



American Management Association

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