

**Course Fee Schedule**  
(by Month)  
for December to March 2017



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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.**

	<u>Course Date</u>	<u>Course Code</u>	<u>Course Title</u>		<u>Medium of Instruction</u>	<u>Duration (Days)</u>	<u>Course Fee (HK\$)</u>	<u>Early Bird Rate(HK\$)</u>	<u>Early Bird Deadline</u>	
<b>December 2017</b>										
WEEK	2	Dec-05	7TT	7 Thinking Tools for Generating Extraordinary Ideas	NEW	[C/E]	1	HK\$3,480	HK\$3,180	Fri, Nov 10
		Dec-07	CHM	Adapting to Change		[C/E]	1	HK\$3,480	HK\$3,180	Fri, Nov 10
		Dec-08	CM	Crisis Management		[C/E]	1	HK\$3,480	HK\$3,180	Fri, Nov 10
		Dec-12	CMWT	Coaching and Motivating your Work Team	NEW	[C/E]	1	HK\$3,480	HK\$3,180	Fri, Nov 17
	3	Dec-14	HDP	Handling Difficult People		[C/E]	1	HK\$3,480	HK\$3,180	Fri, Nov 17
		Dec-15	TTM	Time and Task Management		[C/E]	1	HK\$3,480	HK\$3,180	Fri, Nov 17
<b>January 2018</b>										
WEEK	3	Jan-16	COMMST	Communication Strategies	NEW	[C]	1	HK\$3,480	HK\$3,180	Fri, Dec 22
		Jan-18	LVT	Leading Virtual Team	NEW	[C]	1	HK\$3,480	HK\$3,180	Fri, Dec 22
		Jan-19	BEW	Business Etiquette Workshop		[C]	1	HK\$3,480	HK\$3,180	Fri, Dec 22
	4	Jan-22	EBEW	Effective Business and Email Writing		[C/E]	1	HK\$3,480	HK\$3,180	Fri, Dec 29
		Jan-23	PPSW	Persuasive Presentation Skills Workshop		[C/E]	1	HK\$3,480	HK\$3,180	Fri, Dec 29
	5	Jan-29	FFSS	Face-to-Face Selling Skills		[C]	1	HK\$3,480	HK\$3,180	Fri, Jan 5
		Jan-30	KAM	Key Account Management		[C]	1	HK\$3,480	HK\$3,180	Fri, Jan 5
<b>February 2018</b>										
WEEK	1	Feb-02	FNFM	Finance for Non-Finance Executives	Revised	[C]	1	HK\$3,480	HK\$3,180	Fri, Jan 5
		Feb-05	INL	Innovation in Leadership		[E]	1	HK\$3,480	HK\$3,180	Fri, Jan 12
	2	Feb-05	STM	Mastering Strategy and Turning Strategy into Action		[E]	1	HK\$3,480	HK\$3,180	Fri, Jan 12
		Feb-06	EYWF	The Key to Engaging your Workforce	NEW	[C]	1	HK\$3,480	HK\$3,180	Fri, Jan 12
		Feb-08	MCD	Managing Conflict and Disagreement		[C/E]	1	HK\$3,480	HK\$3,180	Fri, Jan 12
<b>March 2018</b>										
WEEK	2	Mar-07	CSW	Coaching and Mentoring Skills	NEW	[C/E]	1	HK\$3,480	HK\$3,180	Fri, Feb 9
		Mar-08	CSE	Customer Service Skills Workshop	NEW	[C/E]	1	HK\$3,480	HK\$3,180	Fri, Feb 9
		Mar 8-9	MPWWR	Managing People for Win-Win Results		[C/E]	2	HK\$6,480	HK\$5,980	Fri, Feb 9
		Mar-15	PST	Personality Styles and Teamwork	NEW	[C/E]	1	HK\$3,480	HK\$3,180	Fri, Feb 16
	3	Mar-15	LSW	Leadership Skills Workshop	NEW	[C]	1	HK\$3,480	HK\$3,180	Fri, Feb 16
		Mar-16	WIN	Win-Win Negotiation	NEW	[C]	1	HK\$3,480	HK\$3,180	Fri, Feb 16
		Mar-16	TTM	Time Management for Worklife Balance	NEW	[C/E]	1	HK\$3,480	HK\$3,180	Fri, Feb 16
	4	Mar-21	CPSDM	Creative Problem Solving and Decision Making	NEW	[C]	1	HK\$3,480	HK\$3,180	Fri, Feb 23

Updated on 11 November 2017

Medium of Instruction	
C	Cantonese
P	Putonghua
E	English