

# American Management Association

| WEEK | DATE     | CONTENT  |
|------|----------|--|
| 1    | 13 Sept  | Performance Management: How to Achieve Top Results |
| 2    | 20 Sept  | Performance Management: How to Achieve Top Results |
| 3    | 27 Sept  | Performance Management: How to Achieve Top Results |
| 4    | 4 Oct    | Performance Management: How to Achieve Top Results |
| 5    | 11 Oct   | Performance Management: How to Achieve Top Results |
| 6    | 18 Oct   | Performance Management: How to Achieve Top Results |
| 7    | 25 Oct   | Performance Management: How to Achieve Top Results |
| 8    | 1 Nov    | The Legal Side of HR Practice                      |
| 9    | 8 Nov    | The Legal Side of HR Practice                      |
| 10   | 15 Nov   | The Legal Side of HR Practice                      |
| 11   | 22 Nov   | The Legal Side of HR Practice                      |
| 12   | 29 Nov   | The Legal Side of HR Practice                      |
| 13   | 6 Dec    | The Legal Side of HR Practice                      |
| 14   | 13 Dec   | <b>MID-SEMESTER ASSESSMENT</b>                     |
|      |          |  |
|      |          | <b>CHRISTMAS BREAK</b>                             |
| 15   | 17 Jan   | Planning and Managing Change                       |
| 17   | 24 Jan   | Planning and Managing Change                       |
| 18   | 31 Jan   | Planning and Managing Change                       |
| 19   | 7 Feb    | Planning and Managing Change                       |
| 20   | 14 Feb   | Planning and Managing Change                       |
| 21   | 21 Feb   | Planning and Managing Change                       |
| 22   | 28 Feb   | Fundamentals of Human Resources                    |
| 23   | 7 Mar    | Fundamentals of Human Resources                    |
| 24   | 14 Mar   | Fundamentals of Human Resources                    |
| 25   | 21 Mar   | Fundamentals of Human Resources                    |
| 26   | 28 Mar   | Fundamentals of Human Resources                    |
| 27   | 4 Apr    | Communication Skills for Managers                  |
| 28   | 11 Apr   | Communication Skills for Managers                  |
| 29   | 18 April | Communication Skills for Managers                  |
| 30   | 25 April | Communication Skills for Managers                  |
| 31   | 2 May    | Communication Skills for Managers                  |
| 32   | 9 May    | Communication Skills for Managers                  |
| 33   | 16 May   | <b>FINAL ASSESSMENT</b>                            |