

TRAINING SCHEDULE 2016

MICROSOFT OFFICE PRODUCTIVITY												
COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Microsoft office Suite 2010 - Word 1, 2, 3, Excel 1, 2 & PowerPoint 1 & 2	2 - Weeks	1st - 12th		3rd - 15th		5th - 17th		22nd - 2nd		10th - 14th		
Microsoft Advanced Excel	3 - Days	29th - 2nd		18th - 20th		20th - 22nd		15th - 17th		24th -26th		
Microsoft Advanced Excel VBA	3 - Days		28th - 30th		9th - 11th		18th - 20th		19th - 21st		2nd - 4th	
Microsoft Access 2010 Level 1, 2, 3.	On request											
Microsoft Project 2013	5 - Days		14th - 18th			6th -10th					21st - 25th	
MCSA: Windows Server 2012 Solutions Associate												
COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
20410: Installing and Configuring Windows Server 2012	5 - Days	8th - 12th	7th - 11th	4th - 8th	2nd - 6th	6th -10th	4th - 8th	1st - 5th	5th - 9th	3rd - 7th	7th - 11th	5th - 9th
20411: Administering Windows Server 2012	5 - Days	15th - 19th	14th -18th	11th - 15th	9th - 13th	13th - 17th	11th - 15th	8th - 12th	12th - 16th	10th - 14th	14th - 18th	12th - 16th
20412: Configuring Advanced Windows Server 2012 Services	5 - Days	22nd - 26th	21st - 25th	18th - 22nd	16th - 20th	20th - 24th	18th - 22nd	15th -19th	19th - 23rd	17th - 21st	21st - 25th	
MCSE: Server Infrastructure - Solution Expert												
COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
20413: Designing and Implementing a Server Infrastructure	5 - Days	8th - 12th		4th - 8th		13th - 17th		1st - 5th		10th - 14th		
20414: Implementing an Advanced Server Infrastructure	5 - Days		21st - 25th		16th - 20th		18th - 22nd		12th - 16th		10th - 14th	

CISCO												
COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
CCNA Routing and Switching	5 - Days		14th -18th		9th - 13th		18th - 22nd		5th - 9th		14th - 18th	
Implementing Cisco IP Routing (ROUTE)	5 - Days	15th - 19th		18th - 22nd		6th -10th		1st - 5th		17th - 21st		5th - 9th
Implementing Cisco IP Switched Networks (SWITCH) 2.0	5 - Days		28th - 1st April		23rd - 27th		25th - 29th		19th - 23rd		21st - 25th	
Troubleshooting and Maintaining CISCO IP Networks (TSHOOT) 2.0	5 - Days	22nd - 26th		25th - 29th		20th - 24th		15th - 19th		10th - 14th		12th - 16th
Implementing CISCO Wireless Network Fundamentals	5 - Days		7th - 11th			13th - 17th				3rd - 7th		
Implementing Cisco Network Security	5 - Days		21st - 25th		16th - 20th		4th - 8th		26th - 30th		7th - 11th	
Implementing Cisco Collaboration Devices (CICD) (CCNA VOICE)	5 - Days			4th - 8th			11th - 15th				10th - 14th	
PROGRAMMING												
Web Programming (php & database)	5 - Days		21st - 25th		23rd - 27th		25th - 29th		26th - 30th			5th - 9th
Java Programming	5 - Days	8th - 12th		4th - 8th		13th - 17th		1st - 5th		10th - 14th		
ITIL												
COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
ITIL Foundation V.3	3 - Days		16th - 18th		25th - 27th		13th - 15th		21st - 23rd		2nd - 4th	
ITIL Intermediate Continual Service Improvement 2011 Edition	4 - Days	16th - 19th		5th - 8th		21st - 24th		15th - 18th		4th - 7th		5th - 8th
ITIL Intermediate Service Strategy 2011 Edition	4 - Days		7th - 10th		9th - 12th		18th - 21st		5th - 8th		7th - 10th	
ITIL Intermediate Service Operation 2011 Edition	4 - Days		1st - 4th			6th - 9th				24th -27th		
ITIL Intermediate Service Design 2011 Edition	4 - Days			18th - 21st			25th -28th				21st - 24th	

ORACLE DATABASE 11g: Introduction to SQL												
COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
ORACLE DATABASE 11g: SQL Fundamentals 1&2	5 - Days	8th - 12th		11th - 15th		20th - 24th		1st - 5th		3rd - 7th		5th - 9th
ORACLE DATABASE 11g: SQL and PL/SQL Fundamentals	5 - Days		14th - 18th		9th - 13th		25th - 29th		19th - 23rd		7th - 11th	
Oracle 11 g Administration	5 - Days		7th - 11th		16th - 20th		18th - 22nd		26th - 30th		21st - 25th	
WEB DESIGN												
COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Dreamweaver, CSS, HTML, Fireworks	5 - Days	15th - 19th	14th - 18th	11th - 15th	9th - 13th	6th - 10th	4th - 8th		12th - 16th		21st - 25th	
SOFT SKILLS/ ENTREPRENEURS												
COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Anger Management - Understanding Anger	1 - Day	11th	15th	4th	30th	6th	29th	1st	30th	21st	25th	
Business Ethics for the office	On request											
Active Listening	1 - Day	12th		8th		17th		5th		10th		
Change Management	2 - Days		10th - 11th	4th - 5th		13th - 14th		22nd - 23rd			31st - 1st	
Creative Thinking and Innovation	2 - Days	18th - 19th		25th - 26th			7th - 8th		12th - 13th		24th - 25th	
Customer Service	2 - Days		30th - 31st	7th - 8th		16th - 17th		25th - 26th		31st - 1st		
Branding: Creating and Managing Your Corporate Brand	2 - Days	8th - 9th		20th - 21st		23rd - 24th		22nd - 23rd		27th - 28th		
Business Process Management	2 - Days		8th - 9th		2nd - 3rd		5th - 6th		13th - 14th		8th - 9th	
Conference and Event Management	2 - Days	3rd - 4th		13th - 14th		7th - 8th		16th - 17th		18th - 19th		13th - 14th
Facilitation Skills	2 - Days	10th - 11th		19th - 20th		2nd - 3rd		9th - 10th		10th - 11th		7th - 8th
Kickstarting Your Business with Crowdsourcing	1 - Day		9th		31st		26th		20th		10th	
Building Your Self Esteem and Assertiveness	1 - Day	23rd	22nd	18th	17th	21st	19th	15th	19th	21st	22nd	
Conflict Resolutions - Dealing with Difficult People	1 - Day		15th	4th		6th		1st		21st	25th	
Marketing for Small Businesses	2 - Days	15th - 16th		12th - 13th		14th - 15th		2nd - 3rd		11th - 12th		

Writing a Business Plan	2 - Days		7th - 8th		18th - 19th		5th - 6th		20th - 21st		8th - 9th	
Crisis Management	2 - Days	2nd - 3rd		21st - 22nd		11th - 12th			13th - 14th		3rd - 4th	
Advanced Writing Skills	1 - Day	4th	9th	21st	5th	27th	14th	29th	14th	14th	7th	15th
Emotional Intelligence	1 - Day		9th		31st		26th		20th		10th	
Employee Accountability	1 - Day	2nd		8th		10th		12th		10th		12th
Giving Effective Feedback	1 - Day		21st		13th		27th		21st		22nd	
Conquering Your Fear of Speaking in Public	1 - Day	10th		7th		16th		17th		12th		14th
Critical Thinking	2 - Days	On Request										
Getting Stuff Done - Personal Development Boot Camp	2 - Days											
Balance Scorecard Basics	1 - Day	16th		5th		24th		18th		4th		5th
Basic Business Management - Boot Camp for Business Owners	3 - Days	29th - 2nd		18th - 20th		20th - 22nd		15th - 17th		24th - 26th		
Business Leadership	3 - Days		16th - 18th		25th - 27th		13th - 15th		21st - 23rd		2nd - 4th	
Communication for Small Business Owners	2 - Days	8th - 9th		20th - 21st		23rd - 24th		22nd - 23rd		27th - 28th		
Entrepreneurship 101	3 - Days		28th - 30th		9th - 11th		18th - 20th		19th - 21st		2nd - 4th	
Using Activities to make Training Fun	1 - Day		9th		5th	27th		29th		14th		15th
Managing Pressure and Maintaining Balance	1 - Day		8th		3rd		12th		13th		9th	15th
Research Skills	1 - Day	17th			20th	27th		29th		14th		
Stress Management	1 - Day	11th	15th	4th	30th	6th	29th	1st	30th	21st	25th	
Time Management - Get Organised for Peak Performance	1 - Day	26th	9th		5th		14th		14th		7th	
Self-Leadership	1 - Day	19th	15th		18th		11th		13th		29th	
Communication Strategies	2 - Days		21st - 22nd		30th - 31st			8th - 9th		20th - 21st		

MARKETING												
COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Building a Brand on Social Media	2 - Days	17th - 18th		21st - 22nd		11th - 12th			13th - 14th		3rd - 4th	
Basic Internet Marketing	1 - Day	12th	18th	5th	20th	7th	25th	2nd	5th	10th	2nd	
Marketing and Sales	1 - Day		9th		31st		26th		20th		10th	
Marketing with Social Media	2 - Days		10th - 11th	4th - 5th		13th - 14th		22nd - 23rd			31st - 1st	
Selling Smarter	1 - Day	11th	15th	4th	30th	6th	29th	1st	30th	21st	25th	
Telemarketing - Using the Telephone as a Sales Tool	1 - Day		15th		18th		11th		13th		29th	
Networking for Success	2 - Days	24th - 25th			3rd - 4th		14th - 15th		19th - 20th			1st - 2nd
Prospecting for Leads like a Pro	1 - Day	3rd		21st		12th			13th		4th	
Negotiating for Results	1 - Day		1st		12th		20th		20th		15th	5th
Building Relationships for Success in Sales	1 - Day	17th		21st	5th		14th		14th		7th	
LEADERSHIP/ SUPERVISORS/ MANAGERS												
COURSES	DURATION	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Human Resources Training - HR for the Non-HR Manager	3 - Days	9th - 11th		12th - 14th		7th - 9th		9th - 11th		4th - 6th		6th - 8th
Team Building - Developing High Performance Teams	3 - Days		22nd - 24th		24th - 26th		12th - 14th		6th - 8th		8th - 10th	
The ABCs of Supervising Others	2 - Days	9th - 10th		6th - 7th		15th - 16th		16th - 17th		11th - 12th		14th - 15th
Advanced Writing Skills	1 - Day	4th	9th	21st	5th	27th	14th	29th	14th	14th	7th	15th
Anger Management - Understanding Anger	1 - Day	11th	15th	4th	30th	6th	29th	1st	30th	21st	25th	
Building Better Teams	1 - Day	12th	18th	5th	20th	7th	25th	2nd	5th	10th	2nd	
The Art of Delegating Effectively	1 - Day		4th		11th		22nd		7th	28th		2nd
Giving Effective Feedback	1 - Day		21st		13th		27th		21st		22nd	
Global Business Strategies	3 - Days		22nd - 24th		24th - 26th		12th - 14th		6th - 8th		8th - 10th	
Advanced Project Management	3 - Days		16th - 18th		25th - 27th		13th - 15th		21st - 23rd		2nd - 4th	

Writing a Business Plan	2 - Days		7th - 8th		18th - 19th		5th - 6th		20th - 21st		8th - 9th	
Crisis Management	2 - Days	2nd - 3rd		21st - 22nd		11th - 12th			13th - 14th		3rd - 4th	
Logistics and Supply Chain Management	2 - Days		10th - 11th	4th - 5th		13th - 14th		22nd - 23rd			31st - 1st	
Meeting Management - The Art of Making Meetings Work	1 - Day	9th		6th		16th		17th		11th		14th
Negotiating for Results	1 - Day		1st		12th		20th		20th		15th	5th
Motivation Training - Motivating your Workforce	1 - Day	12th		8th		17th		5th		10th		
Performance Management	1 - Day	17th	9th	21st	5th	27th	14th	29th	14th	14th	7th	15th
Skills For the Administrative Assistant	2 - Days	9th - 10th		6th - 7th		15th - 16th		16th -17th		11th - 12th		14th - 15th
The Professional Supervisor	3 - Days	29th - 2nd		18th - 20th		20th - 22nd		15th - 17th		24th -26th		

NB: Our schedule is also flexible. Don't also hesitate to contact us for all other courses not listed here.

For any inquiry, Contact us on [07045047066](tel:07045047066), [07045047062](tel:07045047062) or send a mail to info@yobelintegrated.com