

Course Calendar

(by Category)

for October-December 2018



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Communications Engineering Limited specialises in providing world-class quality Management Skills, Personal Effectiveness and IT Training. CEL targets new entrants and seasoned professionals in all business sectors. For more than 25 years, CEL has developed an excellent reputation for delivering real-world value-added training. The clientele includes many Fortune 500 multinational enterprises, HKSAR government, public and private sectors of Greater China and throughout the region.

Our carefully-designed course schedule targets to provide continuing, comprehensive and structured suites of courses that meet career development needs of professional staff at all levels. Our current pool of experts are drawn globally from Hong Kong and abroad, allowing us to offer the best combination available in terms of technology, expertise and versatility.

Public Curriculum for Oct to Dec 2018					
Managerial Skills & Leadership			Presentation / Communication / Writing		
Managing People for Win-Win Results	[C/E]	Oct	Influencing and Negotiating for Win-Win	NEW	[C/E] Oct
Influential Leadership Workshop	[C/E]	Nov	Presentation and Communication Skills	NEW	[C/E] Oct
Team Development			Handling Difficult People		[C/E] Oct
Leading a High Performance Team	[C/E]	Oct	Persuasive Presentation Skills Workshop		[C/E] Nov
Coaching and Motivating your Work Team	NEW	[C/E] Dec	Effective Business and Email Writing		[C/E] Nov
Personality Styles and Team Communication	NEW	[C/E] Dec	Creativity / Problem Solving / Decision Making		
Project Management			7 Thinking Tools for Generating Extraordinary Ideas		[C/E] Oct
Project Management Workshop	[C/E]	Dec	Creative Thinking and Innovation	NEW	[C/E] Nov
Time Management			Problem Solving and Decision Making		[C/E] Nov
Time and Task Management	[C/E]	Nov	Innovation 123: a brief workshop on Innovation and Design Thinking	NEW	[C/E] Dec
Customer Service			Sales Training		
Customer Service and Complaint Handling	[C/E]	Sep	Key Account Management	NEW	[C] Nov
Business Etiquette			Consultative Selling Skills	NEW	[C] Dec
Business Etiquette Workshop	NEW	[C] Oct			
Corporate Image + Business Etiquette	[C/E]	Dec			

Recommended for In House Presentations					
MANAGERIAL SKILLS / LEADERSHIP / TEAMWORK			PRESENTATION / COMMUNICATION / WRITING		
Survival Skills for Managers and Supervisors		[C/P/E]	Influencing Others without Formal Authority		[C/P/E]
Coaching & Feedback Skills		[C/P/E]	Effective Communication Strategies	NEW	[C/P/E]
Adapting to Change	NEW	[C/P/E]	Effective Communication and Interpersonal Skills in the Workplace		[C/P/E]
Change Management Workshop	NEW	[C/P/E]	Persuasive Proposal and Report Writing		[C/P/E]
Delegation Skills	NEW	[C/P/E]	Managing Conflicts in the Workplace		[C/P/E]
Mentoring Skills		[C/P/E]	Assertiveness Skills Workshop		[C/P/E]
21st Century Sun Tsu Leadership	NEW	[C/P/E]	Public Speaking Skills	NEW	[C/P/E]
Nurturing Your Team		[C/P/E]	Professional Telephone Skills Workshop		[C/P/E]
Personality Styles and Team Work	NEW	[C/P/E]	PROJECT MANAGEMENT		
Interviewing Skills Workshop		[C/P/E]	People Interaction in Project Management		[C/P/E]
Innovation and Strategic Planning	NEW	[C/P/E]	CREATIVITY / PROBLEM SOLVING / DECISION MAKING		
SALES / BUSINESS ETIQUETTE / CUSTOMER SERVICE/TIME MANAGEMENT			Analytical Thinking and Problem Solving	NEW	[C/P/E]
Personal Branding and Professional Image	NEW	[C/P]	Creative Problem Solving and Decision Making	NEW	[C/P/E]
Business Networking Skills		[C/P/E]	TEAM BUILDING		
6-Star Customer Services		[C/P/E]	Sample Team Building Program	NEW	[C/P/E]
Serving Customers from the Heart		[C/P/E]			
Time Management for Worklife Balance	NEW	[C/P/E]			

Last Updated on 29 September 2018

Medium of Instruction	
C	Cantonese
P	Putonghua
E	English