

COURSES FOR THE MONTH OF JULY 2026

Dates may be subject to change

Course	Date	Time	Duration	Cost
Effective Minute Writing and Note-Taking Skills	July 1 - 2	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Microsoft Excel (2016) for Beginners	July 1 - 2	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Critical Thinking to Improve Problem-Solving and Decision Making	July 1 - 2	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Bank Reconciliations and Cash Internal Controls	July 1 - 2	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Transition from Staff Member to Supervisor: Introduction to Supervisory Management	July 6 - 7	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Enhancing Work Behaviour and Personal Development in our Support Staff	July 6 - 7	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Events Planning and Implementation	July 6 - 7	9 a.m. – 1 p.m.	8 hrs.	\$31,000
The Training of Trainers	July 7, 8 & 10	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Leading with Financial Insight: Budget Preparation, Management and Effective Leadership	July 8 - 10	9 a.m. – 1p.m.	12 hrs.	\$37,000
Improving Customer Service, Telephone Techniques and Team Spirit	July 13 -14	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Microsoft Excel Skills: Intermediate Level	July 13 - 14	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Superior Customer Service: Your Ultimate Guide	July 13 - 14	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Emotional Intelligence in Action: Leadership, Teamwork, and Collaboration	July 15 - 16	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Technical Report Writing	July 15 & 17	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Dealing with Attitude Problems at the Workplace	July 21 - 22	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Professional Image and Workplace Excellence	July 21 - 22	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Protocol and Etiquette Management	July 21 - 23	9 a.m. – 1 p.m.	12 hrs.	\$38,000
A I-Powered H R: Transforming Human Resources with Artificial Intelligence	July 23 - 24	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Accounts Receivable Management and Collections	July 27 - 28	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
How to Manage Difficult Conversations at Work	July 27 - 28	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Improving Corporate Communication Skills	July 29 - 30	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Microsoft Office Excel: Advanced Level	July 29 - 30	9 a.m. – 1 p.m.	8 hrs.	\$31,000
The Supervisor's Role as Coach, Trainer, Role Model and Mentor	July 29 - 30	9 a.m. – 1 p.m.	8 hrs.	\$31,000

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COURSES FOR THE MONTH OF AUGUST 2026

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Course	Date	Time	Duration	Cost
PowerPoint Pro: Advanced Techniques for Impactful Presentations	Aug. 3 - 4	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Workplace Hazards and Risk Control	Aug. 3 - 5	9 a.m. – 1p.m.	12 hrs.	\$37,000
Writing Successful Workplace Policies and Procedures	Aug. 3 - 5	9 a.m. – 1p.m.	12 hrs.	\$40,000
Effective Public Speaking and Presentations	Aug. 4 & 7	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Advanced Telephone Techniques and Customer Care	Aug. 10 - 11	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Coaching, Mentoring and Team-Building	Aug. 10 - 11	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Inventory and Purchasing Management	Aug. 10 - 11	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Managing Effective Meetings and Conferences	Aug. 12 - 13	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Work Etiquette and Professional Development	Aug. 12 - 13	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Microsoft Office Skills for Mid-Level Users (Word, Excel, PowerPoint, Teams Video Conferencing)	Aug. 12 - 14	9 a.m. – 1p.m.	12 hrs.	\$37,000
Creating and Managing a High-Performing Team	Aug. 18 - 19	9 a.m. – 12 p.m.	6 hrs.	\$29,000
AI Transforming the Role of Administrative Professionals	Aug. 18 - 19	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Dealing with Difficult Customers	Aug. 18 - 19	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Digital Marketing and Communications	Aug. 19 - 21	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Effective Minute Writing and Note-Taking Skills	Aug. 20 - 21	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Warehouse Packaging and Operations	Aug. 20 - 21	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Records Management and Technology	Aug. 24 - 25	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Workplace Health and Safety: Your Corporate Responsibility	Aug. 24 - 26	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Successful Corporate Governance	Aug. 24 - 26	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Effective Proposal Writing	Aug. 26 & 28	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Succession Planning: Identify Your Organization's Critical Position	Aug. 27 - 28	9 a.m. – 1 p.m.	8 hrs.	\$31,000
The Mechanics of English: The Secret to Effective Writing	Aug. 27 - 28	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Conflict Prevention, Management and Resolution	Aug. 27 - 28	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Time, Stress and Change Management in the Modern Workplace	Aug. 28 & 31	9 a.m. – 1p.m.	8 hrs.	\$31,000
Introduction to G.O.J. Procurement Procedures	Aug. 28 & 31	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000

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COURSES FOR THE MONTH OF SEPTEMBER 2026

Dates may be subject to change

Course	Date	Time	Duration	Cost
How to Manage Difficult Conversations at Work	Sept. 1 - 2	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Events Planning and Implementation	Sept. 1 - 2	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Work Smarter: Time Management and Organizational Excellence	Sept. 1 - 2	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Managing Effective Meetings and Conferences	Sept. 3 - 4	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Dealing with Difficult Customers	Sept. 3 - 4	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Corporate Confidentiality and Information Protection	Sept. 3 - 4	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Successful Corporate Governance	Sept. 8 - 10	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Employee Performance Management and Appraisal Systems	Sept. 8 - 10	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Workplace Hazards and Risk Control	Sept. 8 - 10	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Work Etiquette and Professional Development	Sept. 14 - 15	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Inventory and Purchasing Management	Sept. 14 - 15	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Transition from Staff Member to Supervisor: Introduction to Supervisory Management	Sept. 14 - 15	9 a.m. – 1 p.m.	8 hrs.	\$31,000
How to Communicate with Tact, Professionalism, and Diplomacy	Sept. 16 - 17	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Effective Proposal Writing	Sept. 16 - 18	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Digital Marketing and Communications	Sept. 16 - 18	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Advanced Telephone Techniques and Customer Care	Sept. 21 - 22	9 a.m. – 12 p.m.	6 hrs.	\$29,000
A I-Powered H R: Transforming Human Resources with Artificial Intelligence	Sept. 21 - 22	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Effective Minute Writing and Note-Taking Skills	Sept. 21 - 22	9 a.m. – 1 p.m.	8 hrs.	\$31,000
The Training of Trainers	Sept. 23 - 25	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Improving Business Correspondence: Formal Writing and Reporting	Sept. 23 - 25	9 a.m. – 1 p.m.	12 hrs.	\$37,000
The Supervisor's Role as Coach, Trainer, Role Model and Mentor	Sept. 29 - 30	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Critical Thinking to Improve Problem-Solving and Decision Making	Sept. 29 - 30	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Introduction to Enterprise Risk Management (ERM): Building Resilient Organizations	Sept. 29 - 30	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000

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COURSES FOR THE MONTH OF OCTOBER 2026

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Course	Date	Time	Duration	Cost
AI Transforming the Role of Administrative Professionals	Oct. 1 - 2	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Conflict Prevention, Management and Resolution	Oct. 1 - 2	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Microsoft Excel (2016) for Beginners	Oct. 5 - 6	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Technical Report Writing	Oct. 5 - 6	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Improving Customer Relations, Telephone Techniques and Team Spirit	Oct. 5 - 6	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Workplace Health and Safety: Your Corporate Responsibility	Oct. 7 - 9	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Leading with Financial Insight: Budget Preparation, Management, and Effective Leadership	Oct. 7 - 9	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Writing Successful Workplace Policies and Procedures	Oct. 7 - 9	9 a.m. – 1 p.m.	12 hrs.	\$40,000
Creating and Managing a High-Performing Team	Oct. 12 - 13	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Superior Customer Service: Your Ultimate Guide	Oct. 12 - 13	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Effective Business Communication Skills	Oct. 12 - 13	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Emotional Intelligence in Action: Leadership, Teamwork, and Collaboration	Oct. 14 - 15	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Microsoft Excel Skills: Intermediate Level	Oct. 14 - 15	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Effective Public Speaking and Presentations	Oct. 14 & 16	9 a.m. – 1 p.m.	8 hrs.	\$31,000
The Mechanics of English: The Secret to Effective Writing	Oct. 20 - 21	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Succession Planning: Identify Your Organization's Critical Position	Oct. 20 - 21	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Microsoft Office Excel: Advanced Level	Oct. 20 - 21	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Situational Leadership for Teams: The Right Leadership at the Right Time	Oct. 22 - 23	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Time, Stress and Change Management in the Modern Workplace	Oct. 22 - 23	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Introduction to G.o.J. Procurement Procedures	Oct. 22 - 23	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000

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COURSES FOR THE MONTH OF NOVEMBER 2026

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Course	Date	Time	Duration	Cost
Critical Thinking to Improve Problem-Solving and Decision Making	Nov. 2 - 3	9 a.m. – 1 p.m.	8 hrs.	\$31,000
A I-Powered H R: Transforming Human Resources with Artificial Intelligence	Nov. 2 - 3	9 a.m. – 12 p.m.	6 hrs.	\$29,000
How to Manage Difficult Conversations at Work	Nov. 2 - 3	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Inventory and Purchasing Management	Nov. 4 - 5	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
The Training of Trainers	Nov. 4 - 6	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Workplace Hazards and Risk Control	Nov. 4 - 6	9 a.m. – 1p.m.	12 hrs.	\$37,000
Work Etiquette and Professional Development	Nov. 9 - 10	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Dealing with Difficult Customers	Nov. 9 - 10	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Events Planning and Implementation	Nov. 9 - 10	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Effective Minute Writing and Note Taking Skills	Nov. 11 - 12	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Digital Marketing and Communications	Nov. 11 - 13	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Successful Corporate Governance	Nov. 11 - 13	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Transition from Staff Member to Supervisor: Introduction to Supervisory Management	Nov. 16 - 17	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Coaching, Mentoring and Team-Building	Nov. 16 - 17	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Improving Basic Accounting Skills	Nov. 16 - 17	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Advanced Telephone Techniques and Customer Care	Nov. 18 - 19	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Work Smarter: Time Management and Organizational Excellence	Nov. 18 - 19	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Improving Business Correspondence: Formal Writing and Reporting	Nov. 18 - 20	9 a.m. – 1p.m.	12 hrs.	\$37,000
The Supervisor's Role as Coach, Trainer, Role Model and Mentor	Nov. 24 - 25	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Warehouse Packaging and Operations	Nov. 24 - 25	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Employee Performance Management and Appraisal Systems	Nov. 24 - 26	9 a.m. – 1 p.m.	12 hrs.	\$37,000
Managing Effective Meetings and Conferences	Nov. 27 & 30	9 a.m. – 12 p.m.	6 hrs.	\$29,000

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COURSES FOR THE MONTH OF DECEMBER 2026

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Course	Date	Time	Duration	Cost
Microsoft Excel (2016) for Beginners	Dec. 1 - 2	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Introduction to G.o.J. Procurement Procedures	Dec. 1 - 2	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Effective Public Speaking and Presentations	Dec. 1 & 3	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Superior Customer Service: Your Ultimate Guide	Dec. 3 - 4	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Emotional Intelligence in Action: Leadership, Teamwork, and Collaboration	Dec. 7 - 8	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Conflict Prevention, Management and Resolution	Dec. 7 - 8	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Improving Customer Relations, Telephone Techniques and Team Spirit	Dec. 7 - 8	9 a.m. – 1 p.m.	8 hrs.	\$31,000
Technical Report Writing	Dec. 9 - 10	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Effective Business Communication Skills	Dec. 9 - 10	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Microsoft Excel Skills: Intermediate Level	Dec. 9 - 10	9 a.m. – 1 p.m.	8 hrs.	\$31,000
AI Transforming the Role of Administrative Professionals	Dec. 14 - 15	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Creating and Managing a High-Performing Team	Dec. 14 - 15	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Introduction to Enterprise Risk Management (ERM): Building Resilient Organizations	Dec. 14 - 15	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
Time, Stress and Change Management in the Modern Workplace	Dec. 16 - 17	9 a.m. – 1:30 p.m.	9 hrs.	\$32,000
The Mechanics of English: The Secret to Effective Writing	Dec. 16 - 17	9 a.m. – 12 p.m.	6 hrs.	\$29,000
Microsoft Office Excel: Advanced Level	Dec. 16 - 17	9 a.m. – 1 p.m.	8 hrs.	\$31,000

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