

SCHEDULE OF SEMINARS 2007

No.	NO. OF DAYS (DEL.)	SEMINAR	DATE	Facilitator	Location	Cost before VAT (US\$)
JANUARY						
CMN	5	Market Research and Product Development Tools & Techniques for Microfinance Institutions (on behalf of the Caribbean Microfinance Network)	Monday 15th - Friday 19th January	Microfinance Opportunities (U.S.A.)	Port of Spain	1000 + VAT
FEBRUARY						
1	5	Advanced Credit Workshop	Monday 5th, February - Friday 9th February	Tom Lawton (UK)	Port of Spain	1,680+ 15% VAT
2	3	Business Etiquette, Diplomacy & Protocol	Monday 12th - Wednesday 14th February	Syndi Seid, USA	Port of Spain	1,300+ 15% VAT
CARNIVAL - MONDAY 19TH -TUESDAY 20TH FEBRUARY 2007						
MARCH						
WORLD CUP CRICKET - MARCH 5TH - 25TH 2007						
3	3	Corporate Governance Series -Company Secretarial and Minute Taking	Monday 5th - Wednesday 7th March	John Dinner, Canada	Port of Spain	1090 + 15% VAT
APRIL						
EASTER - GOOD FRIDAY APRIL 6TH ; EASTER MONDAY APRIL 9TH 2007						
4	2	Seminar for Young Executives on "Entering the Corporate World"	Monday 23rd - Tuesday 24th April 2007	Alexandra Levit; USA	Port of Spain	940 + 15% VAT
5	1/2 day	Coaching session for Managers - three-hour session to coach Managers on "Working with graduates entering the Corporate World"	Wednesday 25th April 2007	Alexandra Levit; USA	Port of Spain	690 +15% VAT
MAY						
INDIAN ARRIVAL DAY WEDNESDAY 30TH MAY 2007						
6	3	Fundamentals of Project Management & MS Project (REP provider: 1085; PDU Code FUND003; Hours/ PDUs: 21)	TO BE CONFIRMED	BAY 3000	Port of Spain	1670 +15% VAT
7	2	Soft Skills Approaches and Methodologies for Project Managers	TO BE CONFIRMED	BAY 3000	Port of Spain	1250 + 15% VAT
JUNE						
CORPUS CHRISTI -THURSDAY 7TH JUNE 2007 AND LABOUR DAY - TUESDAY 19TH JUNE						
8	2	Valuation	Tuesday 5th - Wednesday 6th June 2007	Ian Jakeways-UK	Port of Spain	1,360+ 15% VAT
9	1	Working Capital Management for SMEs	Friday 8th June 2007	Ian Jakeways-UK	Port of Spain	780 + 15% VAT
10	5	Corporate Finance- with an emphasis on cash/liquidity management and treasury tools	Monday 11th - 15th June 2007	Ian Jakeways-UK	Port of Spain	2,120 + 15% VAT
JULY						
AUGUST						
EMANCIPATION DAY-WEDNESDAY 1ST AUGUST 2007 AND INDEPENDENCE DAY - FRIDAY 31ST AUGUST 2007						
SEPTEMBER						
REPUBLIC DAY - MONDAY 24TH SEPTEMBER						
11		ICT Audit	Monday 17th - Tuesday 18th September 2006	TO BE CONFIRMED	Port of Spain	
12		Control Self- Assessment Workshop for Internal Auditors	Wednesday 19th -Friday 21st September 2006	Larry Hubbard, Institute of Internal Auditors (U.S.A.)	Port of Spain	1,530+ 15% VAT
OCTOBER						
13	5	5-day Fundamentals of Credit Analysis (with collateral security)	October 8th - 12th 2007	Tom Lawton (UK)	Port of Spain	1,680+ 15% VAT
14	5	Strategic Business & Financial Analysis	October 15th - 19th 2007	Tom Lawton (UK)	Port of Spain	1,680+ 15% VAT
NOVEMBER						
RELIGIOUS - LUNAR HOLIDAYS - DUVALI AND EID UL FITR						
Other programmes may be arranged by special request for groups of 12 or more: PMP Exam Preparation; Writing Dynamics, Skilled Presenter, Banking Strategic Planning, Implementation And Simulation; Corporate Finance, Company Valuation, Asset & Liability Management, Relationship Management, Marketing & Selling of Banking Products, Advanced Financial Modelling						