

American Management Association

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