energy Maps	Variable	<b><u>CALL FOR CUSTOMISED QUOTE &amp; AVAILABILITY</u></b>													
BMS Control Strategy Assessment	Variable														
Specific Plant Assessment	Variable														
CHP Feasibility Assessment	Variable														
Remote Energy Monitoring	Variable														

Facilities / Project Management / AutoCAD

5% Online Discount on all courses at www.OptimaTraining.ie

<b>FACILITIES MANAGEMENT</b>	DURATION	COST:2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Sub-Category - Facilities Management</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Facilities Management	2 Days	650.00		<u>15</u>			<u>16</u>				<u>19</u>			<u>5</u>
Engineering Trouble Shooting & Fault Finding	1 Day	350.00			<u>29</u>				<u>11</u>				<u>15</u>	
Maintenance Management	1 Day	350.00				<u>25</u>						<u>25</u>		
<b>Sub-Category - Supply Chain &amp; Logistics</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Supply Chain Management (NEW)	1 Day	350.00		<u>3</u>			<u>12</u>				<u>8</u>			<u>8</u>
Purchasing Management (NEW)	1 Day	350.00			<u>3</u>			<u>30</u>					<u>24</u>	
Materials Management (NEW)	1 Day	350.00				<u>21</u>					<u>29</u>			
Logistics Management (NEW)	1 Day	350.00		<u>25</u>				<u>2</u>				<u>27</u>		

<b>PROJECT MANAGEMENT</b>	DURATION	COST: 2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Sub-Category - Project Management Certification</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project Management PMP Certification	4 Days	1075.00			<u>7</u>			<u>7</u>				<u>17</u>		
<b>Sub-Category - Microsoft Project</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Project - Level 1	1 Day	295.00		<u>18</u>			<u>11</u>				<u>26</u>			
Microsoft Project - Level 2	1 Day	295.00			<u>30</u>				<u>6</u>				<u>14</u>	
<b>Sub-Category - Project Management Fundamentals</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project Management Fundamentals	2 Days	595.00			<u>9</u>			<u>9</u>					<u>3</u>	
<b>Sub-Category - CompTIA Project+</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CompTIA Project +	10 Evenings	695.00	<b>CALL FOR DATES</b>											
Project Server	5 days	1275.00												

<b>AUTODESK APPLICATIONS</b>	DURATION	COST: 2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Sub-Category - Autocad</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AutoCAD Fundamentals	2 Days	525.00		<u>17</u>			<u>18</u>				<u>6</u>		<u>22</u>	
AutoCAD Advanced	1 Day	275.00				<u>20</u>						<u>5</u>		
<b>Sub-Category - ECDL CAD</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ECDL CAD (Evening) (Exam Included)	10 Evenings	575.00	<b>CALL FOR DATES</b>											
<b>Sub-Category - Geometric Dimensioning</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Geometric Dimensioning & Tolerancing Fundamentals	3 Days		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>											

**Leadership & Management**

5% Online Discount on all courses at www.OptimaTraining.ie

<b>LEADERSHIP &amp; MANAGEMENT</b>		<b>DURATION</b>	<b>COST: 2016</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Sub-Category - Personal Development</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Personal Effectiveness	1 Day	295.00		<u>21</u>			<u>5</u>					<u>7</u>			
Presentation Skills (Essential Skills)	1 Day	295.00			<u>9</u>			<u>10</u>					<u>6</u>		<u>1</u>
Assertiveness Skills	1 Day	295.00				<u>2</u>			<u>16</u>			<u>8</u>			
Negotiation Skills	1 Day	295.00		<u>26</u>					<u>23</u>					<u>16</u>	
Communication Skills	1 Day	295.00			<u>10</u>			<u>12</u>				<u>13</u>		<u>9</u>	
Stress Management & Wellbeing	1 Day	295.00				<u>3</u>					<u>24</u>				
Time Management	1 Day	295.00			<u>11</u>		<u>28</u>			<u>7</u>		<u>14</u>		<u>17</u>	
Mindfulness Workshop	1/2 Day	195.00				<u>16</u>						<u>15</u>			
Effective Brainstorming Skills	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
Well Being /Stress & Sleep Mgt /Relaxation Techniques	1/2 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
<b>Sub-Category - Career Development</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Career Transition & Development / CV Creation	2 Days		<b>CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
CV Creation & Interview Skills	3 Evenings	250.00			<u>8</u>			<u>9</u>				<u>12</u>			
<b>Sub-Category - Teamwork &amp; Leadership</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Supervisory Management Skills	2 Days	595.00			<u>24</u>			<u>4</u>				<u>27</u>		<u>28</u>	
Conflict Management & Resolution	1 Day	295.00		<u>27</u>			<u>12</u>			<u>12</u>				<u>3</u>	
Practical Problem Solving & Decision Making	1 Day	295.00			<u>2</u>			<u>3</u>			<u>17</u>			<u>19</u>	
Team Leader Skills	1 Day	295.00			<u>1</u>		<u>6</u>			<u>5</u>				<u>20</u>	
Team Development	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
<b>Sub-Category - HR, Training &amp; Development</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Recruitment, Selection & Interview Skills	1 Day	295.00				<u>10</u>			<u>15</u>				<u>5</u>		
Introduction to Human Resource Management	2 Days	595.00			<u>22</u>				<u>27</u>					<u>7</u>	
Performance Management & Appraisals	1 Day	295.00				<u>8</u>			<u>2</u>					<u>4</u>	
Employment Law	1 Day	295.00	<b>CALL FOR DATES</b>												
Train the Trainer (Hands on Practical)	2 Days	595.00			<u>3</u>			<u>24</u>				<u>21</u>			
Bullying in the Workplace	1 Day	295.00					<u>18</u>				<u>23</u>				
Managing Difficult Conversations	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
Coaching Effectively	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
Facilitation Techniques	1 Day		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>												
<b>Sub-Category - NLP (Neuro Linguistic Programming)</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
Increase Your Success with NLP	1 Day	375.00			<u>24</u>							<u>29</u>			
Presenting with Confidence	1 Day	375.00	<b>CALL FOR DATES</b>												
Effective Communication with NLP	1 Day	375.00	<b>CALL FOR DATES</b>												

Sub-Category - Organisational Effectiveness			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Report Writing	1 Day	295.00			<u>30</u>			<u>13</u>				<u>12</u>		
Professional Minute Taking	1 Day	295.00	CALL FOR DATES											
Meeting Management - Conducting Effective Meetings	1 Day		ONSITE TRAINING AVAILABLE - PLEASE CALL FOR CUSTOM QUOTE AND TRAINER AVAILABILITY											
Sub-Category - Sales & Customer Care			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Customer Service Skills	1 Day	295.00	<u>20</u>			<u>7</u>			<u>21</u>				<u>3</u>	
Introduction to Sales Techniques	1 Day		ONSITE TRAINING AVAILABLE - PLEASE CALL FOR CUSTOM QUOTE AND TRAINER AVAILABILITY											
Advanced Sales Techniques	1 Day													
Dealing with Aggressive/Abusive Behaviour	1 Day													
Call Handling & Customer Care	1 Day													
Customer Care/Service Representative	1 Day													
Customer Care/Service Supervisor	1 Day													
Reception & Customer Service Skills	1 Day													
Sub-Category - Finance & Business Planning			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finance for Non Financial Managers	2 Days	595.00			<u>21</u>			<u>20</u>				<u>24</u>		
Debt Collection	1 Day	350.00		<u>8</u>			<u>11</u>				<u>12</u>		<u>14</u>	
Designing an Effective Business Plan	1 Day		ONSITE TRAINING AVAILABLE - PLEASE CALL FOR CUSTOM QUOTE AND TRAINER AVAILABILITY											
Designing an Effective Marketing Plan	1 Day													
Strategic Business Planning	2 Days													
Sub-Category - Public Procurement			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Public Procurement - Winning E-Tenders/Contracts	1 Day	295.00	CALL FOR DATES											

**Health & Safety**

5% Online Discount on all courses at [www.OptimaTraining.ie](http://www.OptimaTraining.ie)

<b>HEALTH &amp; SAFETY</b>		<b>DURATION</b>	<b>COST: 2016</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
<b>Sub-Category - Fire Safety</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
Fire Warden	1 Day	195.00		<u>19</u>		<u>15</u>				<u>1</u>		<u>23</u>		<u>28</u>		
Fire Safety Essentials	Half Day	<b>ONSITE TRAINING AVAILABLE - PLEASE CALL FOR CUSTOM QUOTE AND TRAINER AVAILABILITY</b>														
<b>Sub-Category - Manual &amp; Patient Handling</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
Manual Handling Instructor QQI Level 6	5 Days	1095.00		<u>16</u>				<u>12</u>			<u>29</u>			<u>28</u>		
Patient Handling Instructor QQI Level 6	4 Days	750.00				<u>13</u>							<u>10</u>			
Manual Handling Instructor (Saturday Course)	5 Saturdays	995.00	<b>CALL FOR DATES</b>													
Manual Handling Essentials	Half Day	100.00	<u>29</u>	<u>26</u>	<u>25</u>	<u>29</u>	<u>27</u>	<u>24</u>	<u>29</u>	<u>26</u>	<u>30</u>	<u>28</u>	<u>25</u>			
Patient Handling Essentials	1 Day	100.00	<b>CALL FOR DATES</b>													
<b>Sub-Category - First Aid</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
Occupational First Aid QQI Level 5	3 Days	325.00		<u>8</u>		<u>11</u>			<u>27</u>			<u>5</u>		<u>7</u>		
Occupational First Aid QQI certified (Refresher)	1 Day	190.00		<u>9</u>		<u>12</u>			<u>28</u>			<u>6</u>		<u>8</u>		
Occupational First Aid (Saturday Course)	3 Saturdays	295.00		<u>20</u>				<u>14</u>				<u>24</u>				
Basic First Aid	1 Day	<b>ONSITE TRAINING AVAILABLE - PLEASE CALL FOR CUSTOM QUOTE AND TRAINER AVAILABILITY</b>														
Cardiac First Response (Community Level)	1 Day															
Cardiac First Response (Practitioner Level)	1 Day															
<b>Sub-Category - Health &amp; Safety Rep/Officer</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
Health & Safety Representative FETAC Level 5	3.5 Days	575.00	<b>CALL FOR DATES</b>													
Health & Safety for Managers	2 Days	475.00		<u>22</u>		<u>18</u>				<u>4</u>			<u>6</u>			
<b>Sub-Category - Workplace Safety</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
Health & Safety Risk Assessment	1 Day	295.00			<u>18</u>					<u>22</u>			<u>28</u>			
Office Ergonomics & VDU Assessor (NEW)	2 Days	475.00			<u>15</u>				<u>20</u>			<u>12</u>			<u>13</u>	
Working with Height 2006 Regulations	Half Day	<b>ONSITE TRAINING AVAILABLE - PLEASE CALL FOR CUSTOM QUOTE AND TRAINER AVAILABILITY</b>														
Abrasive Wheels	Half Day															
Chemical Handling Awareness	Half Day															
Chemical Agent Risk Assessment	1 Day															
Electrical Safety	1 Day															
Confined Space	1 Day															
IOSH Managing Safely	4 Days															
<b>Sub-Category - Forklift</b>				<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
Forklift Operator for Beginner	5 Days	<b>ONSITE TRAINING AVAILABLE - PLEASE CALL FOR CUSTOM QUOTE AND TRAINER AVAILABILITY</b>														
Forklift Operator for Experienced Drivers	2.5 Days															
Forklift Operator Refresher	1 Day															
<b>HEALTH &amp; SAFETY CONSULTANCY SERVICES</b>		<b>DURATION</b>	<b>COST: 2016</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
Safety Statement - Design & Report		<b>PLEASE CALL FOR CUSTOM QUOTE AND CONSULTANT AVAILABILITY</b>														
Office Ergonomic & VDU Assessment																
Noise/Environmental Noise Assessment																



Microsoft Applications / ECDL / Graphics & DTP

5% Online Discount on all courses at [www.OptimaTraining.ie](http://www.OptimaTraining.ie)

<b>Microsoft Applications / ECDL</b>	<b>DURATION</b>	<b>COST: 2016</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<i>* All Microsoft Office Courses Available - 2007 / 2010 and Office 2013 - Call Today *</i>														
<b>Sub-Category - Basic Computers</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Introduction to Basic Computer Skills / Document Creation, Email/Internet</b>	6 Evenings	350.00			<u>9</u>							<u>12</u>		
<b>Introduction to Basic Computer Skills / Document Creation, Email/Internet</b>	1 Day	250.00		<u>24</u>				<u>16</u>			<u>13</u>			
<b>Sub-Category - Microsoft Word</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Microsoft Word Introduction</b>	1 Day	190.00	<u>26</u>			<u>5</u>			<u>12</u>			<u>26</u>		
<b>Microsoft Word Intermediate</b>	1 Day	190.00		<u>17</u>			<u>24</u>			<u>24</u>			<u>30</u>	
<b>Microsoft Word Advanced</b>	1 Day	190.00			<u>15</u>			<u>14</u>			<u>14</u>			<u>13</u>
<b>Sub-Category - Microsoft Excel</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Microsoft Excel Introduction</b>	1 Day	190.00	<u>19</u>		<u>9</u>		<u>17</u>		<u>19</u>		<u>5</u>		<u>16</u>	
<b>Microsoft Excel Intermediate</b>	1 Day	190.00		<u>2</u>		<u>13</u>		<u>15</u>		<u>30</u>		<u>11</u>		<u>6</u>
<b>Microsoft Excel Advanced</b>	1 Day	190.00	<u>28</u>		<u>21</u>		<u>9</u>		<u>7</u>		<u>15</u>		<u>28</u>	
<b>Microsoft Excel VBA/Macros</b>	1 Day	295.00				<u>15</u>						<u>21</u>		
<b>Sub-Category - Microsoft PowerPoint</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Microsoft PowerPoint Introduction/Intermediate</b>	1 Day	190.00		<u>16</u>		<u>19</u>		<u>22</u>			<u>20</u>		<u>9</u>	
<b>Microsoft PowerPoint Advanced</b>	1 Day	190.00			<u>23</u>		<u>16</u>			<u>25</u>		<u>27</u>		
<b>Sub-Category - Microsoft Access</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Microsoft Access Introduction</b>	1 Day	190.00		<u>9</u>			<u>10</u>			<u>23</u>			<u>8</u>	
<b>Microsoft Access Intermediate</b>	1 Day	190.00			<u>31</u>			<u>27</u>			<u>27</u>			<u>8</u>
<b>Microsoft Access Advanced</b>	1 Day	190.00		<u>29</u>		<u>28</u>			<u>26</u>			<u>24</u>		
<b>Microsoft Access VBA Programming</b>	1 Day	295.00					<u>24</u>							
<b>Sub-Category - Microsoft Outlook</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Microsoft Outlook Fundamentals / Calendars</b>	1 Day	200.00		<u>25</u>			<u>18</u>				<u>12</u>			
<b>Sub-Category - Microsoft Office Upgrade Training</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Microsoft Office 2013 Upgrade</b>	1 Day	200.00			<u>24</u>			<u>23</u>				<u>13</u>		
<b>Sub-Category - Microsoft Publisher</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Microsoft Publisher Introduction/Intermediate</b>	1 Day	225.00		<u>23</u>			<u>23</u>				<u>21</u>			
<b>Microsoft Publisher Advanced</b>	1 Day	225.00	<u>29</u>			<u>21</u>				<u>22</u>			<u>24</u>	
<b>Sub-Category - Microsoft Visio</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Microsoft Visio Introduction/Intermediate</b>	1 Day	250.00		<u>22</u>		<u>14</u>			<u>4</u>		<u>19</u>			
<b>Microsoft Visio Advanced</b>	1 Day	250.00			<u>29</u>			<u>13</u>					<u>10</u>	

Sub-Category - ECDL Standard Certification			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
(ECDL) Computer Essentials Certification Training <b>(NEW)</b>	12 Evenings	495.00		<u>2</u>							<u>27</u>	R			
(ECDL) Walk In Exams	Variable		<b>CALL FOR DATES</b>												
Sub-Category - ECDL Advanced Certification			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
(ECDL) Advanced Modules Certification Training	Variable		<b>CALL FOR DATES</b>												
(ECDL) Advanced Module Exams	Variable		<b>CALL FOR DATES</b>												
Sub-Category - Apache Open Office Productivity Suite			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Open Office - Calc	1 Day	175.00	<b>CALL FOR DATES</b>												
Open Office - Writer	1 Day	175.00													
Open Office - Impress	1 Day	175.00													
Open Office - Base	1 Day	175.00													
Microsoft Office 365 Training															
Sub-Category - Keyboarding Fundamentals										Jul	Aug	Sep	Oct	Nov	Dec
Basic Keyboarding Fundamentals	1 Day	250.00			<u>2</u>				<u>8</u>	<b>Call for Dates - NOTE ADDITIONAL PUBLIC DATES FOR APPLICATION COURSES ARE CONTINUALLY BEING ADDED. PLEASE DO CALL FOR A CURRENT UPDATE IF YOU REQUIRE ANOTHER DATE OPTION OR MICROSOFT</b>					
<b>(Private Custom Group Sessions Available on all Application Courses)</b> Call Now to Arrange a Date															

**Technical IT**

5% Online Discount on all courses at [www.OptimaTraining.ie](http://www.OptimaTraining.ie)

<b>IT TECHNICAL</b> (Exams Additional)	<b>DURATION</b>	<b>COST: 2016</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sub-Category - CompTIA			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CompTIA A+ Certification	10 Saturdays	795.00		<u>20</u>							<u>24</u>			
CompTIA Network+ Certification	10 Saturdays	795.00				<u>23</u>							<u>12</u>	
CompTIA Security+ Certification	10 Evenings	795.00	<b>CALL FOR DATES</b>											
CompTIA Project+ Certification	10 Evenings	795.00												
Sub-Category - Microsoft SharePoint			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft SharePoint End-User Training- Basic (NEW)	1 Day	295.00			<u>1</u>						<u>29</u>			
Microsoft SharePoint End-User Training- Advanced (NEW)	1 Day	295.00					<u>30</u>						<u>1</u>	
Microsoft SharePoint Technical Training	1 Day		<b>CALL FOR DATES</b>											
Microsoft SharePoint Development	1 Day													
Configuring Web Parts	1 Day													
Sub-Category - Crystal Reports			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Crystal Reports - Level 1	2 Days		<b>ONSITE TRAINING AVAILABLE - PLEASE CALL FOR CUSTOM QUOTE AND TRAINER AVAILABILITY</b>											
Crystal Reports - Level 2	2 Days													
Xcelsius	2 Days													
Sub-Category - MCSA/MCSE			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
(MCSA) Microsoft Certified System Administrator Accelerated Bootcamp	Variable		<b>ONSITE TRAINING AVAILABLE - PLEASE CALL FOR CUSTOM QUOTE AND TRAINER AVAILABILITY</b>											
(MCSE) Microsoft Certified System Engineer Accelerated Bootcamp	Variable													
Microsoft Windows Server 2012 & 2008	Variable													
Microsoft Small Business Server	Variable													
Ms Exchange Server 2012	Variable													
Sub-Category - Programming			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Visual Basic	Variable		<b>ONSITE TRAINING AVAILABLE - PLEASE CALL FOR CUSTOM QUOTE AND TRAINER AVAILABILITY</b>											
Microsoft Visual Basic.net	Variable													
Microsoft C#	Variable													
Designing Web Applications with Microsoft Asp.net	Variable													
Designing Windows Applications with Microsoft.net	Variable													
ADO.net	Variable													
Java	Variable													
Android Applications using Java	Variable													
Iphone Web Applications	Variable													
Iphone Applications	Variable													
Sub-Category - SQL			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft SQL Server Administration	Variable		<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>											
Microsoft SQL Server Design	Variable													
Querying Microsoft SQL Server with Transact-SQL	Variable													
Microsoft SQL Server Reporting Services	Variable													
Microsoft SQL Server Integration Services	Variable													
Sub-Category - Oracle			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Oracle Developer	Variable													

**Optima Training Consulting Schedule**

Oracle PL/SQL	Variable
Oracle Queries	Variable
<b>Sub-Category - XML and Web Development</b>	
Building XML-Based Web Applications	Variable
Web Application Development using Microsoft XML Web Services	Variable
JavaScript Programming	Variable
Jquery	Variable
Css	Variable
ASP	Variable
<b>Sub-Category - Cloud Computing</b>	
Intro to Free Cloud Computing Applications	1 Day



**ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE & TRAINER AVAILABILITY**

Rev:00

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>ONSITE TRAINING PROVIDED - CALL FOR CUSTOM QUOTE &amp; TRAINER AVAILABILITY</b>											
<b>CALL FOR DATES</b>											

Web Design & Online Marketing / Graphics / Languages

5% Online Discount on all courses at www.OptimaTraining.ie

<b>WEB DESIGN &amp; ONLINE MARKETING</b>	<b>DURATION</b>	<b>COST: 2016</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Sub-Category - Web Design Fundamentals</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Web Design Fundamentals</b>	1 Day	295.00			<u>10</u>			<u>9</u>			<u>22</u>			
<b>Sub-Category - CIW Certification</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>CIW Web Design Specialist</b>	10 Evenings	695.00	<b>CALL FOR DATES</b>											
<b>CIW Web Design Specialist</b>	5 Saturdays	700.00												
<b>CIW Web Foundations Associate</b>	10 Evenings	700.00												
<b>Sub-Category - Adobe Fireworks &amp; Dreamweaver</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Adobe Fireworks &amp; Dreamweaver - Level 1</b>	2 Days	595.00	<b>CALL FOR DATES</b>											
<b>Adobe Fireworks &amp; Dreamweaver - Level 2</b>	2 Days	595.00												
<b>Sub-Category - Web Marketing &amp; Search Engine Optimisation</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Web Marketing &amp; Search Engine Optimisation</b>	1 Day	295.00				<u>20</u>						<u>20</u>		
<b>Sub-Category - Web Applications</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>FileMaker Pro Training</b>	1 Day	295.00	<b>CALL FOR DATES</b>											
<b>WordPress Training</b>	1 Day	295.00												
<b>Sub-Category - Social Marketing</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Online Marketing - Adwords/Facebook for Business/Twitter /Linkedin/Blogging and SEO</b>	1 Day	200.00	<b>CALL FOR DATES</b>											
<b>Setting Up Your Own Blog with Google Blogger</b>	1 Day	200.00												
<b>Google PICASA - Editing Digital Images and Creating Online Galleries</b>	1 Day	200.00												
<b>Google + Business Pages</b>	1 Day	200.00												
<b>Replacing Retail Products with Open Source &amp; Cloud Applications</b>	1 Day	200.00												

<b>GRAPHICS &amp; DESKTOP PUBLISHING</b>	<b>DURATION</b>	<b>COST: 2016</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Sub-Category - Adobe</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Adobe Photoshop</b>	1 Day	295.00			<u>22</u>			<u>1</u>				<u>12</u>		
<b>Adobe Acrobat Professional</b>	1 Day	295.00		<u>15</u>			<u>25</u>				<u>28</u>			
<b>Adobe InDesign</b>	1 Day	295.00				<u>18</u>							<u>21</u>	
<b>Adobe Illustrator</b>	1 Day	295.00					<u>26</u>							
<b>Adobe Captivate</b>	1 Day	295.00			<u>7</u>					<u>29</u>				
<b>Adobe Presenter</b>	1 Day	295.00		<u>8</u>			<u>5</u>				<u>1</u>			
<b>Sub-Category - Digital Media</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Introduction to Digital Photography</b>	1 Day	225.00	<b>CALL FOR DATES</b>											
<b>Adobe Premier Pro</b>	1 Day	225.00	<b>CALL FOR DATES</b>											

<b>LANGUAGE SKILLS FOR BUSINESS</b>	<b>DURATION</b>	<b>COST:2016</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Sub-Category - English as a Foreign Language</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
English for the Service Sector	12 Evenings	350.00	<b>CALL FOR DATES</b>											
English for the Retail Sector	12 Evenings	350.00												
Basic English	12 Evenings	350.00												
Intermediate English	12 Evenings	350.00												
Advanced English	12 Evenings	350.00												
<b>Sub-Category - French</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Basic French	12 Evenings	350.00	<b>CALL FOR DATES</b>											
Intermediate -Advanced French	12 Evenings	350.00												
<b>Sub-Category - Chinese</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Chinese Language Skills for Business	12 Evenings	350.00	<b>CALL FOR DATES</b>											
<b>Sub-Category - German</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Basic German	12 Evenings	350.00		<b>24</b>							<b>28</b>			
Intermediate-Advanced German	12 Evenings	350.00					<b>11</b>							
<b>Sub-Category - Polish</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Polish Language Skills for Business	12 Evenings	350.00	<b>CALL FOR DATES</b>											
<b>Sub-Category - Spanish</b>			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Spanish Language Skills	12 Evenings	350.00	<b>CALL FOR DATES</b>											