

# OCTARA TRAINING CALENDAR 2019

## JANUARY

Training Topics	Days	Trainer Name	Location/s
Modern Secretarial Practices	1	Zaufyshan Haseeb	Karachi
Personal Effectiveness for the Corporate Professional	1	Dr. Mehvish Baig	Karachi
Successful Sales Performance	1	Affan ul Haque	Karachi
Business Acumen	2	Ali Saeed	Karachi
Maximize Performance through Operational Excellence	2	Abdul Rehman Arif	Karachi

## FEBRUARY

Training Topics	Days	Trainer Name	Location/s
An Intro to Blue Ocean Strategy & Blue Ocean Leadership	2	Raj Kumar	Karachi
Compensation and Reward Management	2	Robert Mosley	Karachi
Performance Management & Performance Appraisals	3	Robert Mosley	Karachi
Problem Solving & Decision Making with LEGO® Serious Play	2	Dr. Khurram Sharif	Karachi
Right Communication! Achieve Excellence in Customer Service	2	Catherine Bentley	Karachi

## MARCH

Training Topics	Days	Trainer Name	Location/s
Competency Based Interviewing Skills	2	John Kempton	Karachi
Supply Chain Leadership Development Program	3	Bob Forshay	Karachi
Digital Marketing Masterclass	2	Frank Peter	Karachi
Cyber Security for Managers	2	Tom Daniewski	Karachi
Change Management	2	Simon Philips	Karachi
Key Account Management	2	David Vachall	Karachi

## APRIL

Training Topics	Days	Trainer Name	Location/s
Maintenance Best Practices	5	Ben Stevens	Karachi
Certificate in HR Administration	2	Anne McDougall	Karachi
Budgeting & Budget Control of the HR Function/Effective Manpower Planning	2	Peter Hofmann	Karachi
Design Thinking	2	Rody Vonk	Karachi

### For Details:

Karachi: 021-34547141, 34520093, 34520092

✉ info@octara.com 🌐 www.octara.com 📌 teamoctara 📺 teamoctara 📺 octaratraining

Octara is Marketing Affiliate to **SweetmanCragun, USA & Blue Ocean Strategy Center, Malaysia**

...only from Octara!!!