

American Management Association

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