

American Management Association

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