



Enppi

MANAGEMENT

SCHEDULE 2020

Management Skills

Code	Course Name	Duration (In days)	Start Date		
MK01	Effective Communication Skills	3	14 Jan.	31 May	29 Sep.
MK02	Body Language & Non Verbal Communication	3	19 Jan.	9 Jun.	11 Oct.
MK03	Advanced Communication Skills	3	28 Jan.	14 Jun.	20 Oct.
MK04	Effective Presentation Skills	3	2 Feb.	23 Jun.	25 Oct.
MK05	Advanced Presentation Skills & Public Speaking	3	11 Feb.	5 Jul.	3 Nov.
MK06	Interpersonal Skills	3	16 Feb.	14 Jul.	8 Nov.
MK07	Effective Planning & Time Management	3	25 Feb.	19 Jul.	17 Nov.
MK08	Advanced Time Management	3	1 Mar.	11 Aug.	22 Nov.
MK09	Organizing, Planning & Follow-up	3	10 Mar.	16 Aug.	1 Dec.
MK10	Technical Report Writing	3	15 Mar.	23 Aug.	8 Dec.
MK11	Effective Business Writing	3	24 Mar.	30 Aug.	13 Dec.
MK12	Email Etiquette	3	29 Mar.	8 Sep.	20 Dec.
MK13	Effective Negotiation Skills	3	7 Apr.	13 Sep.	29 Dec.
MK14	Advanced Negotiation Skills	3	12 Apr.	22 Sep.	20 Dec.
MK15	Problem Solving & Decision Making	3	12 Jan.	2 Jun.	27 Sep.
MK16	Motivating Others	3	21 Jan.	7 Jun.	13 Oct.
MK17	Running Effective Meetings	3	26 Jan.	16 Jun.	18 Oct.
MK18	Delegation Skills	3	4 Feb.	21 Jun.	25 Oct.
MK19	Good Work Habits	3	9 Feb.	7 Jul.	1 Nov.
MK20	Supervisory Skills	3	18 Feb.	12 Jul.	10 Nov.

Management Skills

Code	Course Name	Duration (In days)	Start Date		
MK21	Dealing with Difficult People	3	23 Feb.	19 Jul.	15 Nov.
MK22	Coaching Skills	3	3 Mar.	9 Aug.	24 Nov.
MK23	Coaching Simulation	3	8 Mar.	16 Aug.	29 Nov.
MK24	Leading with Passion	3	17 Mar.	23 Aug.	8 Dec.
MK25	Leadership & Influence	3	22 Mar.	1 Sep.	13 Dec.
MK26	Situational Leadership	3	31 Mar.	6 Sep.	22 Dec.
MK27	Assertiveness & Self Confidence	3	5 Apr.	13 Sep.	29 Dec.
MK28	The First Time Manager	3	14 Apr.	20 Sep.	27 Dec.
MK29	Critical Thinking	3	14 Jan.	31 May	29 Sep.
MK30	Developing Business Plans	3	19 Jan.	9 Jun.	11 Oct.
MK31	Analytical & Critical Skills For Developing Managers	3	28 Jan.	14 Jun.	20 Oct.

Management Concepts & Techniques

MT01	Introduction to Management	3	12 Jan.	2 Jun.	27 Sep.
MT02	Modern Management Concepts	3	21 Jan.	7 Jun.	13 Oct.
MT03	Managing People	3	26 Jan.	16 Jun.	18 Oct.
MT04	People Smart	3	4 Feb.	21 Jun.	25 Oct.
MT05	Crisis Management	3	9 Feb.	7 Jul.	1 Nov.
MT06	Conflict Management & Resolution	3	18 Feb.	12 Jul.	10 Nov.
MT07	Performance Management	3	23 Feb.	19 Jul.	15 Nov.

Management Concepts & Techniques

Code	Course Name	Duration (In days)	Start Date		
MT08	Management By Objectives (MBO)	3	3 Mar.	9 Aug.	24 Nov.
MT09	Stress Management	3	8 Mar.	16 Aug.	29 Nov.
MT10	Change Management	3	17 Mar.	23 Aug.	8 Dec.
MT11	Strategic Planning & Management	3	22 Mar.	1 Sep.	13 Dec.
MT12	Creative Thinking & Brainstorming	3	31 Mar.	6 Sep.	22 Dec.
MT13	Mind Mapping	3	5 Apr.	15 Sep.	27 Dec.
MT14	Working in Teams & Team Work	3	14 Apr.	20 Sep.	29 Dec.
MT15	Building High Performance Teams	3	14 Jan.	May 31	29 Sep.
MT16	Emotional Intelligence	3	19 Jan.	9 Jun.	11 Oct.
MT17	Leading with Emotional Intelligence	3	28 Jan.	14 Jun.	20 Oct.
MT18	Global Culture, Business Ethics and Code of Conduct	3	2 Feb.	23 Jun.	25 Oct.
MT19	Business Etiquette	3	11 Feb.	5 Jul.	3 Nov.
MT20	Organizational Behavior (OB)	3	16 Feb.	14 Jul.	8 Nov.
MT21	How to manage your Manager	3	25 Feb.	19 Jul.	17 Nov.
MT22	Result Focus Initiative	3	1 Mar.	11 Aug.	22 Nov.
MT23	Management vs. Leadership	3	10 Mar.	16 Aug.	1 Dec.
MT24	Organizational Reengineering	3	15 Mar.	25 Aug.	6 Dec.
MT25	Business Simulation	3	24 Mar.	30 Aug.	15 Dec.
MT26	Orchestrating Winning Performance (New)	3	29 Mar.	8 Sep.	20 Dec.
MT27	Building Leadership Essentials (New)	3	7 Apr.	13 Sep.	29 Dec.

Management Concepts & Techniques

Code	Course Name	Duration (In days)	Start Date		
MT28	The One Minute Manager (New)	3	12 Apr.	22 Sep.	22 Dec.
MT29	Transformational Leadership (New)	3	12 Jan.	2 Jun.	27 Sep.
MT30	Building Resilience & Employee Commitment (New)	3	21 Jan.	7 Jun.	13 Oct.
MT31	Developing Great Managers (New)	3	26 Jan.	16 Jun.	18 Oct.
MT32	Assertiveness & Self-Management for Managers (New)	3	4 Feb.	21 Jun.	25 Oct.
MT33	Managing Workplace Anxiety (New)	3	9 Feb.	7 Jul.	1 Nov.
MT34	Managing Innovations & Creating Innovative Business Models (New)	3	18 Feb.	12 Jul.	10 Nov.
MT35	The Art of Persuasion: How to Influence People and Get Things Done (New)	3	23 Feb.	19 Jul.	15 Nov.
MT36	Stakeholders Management	3	3 Mar.	9 Aug.	24 Nov.
MT37	Developing Corporate Behavior (New)	3	8 Mar.	16 Aug.	29 Nov.
MT38	Executives Towards Excellence (New)	3	17 Mar.	23 Aug.	8 Dec.
MT39	Organizational Agility as a Strategic Approach (New)	3	22 Mar.	1 Sep.	13 Dec.

Project Management

PM01	Effective Project Management	5	12 Jan.	23 Aug.
PM02	Project Risk Management	5	2 Feb.	13 Sep.
PM03	Project Management & Tender Preparation	5	16 Feb.	27 Sep.
PM04	Effective Contract Management	5	1 Mar.	11 Oct.
PM05	Bidding & Pricing Strategies	5	15 Mar.	1 Nov.
PM06	PMP Preparatory Course	5	29 Mar.	22 Nov.

Project Management

Code	Course Name	Duration (In days)	Start Date	
PM07	MS Projects Application	5	23 Feb.	18 Oct.
PE08	Value Engineering (New)	5	26 Jan.	20 Sep.
PE09	Asset Integrity Management (New)	5	8 Mar.	8 Nov.

Project Controls

PM01	Basics of Project Controls	5	26 Jan.	29 Sep.
PM02	Project Planning & Scheduling using Primavera	5	9 Feb.	11 Oct.
PM03	Basics of Cost Estimation	5	23 Feb.	1 Nov.
PM04	Project Cost Control & Reporting	5	8 Mar.	15 Nov.
PM05	Advanced Project Scheduling	5	22 Mar.	29 Nov.
PM06	Feasibility Studies for Industrial Projects	5	12 Apr.	13 Dec.