

ADVERTISEMENT

One Day TRAINING SERIES

Pick one subject (= one day training) **or combine a number of subjects** (=multi-days training)

Professional Development Series	Trainer and Teacher Series	Management Series
<ul style="list-style-type: none"> ■ CV writing ■ Interviewing and interviews ■ Questionnaires, make them and understand them ■ Time management ■ Reporting ■ Communication and Feedback ■ Work ethics in practice ■ Cooperation in (multi cultural) team 	<ul style="list-style-type: none"> ■ Training skills for non-trainers ■ Teaching skills for non-teachers ■ Skills for workshop facilitators ■ Lesson plan development ■ Class room management ■ Educational methodologies and teaching styles ■ Learning process of students ■ Development of teaching and training materials ■ Reflection, analyses and feed back. ■ Assignments; theoretical and practical ■ Distance learning ■ Coaching 	<ul style="list-style-type: none"> ■ Management & Leadership styles ■ Coaching ■ Reporting ■ Communication ■ Time management ■ Basics of financial administration ■ Appraisal interviews ■ Organizing project teams

If you would like to join, please get information about the training fee & the training through telephone call or e-mail:

E-mail: info@aforpd.education

Tel: 09 29390117 (Mr Bona)
09 21702095 (Mrs Marina)
09 17100127 (Mr Henry)