



HAMCOL
 HAMILTON'S COLLEGE OF
 PROFESSIONAL TRAINING LTD.

*(Formerly Professional Trainers
 Institute)*

9 Cecelio Avenue, Kingston 10, Jamaica W.I.
 Telephone: (876) 969-3402 or (876) 707- 9359
 Mobile: (876) 849-3237
 Email: trainingconsultantpti@gmail.com

COURSES FOR THE MONTH OF JANUARY 2025

(Dates may be subject to change)

Course	Date	Time	Duration	Cost
Managing Effective Meetings and Conferences	Jan. 6 - 7	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Microsoft Excel (2016) for Beginners	Jan. 6 - 7	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Advanced Telephone Techniques and Customer Care	Jan. 6 - 7	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Accounts Receivable Management and Collections	Jan. 8 - 9	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Digital Marketing and Communications	Jan. 8 - 10	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Effective Public Speaking and Presentation Skills	Jan. 10 & 13	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Records Management and Technology	Jan. 13 - 14	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Creating and Managing a High-Performing Team	Jan. 13 - 14	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Microsoft Excel Skills: Intermediate Level	Jan. 15 - 16	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Work Etiquette and Professional Development	Jan. 15 - 16	9 a.m. – 12 p.m.	6 hrs.	\$29,000
The Training of Trainers	Jan. 16, 17 & 20	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Improving Business Correspondence: Formal Writing and Reporting	Jan. 16, 17 & 20	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Effective Minute Writing and Note Taking Skills	Jan. 20 - 21	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Bank Reconciliations and Cash Internal Controls	Jan. 21 - 22	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Achieving Excellence Through Higher Emotional Intelligence	Jan. 23 - 24	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Microsoft Office Excel: Advanced Level	Jan. 24 & 27	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Conflict Prevention, Management and Resolution	Jan. 28 - 29	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Introduction to Modern Human Resource Management	Jan. 30 - 31	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
The Mechanics of English	Jan. 30 - 31	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Polishing Your Social and Professional Image	Jan. 30 - 31	9 a.m. – 12 p.m.	6 hrs.	\$29,000

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COURSES FOR THE MONTH OF FEBRUARY 2025

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Course	Date	Time	Duration	Cost
Improving Corporate Communication Skills	Feb. 3 - 4	9 a.m. - 1 p.m.	8 hrs.	\$31,000
Coaching, Mentoring and Team Building	Feb. 3 - 4	9 a.m. - 1 p.m.	8 hrs.	\$31,000
Successful Corporate Governance	Feb. 5 - 7	9 a.m. - 1 p.m.	12 hrs.	\$37,000
Technical Report Writing	Feb. 5 - 7	9 a.m. - 1 p.m.	12 hrs.	\$37,000
Workplace Health and Safety: Your Corporate Responsibility	Feb. 5 - 7	9 a.m. - 1 p.m.	12 hrs.	\$37,000
Work Etiquette and Professional Development	Feb. 10 - 11	9 a.m. - 12 p.m.	6 hrs.	\$29,000
Dealing with Difficult Customers	Feb. 10 - 11	9 a.m. - 12 p.m.	6 hrs.	\$29,000
Transition from Staff Member to Supervisor: Introduction to Supervisory Management	Feb. 12 - 13	9 a.m. - 1 p.m.	8 hrs.	\$31,000
Events Planning and Implementation	Feb. 12 - 13	9 a.m. - 1 p.m.	8 hrs.	\$31,000
Writing Successful Workplace Policies and Procedures	Feb. 12 - 14	9 a.m. - 1 p.m.	12 hrs.	\$40,000
Protocol and Etiquette Management	Feb. 12 - 14	9 a.m. - 1 p.m.	12 hrs.	\$38,000
Superior Customer Service: Your Ultimate Guide	Feb. 17 - 18	9 a.m. - 12 p.m.	6 hrs.	\$29,000
Effective Business Communication Skills	Feb. 17 - 18	9 a.m. - 1:30 p.m.	9 hrs.	\$32,000
The Supervisor's Role as Coach, Trainer, Role Model and Mentor	Feb. 19 - 20	9 a.m. - 1 p.m.	8 hrs.	\$31,000
Succession Planning: Identify Your Organization's Critical Position	Feb. 25 - 26	9 a.m. - 1 p.m.	8 hrs.	\$31,000
Workplace Hazards and Risk Control	Feb. 25, 26 & 28	9 a.m. - 1 p.m.	12 hrs.	\$37,000

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COURSES FOR THE MONTH OF MARCH 2025

(Dates may be subject to change)

Course	Date	Time	Duration	Cost
Conflict Prevention, Management and Resolution	Mar. 3 - 4	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Microsoft Excel (2016) for Beginners	Mar. 3 - 4	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Bank Reconciliations and Cash Internal Controls	Mar. 3 - 4	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Managing Effective Meetings and Conferences	Mar. 6 - 7	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Digital Marketing and Communications	Mar. 6, 7 & 10	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Records Management and Technology	Mar. 10 - 11	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Improving Business Correspondence: Formal Writing and Reporting	Mar. 12 - 14	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Essential Management Skills for Emerging Leaders	Mar. 12 - 14	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Microsoft Office Skills for Mid-Level Users (Word, Excel, Access, PowerPoint)	Mar. 12 - 14	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Critical Thinking to Improve Problem-Solving and Decision Making	Mar. 17 - 18	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Microsoft Excel Skills: Intermediate Level	Mar. 17 - 18	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Effective Minute Writing and Note Taking Skills	Mar. 19 - 20	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Advanced Telephone Techniques and Customer Care	Mar. 19 - 20	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Time, Stress and Change Management in the Modern Workplace	Mar. 24 - 25	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Inventory and Purchasing Management	Mar. 24 - 25	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
From Competent Managers to Effective Leaders	Mar. 24 - 25	9 a.m. – 1 p.m.	8 hrs.	\$31,000
The Mechanics of English	Mar. 24 - 25	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Enhancing Work Behaviour and Personal Development in our Support Staff	Mar. 24 - 25	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Achieving Excellence Through Higher Emotional Intelligence	Mar. 24 - 25	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Cyber Security Basics for Employees	Mar. 26 - 27	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Facilities Management	Mar. 26 - 27	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Introduction to G.o.J. Procurement Procedures	Mar. 26 & 31	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Effective Public Speaking and Presentation Skills	Mar. 28 & 31	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Microsoft Office Excel: Advanced Level	Mar. 28 & 31	9 a.m. – 1 p.m.	8 hrs.	\$31,000

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COURSES FOR THE MONTH OF APRIL 2025

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Course	Date	Time	Duration	Cost
Transition from Staff Member to Supervisor: Introduction to Supervisory Management	Apr. 1 - 2	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Budget Preparation and Management	Apr. 1 - 2	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Dealing with Difficult Customers	Apr. 1 - 2	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Coaching, Mentoring and Team Building	Apr. 1 - 2	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Work Etiquette and Professional Development	Apr. 3 - 4	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Writing Successful Workplace Policies and Procedures	Apr. 3, 4 & 7	9 a.m. – 1 p.m.	12 hrs.	\$40,000
Warehouse Packaging and Operations	Apr. 7 - 8	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Accounts Receivable Management and Collections	Apr. 8 - 9	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Creating and Managing a High-Performing Team	Apr. 8 - 9	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Improving Customer Relations, Telephone Techniques and Team Spirit	Apr. 8 - 9	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Dealing with Attitude Problems at the Workplace	Apr. 10 - 11	9 a.m. – 1p.m.	8 hrs.	\$31,000
Introduction to Modern Human Resource Management	Apr. 10 - 11	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Time, Stress and Change Management in the Modern Workplace	Apr. 14 - 15	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Improving Corporate Communication Skills	Apr. 14 - 15	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Workplace Hazards and Risk Control	Apr. 15 - 17	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Protocol and Etiquette Management	Apr. 15 - 17	9 a.m. – 1 p.m.	12 hrs.	\$38,000
Succession Planning: Identify Your Organization's Critical Position	Apr. 22 - 23	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Events Planning and Implementation	Apr. 22 - 23	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Improving Basic Accounting Skills	Apr. 22 - 23	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
The Training of Trainers	Apr. 24, 25 & 28	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Successful Corporate Governance	Apr. 24, 25 & 28	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Workplace Health and Safety: Your Corporate Responsibility	Apr. 24, 25 & 28	9 a.m. – 1p.m.	12 hrs.	\$37,000
Effective Proposal Writing	Apr. 24, 25 & 28	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Employee Performance Management and Appraisal Systems	Apr. 25, 28 & 29	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Effective Business Communication Skills	Apr. 29 - 30	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
The Supervisor's Role as Coach, Trainer, Role Model and Mentor	Apr. 29 - 30	9 a.m. – 1 p.m.	8 hrs.	\$31,000

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