

**Course Calendar  
(by Category)  
for December 2017-March 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.

Personal Effectiveness				Management Skills & Leadership			
Effective Communication and Interpersonal Skills in the Workplace	[C/E]	Nov		Five (5) Practices of an Influential Leader	NEW	[C/E]	Nov/Mar
Customer Service and Complaint Handling	NEW	[C/E]	Nov	Nurturing your Team		[C/E]	Nov
Presentation and Communication Skills	[C/E]	Nov		Strategic Thinking : The Mind of a Strategist		[C/E]	Nov
7 Thinking Tools for Generating Extraordinary Ideas	NEW	[C/E]	Dec	Managing People for Win-Win Results		[C/E]	Nov
Handling Difficult People	[C/E]	Dec		Crisis Management		[C/E]	Dec
Time and Task Management	[C/E]	Dec/Mar		Coaching and Motivating your Work Team	NEW	[C/E]	Dec
Effective Business and Email Writing	[C/E]	Jan		Adapting to Change	NEW	[C/E]	Dec
Communication Strategies	NEW	[C/E]	Jan	Leading Virtual Team	NEW	[C/E]	Jan
Persuasive Presentation Skills Workshop	[C/E]	Jan		The Key to Engaging your Workforce	NEW	[C/E]	Feb
Managing Conflict and Disagreement	[C/E]	Feb		Mastering Strategy and Turning Strategy into Results		[C/E]	Feb
Personality Style and Teamwork	[C/E]	Mar		Innovation in Leadership		[C/E]	Feb
Win-Win Negotiation	[C/E]	Mar		Managing People for Win-Win Results		[C/E]	Mar
Creative Problem Solving and Decision Making	[C/E]	Mar		Leadership Skills Workshop		[C/E]	Mar
				Coaching and Mentoring Skills		[C/E]	Mar
Specialty Courses				Courses Recommended for In House Presentations			
Key Account Management	[C]	Jan		Sales Training Series			
Face-to-Face Selling Skills	[C]	Jan		Key Account Management	NEW	[C]	
Business Etiquette Workshop	NEW	[C]	Jan	Face-to-Face Selling Skills Workshop		[C]	
Finance for Non-Financial Executives	[C/E]	Jan		Expert Sales Strategy		[C]	
Customer Service Skills Workshop	[C]	Mar		Customer-Focused Prospecting		[C]	
Courses Recommended for In House Presentations				Professional Sales Coaching		[C]	
<u>Management Skills &amp; Leadership</u>				Professional Sales Presentation		[C]	
Developing Team Effectiveness and Collaboration	NEW	[C/P/E]		Professional Sales Coaching		[C]	
Strategic Thinking Skills	NEW	[C/P/E]		<u>Personal Effectiveness/Specialty</u>			
Delegation Skills	NEW	[C/P/E]		People Interaction in Project Management		[C/P/E]	
Mentoring Skills	NEW	[C/P/E]		Project Management and Risk Control		[C/P/E]	
Coaching & Feedback Skills	NEW	[C/P/E]		Team Building Workshop		[C/P/E]	
<u>Leadership Development Series Masterclasses</u>				Interviewing Skills for Recruiting the Right Candidate		[C/P/E]	
Going for Excellence: Practical Insights in Leveraging Human Capital	NEW	[E]		Negotiation Skills for Merchandiser		[C/P/E]	
Upscaling the HR Function: The Strategy & Impact of HR Capability	NEW	[E]		6-Star Customer Services		[C/P/E]	
Obstacles in Driving Change in Organisations	NEW	[E]		Storytelling for Effective Presentation	NEW	[C/P]	
Institutionalising Excellence in Organisations: A Process Approach	NEW	[E]					
Making Leadership Impactful		[E]					