

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



www.celhk.com

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]	May	Creative Thinking and Innovation	NEW	[C] May
Specialty Courses			Personality Style and Team Communication	NEW	[C/E] May
Finance for Non-Finance Executives	[C]	May	Persuasive Presentation Skills Workshop		[C/E] May
Customer-Focused Prospecting	[C]	May	Win-Win Negotiation	NEW	[C] Jun
Expert Sales Strategy	[C]	Jun	Creative Problem Solving and Decision Making	NEW	[C] Jun
Corporate Image + Business Etiquette	[C]	Jun	Creative Problem Solving and Decision Making	NEW	[C] Jun

Courses Recommended for In House Presentations			Courses Recommended for In House Presentations		
Management Skills & Leadership			Specialty Courses		
Survival Skills for Managers and Supervisors	NEW	[C/P/E]	Project Management Workshop		[C/P/E]
Coaching & Feedback Skills	NEW	[C/P/E]	People Interaction in Project Management		[C/P/E]
Change Management Workshop	NEW	[C/P/E]	6-Star Customer Services		[C/P/E]
Delegation Skills	NEW	[C/P/E]	Customer Service and Complaint Handling		[C/P/E]
Mentoring Skills		[C/P/E]	Team Building Workshop		[C/P/E]
Improving Organizational Performance	NEW	[E]	Business Networking Skills		[C/P/E]
Leading a High Performance Team		[C/P/E]	Persuasive Proposal and Report Writing		[C/P/E]
21st Century Sun Tsz Leadership		[C/P/E]	Etiquette Training for Technical Professionals		[C/P/E]
Leadership Skills Workshop		[C/P/E]	Personal Effectiveness		
Five (5) Practices of an Influential Leader		[C/P/E]	Influencing Others without Formal Authority		[C/P/E]
The Key to Engaging your Workforce		[C/P]	Influencing and Negotiating for Win-Win		[C/P/E]
Coaching and Motivating your Work Team		[C/P/E]	Effective Communication Strategies	NEW	[C/P/E]
Nurturing Your Team		[C/P/E]	Effective Communication and Interpersonal Skills in the Workplace		[C/P/E]
Sales Training Series			7 Thinking Tools for Generating Extraordinary Ideas		[C/P/E]
Key Account Management	NEW	[C]	Innovative Thinking and Problem Solving		[C/P/E]
Face-to-Face Selling Skills Workshop		[C]	Analytical Thinking and Problem Solving		[C/P/E]
Account Development Strategies		[C]	Adapting to Change		[C/P/E]
Sales Coaching Workshop		[C]	Personality Styles and Team Work		[C/P/E]
			Managing Conflicts in the Workplace		[C/P/E]
			Effective Meeting Skills		[C/P/E]
			Professional Telephone Skills Workshop		[C/P/E]

Last Updated on 21/04/2018

Medium of Instruction	
C	Cantonese
P	Putonghua
E	English