

ent Skills

Stakeholder Management and Communication

Administrative Skills for Effective Office Management

Boost Your Emotional Intelligence During and After Pandemic

Work Ethics & Attitudinal Change in Organizations Strategic Planning & Implementation

s and Risk Management lent Operations Managem

Effective Change Management

Managing Beyond Covid19

oductivity Improvement Skills

Managing Project after the Pandemic

Monitoring and Evaluation Best Practice

notional Intelligence & Leadership

Compensation Benefit and Industrial Relation

Human Resource Administration Talent Management and Succession Plan

Identifying Trainning Needs and Planning

MARKETING & PUBLIC RELATIONS

Teamwork Essentials

Effective Marketing Com

Marketing Fundamentals

Essential Public Relations Commu Risk and Crises Management

Effective Public Relations Strategy

Public Relations Essential Skills De

Customer Relationship Managemen

Brand Management Master Class

anagement Information System

Hardware & Software Management

formation Technology Manageme

FINANCE, ACCOUNTING & BANKING

Advanced Budgeting & Cost Management

Internal Auditing & Quality Assurance ADMINISTRATIVE & INTERPERSONAL SKILLS

terpersonal Effectiveness and Collaborative E

Administrative Principles, Processes & Practices

Effective Presentation and Public Speaking Skills

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astering Peoples Management and Team Leade

Health and Safety Management

and Well-Being Manag

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Attracting Quality Partnership & Investment

Skills Development For Personal Assistance and Secretaries

Successful Supervisory Skill for Team leaders

Personal Effectiveness and Behavioural Skills

Treasury and Risk Management

fective Negotiation Skills

Records and Data Management

tials of Project Management

Workshop on Feasibility Study Guideline for Sustainable Procurement

ness Impact Analysis Trainning

vanced Project Managemen ntracting in Public Sector

Managing Contract after the Pander INTERNATIONAL PROGRAMMES

Effective Procurement Managemet Innovative Inclinaion in Human Mana

Global Governance Best Practices SPECIAL PROGRAMMES (On Request)

Effective Writing Skills

Office Automation & Document Management

Financial Accounting & Reporting Managing Financial and Crisis Supporting Decision Making

Understanding Financial Reporting System (IFRS) - Concept & Application

FORMATION SYSTEM

An Introduction to the world of Media and PR

Marketing Primer

Digital Marketing

HUMAN RESOURCE MANAGEMENT

trategic Thinking and Leadership in a VUCA World

Advanced Leadership with Critical Thinking, Innovation and Creativity

Human Resource Management & Career Development HR Masterclass for on the Future Changes in Human Resources

Powerful Creative Thinking & Problem Solving Workshop

Quality Management Trainning

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Crises and Risk Mana

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OUR SERVICES - Recruitment Services: Financial Services; Project Management; - Facility Rental.

BOOKING POLICY not be confirmed until payment has been received in full.

for receipt.

POLICY Fairview Consult Limited a future date. Participants

voice call, SMS, fax or e-mail. Refunds will be credited back to the original source. SUBSTITUTION POLICY

A substitue may be sent, provided the substitute meets our eligibility criteria.

Tunbridge Wells, Kent, United Kingdom.



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expertise and to transfer this into practical learning that will contribute positively to the values of our clients.

- Capacity Building (L & D); - Business Advisory Services; - Community Advisory Services; Research & Development;

BOOKING: Fill nomination form, scan and send by e-mail below or post. You may call the contact below and book in advance. Booking will

PAYMENT: Full payment into our account (contact us for account details) and submit the bank teller prior to programme commencement

CANCELLATION/POSTPONEMENT

We reserves the right to cancel a training programme in the event of low enrollment or other circumstances beyond our control. If we cancel a programme, registrants will have the option to either receive a full refund or transfer registration to the same or similar programme at

Unless specifically stated, the deadline for refund is 5 business days before the programme. All cancellations received prior to the deadline may be eligible for refund less 25% service fee. However, all cancellations received after the stated deadline will not be eligible for refund. Similarly, there shall be no refund for non-show. Cancellations will be accepted via

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