

**Course Calendar  
(by Category)  
for September-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 Sep to Dec 2018       |            |       |   |  |                      |
|---|------------|-------|---|--|----------------------|
| <b>Managerial Skills &amp; Leadership</b>   |            |       | <b>Presentation / Communication / Writing</b>         |  |                      |
| Five (5) Practices of an Influential Leader | <b>NEW</b> | [C/E] | Sep   | Storytelling for Engaging Presentation                             | [C] Sep              |
| Managing People for Win-Win Results         |            | [C/E] | Oct   | Influencing Skills to Power Up Persuasion                          | <b>NEW</b> [C/E] Sep |
| Influential Leadership Workshop             |            | [C/E] | Nov   | Effective Communication and Interpersonal Skills                   | [C/E] Sep            |
| <b>Team Development</b>                     |            |       | <b>Creativity / Problem Solving / Decision Making</b> |  |                      |
| Leading a High Performance Team             |            | [C/E] | Oct   | Influencing and Negotiating for Win-Win                            | <b>NEW</b> [C/E] Oct |
| Coaching and Motivating your Work Team      | <b>NEW</b> | [C/E] | Dec   | Presentation and Communication Skills                              | <b>NEW</b> [C/E] Oct |
| Personality Styles and Team Communication   | <b>NEW</b> | [C/E] | Dec   | Handling Difficult People  | [C/E] Oct            |
| <b>Project Management</b>                   |            |       | <b>Customer Service</b>                               |  |                      |
| Project Management Workshop                 |            | [C/E] | Sep/Dec   | Customer Service and Complaint Handling                            | [C/E] Sep            |
| <b>Time Management</b>                      |            |       | <b>Business Etiquette</b>                             |  |                      |
| Time and Task Management                    |            | [C/E] | Nov   | Business Etiquette Workshop  | <b>NEW</b> [C] Oct   |
| <b>Customer Service</b>                     |            |       | <b>Sales Training</b>                                 |  |                      |
| Customer Service and Complaint Handling     |            | [C/E] | Sep   | Key Account Management   | <b>NEW</b> [C] Nov   |
| <b>Business Etiquette</b>                   |            |       | <b>Project Management</b>                             |  |                      |
| Business Etiquette Workshop                 | <b>NEW</b> | [C]   | Oct   | 7 Thinking Tools for Generating Extraordinary Ideas                | [C/E] Oct            |
| Corporate Image + Business Etiquette        |            | [C/E] | Dec   | Creative Thinking and Innovation                                   | <b>NEW</b> [C/E] Nov |
| <b>Business Etiquette</b>                   |            |       | <b>Time Management</b>                                |  |                      |
| Business Etiquette Workshop                 | <b>NEW</b> | [C]   | Oct   | Problem Solving and Decision Making                                | [C/E] Nov            |
| Corporate Image + Business Etiquette        |            | [C/E] | Dec   | Innovation 123: a brief workshop on Innovation and Design Thinking | <b>NEW</b> [C/E] Dec |
| <b>Business Etiquette</b>                   |            |       | <b>Business Etiquette</b>                             |  |                      |
| Business Etiquette Workshop                 | <b>NEW</b> | [C]   | Oct   | Business Etiquette Workshop  | <b>NEW</b> [C] Oct   |
| Corporate Image + Business Etiquette        |            | [C/E] | Dec   | Corporate Image + Business Etiquette                               | [C/E] Dec            |

| Courses Recommended for In House Presentations                       |            |         |   |   |                    |
|--|------------|---------|---|---|--------------------|
| <b>MANAGERIAL SKILLS / LEADERSHIP / TEAMWORK</b>                     |            |         | <b>PRESENTATION / COMMUNICATION / WRITING</b> |   |                    |
| 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                                | <b>NEW</b> [C/P/E] |
| Adapting to Change   | <b>NEW</b> | [C/P/E] |   | Effective Communication and Interpersonal Skills in the Workplace | [C/P/E]            |
| Change Management Workshop   | <b>NEW</b> | [C/P/E] |   | Persuasive Proposal and Report Writing                            | [C/P/E]            |
| Delegation Skills  | <b>NEW</b> | [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                                      | <b>NEW</b> | [C/P/E] |   | Public Speaking Skills  | <b>NEW</b> [C/P/E] |
| Nurturing Your Team  |            | [C/P/E] |   | Professional Telephone Skills Workshop                            | [C/P/E]            |
| Personality Styles and Team Work                                     | <b>NEW</b> | [C/P/E] |   | <b>PROJECT MANAGEMENT</b>   |                    |
| Interviewing Skills Workshop   |            | [C/P/E] |   | People Interaction in Project Management                          | [C/P/E]            |
| Innovation and Strategic Planning                                    | <b>NEW</b> | [C/P/E] |   | <b>CREATIVITY / PROBLEM SOLVING / DECISION MAKING</b>             |                    |
| <b>SALES / BUSINESS ETIQUETTE / CUSTOMER SERVICE/TIME MANAGEMENT</b> |            |         | <b>TEAM BUILDING</b>                          |   |                    |
| Personal Branding and Professional Image                             | <b>NEW</b> | [C/P]   |   | Analytical Thinking and Problem Solving                           | <b>NEW</b> [C/P/E] |
| Business Networking Skills   |            | [C/P/E] |   | Creative Problem Solving and Decision Making                      | <b>NEW</b> [C/P/E] |
| 6-Star Customer Services   |            | [C/P/E] |   | <b>TEAM BUILDING</b>  |                    |
| Serving Customers from the Heart                                     |            | [C/P/E] |   | Sample Team Building Program                                      | <b>NEW</b> [C/P/E] |
| Time Management for Worklife Balance                                 | <b>NEW</b> | [C/P/E] |   |   |                    |

| Medium of Instruction |           |
|-----------------------|-----------|
| C                     | Cantonese |
| P                     | Putonghua |
| E                     | English   |