



# Beltraide

making business happen



## 2021-2022 TRAINING CALENDAR

### 2021

	Date	Time	Fee
Resume Building and Interview Skills	Jul 28	9am-12pm	\$25
Waitstaff Training	Aug 2-6	9am-3pm (1 week)	\$30
Personal Development and Healthy Self Image	Aug 4	9am-12pm	Free
Introduction to Report Writing	Aug 11	9am-2pm	\$30
Job Readiness for the BPO Industry	Aug 25 - Sep 9	9am-3pm (3 weeks)	\$30
Computers for Everyday	Sep 15	9am-12pm	\$25
Skills for Hotel Management	Sep 29	9am-12pm	\$50
House Keeping	Oct 12 - Oct 29	9am-3pm (3 weeks)	\$40
Introduction to Graphic Design	Nov 3 - Nov 4	9am-3pm (Day 1) 9am-12pm (Day 2)	\$75
Digital Marketing	24 Nov	9am-12pm	\$75

### 2022

	Date	Time	Fee
Leadership and Development: Dare to Lead	Jan 19	9am-12pm	\$75
Customer Service Excellence (Customer Service Series)	Feb 9	9am-12pm	\$50
Advanced Customer Service (Customer Service Series)	Feb 16	9am-12pm	\$50
Introduction to Strategic Planning	Mar 9	9am-12pm	\$30
Team Building / Work Culture Development	Mar 16	9am-12pm	\$80