



PROFESSIONAL TRAINERS INSTITUTE
9 Cecelio Avenue, Kingston 10
Tel: (876) 969-3402 / Cell: (876) 849-3237
Email: trainingconsultantpti@gmail.com

COURSES FOR THE MONTH OF APRIL 2024

Dates may be subject to change

Course	Date	Time	Duration	Cost
Coaching, Mentoring and Team Building	Apr. 2 - 3	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Transition from Staff Member to Supervisor	Apr. 2 - 3	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Effective Proposal Writing	Apr. 3 - 5	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Successful Corporate Governance	Apr. 3 - 5	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Budget Preparation and Management	Apr. 8 - 9	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Effective Business Communication Skills	Apr. 8 - 9	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Improving Customer Service, Telephone Techniques and Team Spirit	Apr. 8 - 9	9 a.m. – 1 p.m.	8 hrs.	\$29,000
The Supervisor's Role as Coach, Trainer, Role Model and Mentor	Apr. 10 - 11	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Workplace Health and Safety: Your Corporate Responsibility	Apr. 10 - 12	9 a.m. – 1p.m.	12 hrs.	\$35,000
Microsoft Office Skills for Mid-Level Users (Word, Excel, Access, PowerPoint)	Apr. 10 - 12	9 a.m. – 1 p.m.	12 hrs.	\$35,000
How to Manage Difficult Conversations at Work	Apr. 15 - 16	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Media Interviewing Techniques: How to Prep Execs for the Big Interview	Apr. 15 - 16	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Superior Customer Service: Your Ultimate Guide	Apr. 15 - 16	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Managing Effective Meetings and Conferences	Apr. 17 - 18	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Conflict Prevention, Management and Resolution	Apr. 17 - 18	9 a.m. – 1 p.m.	8 hrs.	\$29,000
From Competent Managers to Effective Leaders	Apr. 17 - 18	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Effective Public Speaking and Presentation Skills	Apr. 19 & 22	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Improving Basic Accounting Skills	Apr. 22 - 23	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Polishing Your Social and Professional Image	Apr. 22 - 23	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Technical Report Writing	Apr. 22 -24	9 a.m. – 1 p.m.	12 hrs.	\$30,000
Events Planning and Implementation	Apr. 24 - 25	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Dealing with Attitude Problems at the Workplace	Apr. 24 - 25	9 a.m. – 1p.m.	8 hrs.	\$29,000
Cyber Security Basics for Employees	Apr. 26 & 29	9 a.m. – 1p.m.	8 hrs.	\$29,000
The Training of Trainers	Apr. 26, 29 - 30	9 a.m. – 1 p.m.	12 hrs.	\$35,000

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COURSES FOR THE MONTH OF MAY 2024

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Course	Date	Time	Duration	Cost
Achieving Excellence Through Higher Emotional Intelligence	May 1 - 2	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Improving Corporate Communication Skills	May 1 - 2	9 a.m. – 1 p.m.	8 hrs.	\$29,000
How to Communicate with Tact, Professionalism and Diplomacy	May 1 - 2	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Records Management and Technology	May 6 - 7	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Microsoft Excel (2016) for Beginners	May 6 - 7	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Improving Customer Service, Telephone Techniques and Team Spirit	May 6 - 7	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Technical Report Writing	May 8 - 10	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Accounts Receivable Management and Collections	May 8 - 10	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Transition from Staff Member to Supervisor	May 13 - 14	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Critical Thinking to Improve Problem-Solving and Decision Making	May 13 - 14	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Effective Business Communication Skills	May 13 - 14	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Microsoft Excel Skills: Intermediate Level	May 15 - 16	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Workplace Health and Safety: Your Corporate Responsibility	May 15 - 17	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Effective Proposal Writing	May 15 - 17	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Polishing Your Social and Professional Image	May 20 - 21	9 a.m. – 12 p.m.	6 hrs.	\$27,000
The Supervisor's Role as Coach, Trainer, Role Model and Mentor	May 20 - 21	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Conflict Prevention, Management and Resolution	May 20 - 21	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Facilities Management	May 22 & 24	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Master Your Minute Writing Skills	May 22 & 24	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Microsoft Office Excel: Advanced Level	May 22 & 24	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Writing Successful Workplace Policies and Procedures	May 27 - 29	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Employee Performance Management and Appraisal Systems	May 27 - 29	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Protocol and Etiquette Management	May 30 - 31	9 a.m. – 1 p.m.	12 hrs.	\$35,000

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COURSES FOR THE MONTH OF JUNE 2024

Course	Date	Time	Duration	Cost
Time and Stress Management for Hybrid Work Arrangements	June 3 - 4	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Managing Effective Meetings and Conferences	June 3 - 4	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Advanced Telephone Techniques and Customer Care	June 5 - 6	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Business Writing and Communication Skills	June 5 - 6	9 a.m. – 1p.m.	12 hrs.	\$35,000
Soft Skills Toolset for the Complete Professional	June 5 - 7	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Inventory and Purchasing Management	June 11 - 12	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Creating and Managing a High-Performing Team	June 11 - 12	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Dealing with Difficult Customers	June 11 - 12	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Events Planning and Implementation	June 13 - 14	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Effective Public Speaking and Presentations	June 13 - 14	9 a.m. – 1 p.m.	8 hrs.	\$29,000
The Mechanics of English	June 13 - 14	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Effective Minute Writing and Note-Taking Skills	June 17 - 18	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Warehouse Packaging and Operations	June 17 - 18	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Successful Corporate Governance	June 17 - 19	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Digital Marketing and Communications	June 17 - 19	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Succession Planning: Identify Your Organization's Critical Position	June 20 - 21	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Introduction to G.o.J. Procurement Procedures	June 20 - 21	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Coaching, Mentoring and Team-Building	June 20 - 21	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Cyber Security Basics for Employees	June 24 - 25	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Improving Basic Accounting Skills	June 24 - 25	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Improving Business Correspondence: Formal Writing and Reporting	June 26 - 28	9 a.m. – 1p.m.	12 hrs.	\$35,000
Effective Recruiting and Interviewing Techniques	June 26 - 28	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Workplace Hazards and Risk Control	June 26 - 28	9 a.m. – 1:00 p.m.	12 hrs.	\$35,000

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COURSES FOR THE MONTH OF JULY 2024

Course	Date	Time	Duration	Cost
Microsoft Excel (2016) for Beginners	July 1 - 2	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Transition from Staff Member to Supervisor	July 1 - 2	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Finance for Non-Financial Managers	July 1 - 2	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Effective Business Communication Skills	July 3 - 4	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Bank Reconciliations and Cash Internal Controls	July 3 - 4	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Records Management and Technology	July 4 - 5	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Improving Corporate Communication Skills	July 8 - 9	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Enhancing Work Behaviour and Personal Development in our Support Staff	July 8 - 9	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Budget Preparation and Management	July 8 - 9	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Improving Customer Service, Telephone Techniques and Team Spirit	July 10 - 11	9 a.m. – 1 p.m.	8 hrs.	\$29,000
The Training of Trainers	July 10 - 12	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Technical Report Writing	July 10 - 12	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Microsoft Excel Skills: Intermediate Level	July 15 - 16	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Reproducing Documents and Note-Taking Skills	July 15 - 16	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Microsoft Office Skills for Mid-Level Users (Word, Excel, PowerPoint, Teams Video Conferencing)	July 17 – 18 July 19	9 a.m. – 1:30 p.m. 9 a.m. – 12 p.m.	12 hrs.	\$35,000
Writing Successful Workplace Policies and Procedures	July 17 - 19	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Work Etiquette and Professional Development	July 18 - 19	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Facilities Management	July 22 - 23	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Master Your Minute Writing Skills	July 22 - 23	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Accounts Receivable Management and Collections	July 22 - 23	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Microsoft Office Excel: Advanced Level	July 24 - 25	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Superior Customer Service: Your Ultimate Guide	July 24 - 25	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Polishing Your Social and Professional Image	July 24 - 25	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Dealing with Attitude Problems at the Workplace	July 29 - 30	9 a.m. – 12 p.m.	6 hrs.	\$27,000
How to Manage Difficult Conversations at Work	July 29 - 30	9 a.m. – 12 p.m.	6 hrs.	\$27,000

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COURSES FOR THE MONTH OF AUGUST 2024

Course	Date	Time	Duration	Cost
Warehouse Packaging and Operations	Aug. 7 - 8	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Business Writing and Communication Skills	Aug. 7 - 9	9 a.m. – 1p.m.	12 hrs.	\$35,000
Effective Recruiting and Interviewing Techniques	Aug. 7 - 9	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Enhancing Work Behaviour and Personal Development in our Support Staff	Aug. 12 - 13	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Coaching, Mentoring and Team-Building	Aug. 12 - 13	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Improving Basic Accounting Skills	Aug. 12 - 13	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Dealing with Difficult Customers	Aug. 14 - 15	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Achieving Excellence Through Higher Emotional Intelligence	Aug. 14 - 15	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Soft Skills Toolset for the Complete Professional	Aug. 14 - 16	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Effective Public Speaking and Presentations	Aug. 20 - 21	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Inventory and Purchasing Management	Aug. 20 - 21	9 a.m. – 1:30 p.m.	9 hrs.	\$30,000
Effective Minute Writing and Note-Taking Skills	Aug. 20 - 21	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Events Planning and Implementation	Aug. 22 - 23	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Conflict Prevention, Management and Resolution	Aug. 22 - 23	9 a.m. – 1 p.m.	8 hrs.	\$29,000
The Mechanics of English	Aug. 22 - 23	9 a.m. – 12 p.m.	6 hrs.	\$27,000
Advanced Telephone Techniques and Customer Care	Aug. 26 - 27	9 a.m. – 12 p.m.	6 hrs.	\$27,000
The Supervisor's Role as Coach, Trainer, Role Model and Mentor	Aug. 26 - 27	9 a.m. – 1 p.m.	8 hrs.	\$29,000
Employee Performance Management and Appraisal Systems	Aug. 28 - 30	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Workplace Health and Safety: Your Corporate Responsibility	Aug. 28 - 30	9 a.m. – 1 p.m.	12 hrs.	\$35,000
Effective Proposal Writing	Aug. 28 - 30	9 a.m. – 1 p.m.	12 hrs.	\$35,000

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