

Course Calendar

(by Category)
for November-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 Nov to Dec 2018					
Managerial Skills & Leadership			Presentation / Communication / Writing		
Influential Leadership Workshop	[C/E]	Nov	Persuasive Presentation Skills Workshop	[C/E] Nov	
Team Development			Creativity / Problem Solving / Decision Making		
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	Creative Thinking and Innovation	NEW [C/E] Nov
Project Management			Sales Training		
Project Management Workshop	[C/E]	Dec	Key Account Management	NEW [C] Nov	
Time Management			Customer Service		
Time and Task Management	[C/E]	Nov	Customer Service and Complaint Handling	[C/E] Sep	
Customer Service			Business Etiquette		
Customer Service and Complaint Handling	[C/E]	Sep	Corporate Image + Business Etiquette	[C/E] Dec	
Business Etiquette			Recommended for In House Presentations		
Corporate Image + Business Etiquette	[C/E]	Dec	MANAGERIAL SKILLS / LEADERSHIP / TEAMWORK		
Recommended for In House Presentations			PRESENTATION / COMMUNICATION / WRITING		
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			TEAM BUILDING		
Personal Branding and Professional Image	NEW	[C/P]	Analytical Thinking and Problem Solving	NEW [C/P/E]	
Business Networking Skills	[C/P/E]		Creative Problem Solving and Decision Making	NEW [C/P/E]	
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 27 October 2018

Medium of Instruction	
C	Cantonese
P	Putonghua
E	English