



Public Course Schedule (January-June 2021)

All live online sessions | Language will be decided based on enrolments | Course Certificate will be issued upon 90% completion

Call to discuss how we can customize these courses and more for your in-house training needs! In-house training may be done face-to-face or online.

Leadership & Management	JAN	FEB	MAR	APR	MAY	JUN	Language	Duration	HKD
Managing That Gets Results			1,8,15,22 am				En	4 x 3.5 hrs	\$6000
Leadership Excellence		22-23					Cn/En	2 days	\$6000
Team Leadership				20			Cn/En	1 day	\$3600
Effective Coaching Skills		2-3 am				7-8 am	Cn/En	2 x 3.5 hrs	\$3600
Selection Interviewing Skills			3			21	Cn/En	1 day	\$3600
Performance Management & Appraisals	19-20 am						Cn/En	2 x 3.5 hrs	\$3600
Strategic Thinking	12				7		Cn/En	1 day	\$4000
Driving Change					10		Cn/En	1 day	\$3600
Communication & Influencing	JAN	FEB	MAR	APR	MAY	JUN	Language	Duration	HKD
Getting Results From Email Writing	8 pm						En	3.5 hours	\$2000
Deliver Winning Presentations				12 & 13-14 am			En	4 x 3.5 hrs	\$6000
DiSC™ for Team Relationships				23			Cn/En	1 day	\$4000
Assertiveness Training					3-6 am		En	4 x 3.5 hrs	\$6000
Positive Influence Skills			17-18 am				Cn/En	2 x 3.5 hrs	\$3600
Effective Negotiation Skills		4-5 am					Cn/En	2 x 3.5 hrs	\$3600
Resolving Conflicts						22-23 am	En	2 x 3.5 hrs	\$3600
Productivity Improvement	JAN	FEB	MAR	APR	MAY	JUN	Language	Duration	HKD
Stress Management & EQ (incl. EQi™)					17-18 am		Cn/En	2 x 3.5 hrs	\$4000
Effective Time Management			23-24 am				Cn/En	2 x 3.5 hrs	\$3600
Project Management Skills	25					3	Cn/En	1 day	\$3600
Building Team Effectiveness				15-16 am			Cn/En	2 x 3.5 hrs	\$3600
Creative Problem-Solving & Decision-Making		8-9 am					Cn/En	2 x 3.5 hrs	\$3600
Customer Service	JAN	FEB	MAR	APR	MAY	JUN	Language	Duration	HKD
Telephone Communication & Customer Relations					26 am		Cn/En	3.5 hours	\$2000
Lean Customer Communication			11 am				En	3.5 hours	\$2000
Dealing with Difficult Customers	26 am						Cn/En	3.5 hours	\$2000

Last Updated on 20201229



Dew-Point
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Micro-learning Course Calendar (Jan.-Jun. 2021)

All live online sessions | Language is English unless otherwise indicated | Certificate of Attendance will be issued

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Leadership & Management	JAN	FEB	MAR	APR	MAY	JUN	Language	Duration	HKD
Managing Your Virtual & Remote Teams	13 pm			16 pm			En	1.5 hours	\$1000
Why Leaders Need to Manage Performance		24 lunch					En	1.5 hours	\$1000
Performance Management from a Distance					12 lunch		En	1.5 hours	\$1000
Talent Development						16 am	En	1.5 hours	\$1000
Communication & Influencing	JAN	FEB	MAR	APR	MAY	JUN	Language	Duration	HKD
Collaborative Thinking						29 lunch	En	1.5 hours	\$1000
Virtual Teamwork		19 pm					En	1.5 hours	\$1000
Developing Sensitivity for Inclusion				27 lunch			En	1.5 hours	\$1000
Productivity Improvement	JAN	FEB	MAR	APR	MAY	JUN	Language	Duration	HKD
Managing Priorities	7 am		31 am				En	1.5 hours	\$1000
Showcasing Your Talent In Tough Times					31 lunch		En	1.5 hours	\$1000

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Register your interest in these courses now! Call +852 2730 1151 or email info@dew-point.com.hk.

Please don't wait till the last minute to register! As we require a certain number to confirm the course will go ahead, your consideration is very much appreciated to enable us to confirm the course. Registration closes 1 week before the scheduled course date. If a minimum number of participants have not registered 1 week before the date of the course, we may cancel or reschedule the course. Course fees are due and payable upon registration and must be paid before the course.

Please honor your commitment! Mark your calendar and inform your boss/team that you will be occupied. Last minute cancellations can drastically affect the group dynamic of the course. You may cancel or reschedule up to 2 weeks before the course with a charge of 20% of the standard course fee. Later cancellations or rescheduling are subject to a charge of the entire fee. If you fail to attend the course, your enrolment will be considered cancelled, and no refunds will be issued. Dew-Point reserves the right to reschedule/cancel any public courses with prior notice.



Enroll Now