

**Course Calendar
(by Category)
for March-June 2018**



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Communications Engineering Limited specialises in providing world-class quality Management Skills, Personal Effectiveness, Information Technology and Specialty 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.

Management Skills & Leadership				Personal Effectiveness			
Managing People for Win-Win Results		[C/E]	Mar/May	Personality Style and Team Communication	NEW	[C/E]	Mar/May
Leadership Skills Workshop	NEW	[C]	Mar	Win-Win Negotiation	NEW	[C]	Mar/Jun
Coaching and Mentoring Skills	NEW	[C/E]	Mar	Time Management for Worklife Balance	NEW	[C/E]	Mar
Influencing Skills to Power Up Persuasion	NEW	[C/E]	Apr	Creative Problem Solving and Decision Making	NEW	[C]	Mar/Jun
Specialty Courses				Storytelling for Effective Presentation	NEW	[C]	Apr
Customer Service Skills Workshop	NEW	[C]	Mar	Effective Communication and Interpersonal Skills		[C/E]	Apr
Personal Branding and Professional Image	NEW	[C]	Apr	Handling Difficult People		[C/E]	Apr
Interviewing Skills to Recruit the Right Candidate		[C/E]	Apr	Creative Thinking and Innovation	NEW	[C]	May
Finance for Non-Finance Executives		[C]	May	Persuasive Presentation Skills Workshop		[C/E]	May
Customer-Focused Prospecting		[C]	May	Courses Recommended for In House Presentations			
Expert Sales Strategy		[C]	Jun	Sales Training Series			
Corporate Image + Business Etiquette		[C]	Jun	Key Account Management		NEW	[C]
Courses Recommended for In House Presentations				Face-to-Face Selling Skills Workshop			[C]
Management Skills & Leadership				Expert Sales Strategy			[C]
Developing Team Effectiveness and Collaboration	NEW	[C/P/E]		Customer-Focused Prospecting			[C]
Strategic Thinking Skills	NEW	[C/P/E]		Professional Sales Coaching			[C]
Delegation Skills	NEW	[C/P/E]		Professional Sales Presentation			[C]
Mentoring Skills	NEW	[C/P/E]		Professional Sales Coaching			[C]
Coaching & Feedback Skills	NEW	[C/P/E]		Assertiveness Skills Workshop			
Leadership Development Series Masterclasses				Personal Effectiveness/Specialty			
Going for Excellence: Practical Insights in Leveraging Human Capital	NEW	[E]		People Interaction in Project Management			[C/P/E]
Upscaling the HR Function: The Strategy & Impact of HR Capability	NEW	[E]		Project Management and Risk Control			[C/P/E]
Obstacles in Driving Change in Organisations	NEW	[E]		Team Building Workshop			[C/P/E]
Institutionalising Excellence in Organisations: A Process Approach	NEW	[E]		Interviewing Skills for Recruiting the Right Candidate			[C/P/E]
Making Leadership Impactful		[E]		Negotiation Skills for Merchandiser			[C/P/E]
Strategy Design & Implementation	NEW	[E]		6-Star Customer Services			[C/P/E]
				Storytelling for Effective Presentation		NEW	[C/P]
				Effective Communication Strategies		NEW	[C/P/E]

Last Updated on 10/02/2018

Medium of Instruction	
C	Cantonese
P	Putonghua
E	English