



American Management Association

WEEK	DATE	CONTENT
1	15 Jan	Fundamentals of Human Resources
2	22 Jan	Fundamentals of Human Resources
3	29 Jan	Fundamentals of Human Resources
4	5 Feb	Fundamentals of Human Resources
5	12 Feb	Fundamentals of Human Resources
6	19 Feb	How to Manage Conflict in the Organization
7	26 Feb	How to Manage Conflict in the Organization
8	4 Mar	How to Manage Conflict in the Organization
9	11 Mar	How to Manage Conflict in the Organization
10	18 Mar	How to Manage Conflict in the Organization
11	25 Mar	How to Manage Conflict in the Organization
12	1 Apr	Communication Skills for Managers
13	8 Apr	Communication Skills for Managers
14	15 April	Communication Skills for Managers
15	22 April	Communication Skills for Managers
16	29 Apr	Communication Skills for Managers
17	6 May	Communication Skills for Managers
18	13 May	ASSESSMENT
SUMMER BREAK		
19	16 Sept	Manager's Guide to HR Law
20	23 Sept	Manager's Guide to HR Law
21	30 Sept	Manager's Guide to HR Law
22	7 Oct	Manager's Guide to HR Law
23	14 Oct	Manager's Guide to HR Law
24	21 Oct	Manager's Guide to HR Law
25	28 Oct	Performance Management: How to Achieve Top Results
26	4 Nov	Performance Management: How to Achieve Top Results
27	11 Nov	HOLIDAY
28	18 Nov	Performance Management: How to Achieve Top Results
29	25 Nov	Performance Management: How to Achieve Top Results
30	2 Dec	Performance Management: How to Achieve Top Results
31	9 Dec	Performance Management: How to Achieve Top Results
32	16 Dec	ASSESSMENT