



EVENTS MANAGEMENT						
	MAR	APR	MAY	JUN	JUL	AUG
<b>Lok Jack GSB Programmes</b>						
Budgets and Financial Management						
Development Camp						
Event Design and Decor						
Event Safety, Crowd and Risk Management						
International Meetings Management						
International Diplomatic Protocol & Etiquette						
Managing Event Suppliers						
<b>GW University Programmes</b>						
Best Practices in Event Management						
Corporate Event Management						
Event Coordination						
Event Marketing						
Event Protocol						
Event Sponsorship and Fundraising						
Meetings and Conferences						
Risk Management						
Sport Event Marketing and Management						
Start, Grow an Event Business						
Wedding Planning and Coordination						

FINANCE						
	MAR	APR	MAY	JUN	JUL	AUG
ACCA - Diploma in Financial Management						
Accountability & Transparency						
Bank Valuation						
Budgeting & Monitoring						
Credit Risk Models						
Finance for Non-Financial Professionals						
From Riches to Rags : Understanding the Financial Crisis						
Fundamentals of Cost Accounting						
Fundamentals of the Oil & Gas Industry						
Fundamentals of Project Accounting						
Governance Risk & Compliance						
How the Financial Markets Work						
Identifying Fraudulent Financial Transactions						
Mergers & Acquisitions						
Oil & Gas Accounting						
Project & Infrastructure Finance						

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SKILLS DEVELOPMENT						
	MAR	APR	MAY	JUN	JUL	AUG
Administrative Professionals - EAs / PAs						
Administrative Professionals - Passion						
Administrative Professionals - CR&CPS						
Administrative Professionals						
Advanced Business Writing						
Conflict Resolution and Negotiation Skills						
Creative Problem Solving and Analytical Thinking						
Crisis Management						
Customer Service						
Develop your Training Plan						
Effective Business Writing						
Effective Interviewing Skills						
Effective Meeting Management						
Law for Administrative Professionals						
Managing Corporate Events						
Mastering Supervisory Skills						
Memo and Minute Writing						
Public Relations and Advertising						
Public Servants in the 21st Century						
Résumé Writing						
Selling Techniques for the 21st Century						
Speech Writing						
Team Building						

PROJECT MANAGEMENT						
	MAR	APR	MAY	JUN	JUL	AUG
<b>GSB Programmes</b>						
Accident Investigation						
MS Project						
Managing Complexity in the Face of Uncertainty						
OSHA 30 hr General Industry						
OSHA for the Marine Industry						
Project Management for IT Professionals						
Project Management for Non-PM Professionals						
Project Monitoring and Evaluation						
Proposal Development and Evaluation						
Project Management for the Public Sector						
<b>PM College Programmes</b>						
Contracting and Negotiations						
Leadership in a Project Management Environment						
Project Cost and Schedule Management						
Project Management Essentials						
Project Management Practicum						
Project Risk Management						
<b>Asset Management</b>						
Module 1 5-days						
Module 2 5-days						
Module 3 5-days						
Module 4 5-days						

PROFESSIONAL DEVELOPMENT						
	MAR	APR	MAY	JUN	JUL	AUG
Building & Executing Strategy						
Change Management						
Coaching & Mentoring Skills for Managers						
Customer Relationship Management						
Fundamentals of Sales Management						
HR & Industrial Relations						
HR Labour Law						
HR Planning						
Introduction to Facilities Management						
Inventory Management						
Knowledge Management						
Leadership in Action						
Management for the Newly Appointed Manager						
Managerial Economics						
Pensions & Benefits Planning						
Pricing Principles for Product & Service Markets						
Principles of Contract Law						
Purchasing Principles & Applications						
Skills for Effective Performance Management						
Strategic Branding						
Strategic Human Resource Management						
Strategic Marketing						
Total Quality Management						
Train-the-Trainer						

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For the most current information on these programmes, including dates and fees, please visit **The Center for Training and Development** at the Arthur Lok Jack Graduate School of Business website: [http://www.gsb.tt/training\\_development/index.html](http://www.gsb.tt/training_development/index.html) You also may contact our course coordinators at 645-6700