

# SCHEDULE OF SEMINARS 2007

No.	NO. OF DAYS (DEL).	SEMINAR	DATE	Facilitator	Location	Cost before VAT (US\$)
<b>JANUARY</b>						
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
<b>FEBRUARY</b>						
1	5	Advanced Credit Workshop	Monday 5th - 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
<b>CARNIVAL - MONDAY 19TH -TUESDAY 20TH FEBRUARY 2007</b>						
<b>MARCH</b>						
<b>WORLD CUP CRICKET - MARCH 5TH - 25TH 2007</b>						
3	3	<b>Corporate Governance Series - Company Secretarial and Minute Taking</b>	Monday 5th - Wednesday 7th March	John Dinner, Canada	Port of Spain	1090 + 15% VAT
4	1	<b>Corporate Governance Series - Regulatory Issues for Caribbean Corporate Secretaries</b>	Thursday 8th March	Regional Company Secretary Facilitator - TO BE CONFIRMED		
5	1	<b>Corporate Governance Series - Orientation Workshop for New Directors</b>	Friday 9th March	John Dinner, Canada	Port of Spain	750+ 15% VAT
<b>APRIL</b>						
<b>EASTER - GOOD FRIDAY APRIL 6TH ; EASTER MONDAY APRIL 9TH 2007</b>						
6	3	Fundamentals of Project Management & MS Project (REP provider: 1085; PDU Code FUND003; Hours/ PDUs: 21)	Monday 16th - Wednesday 18th April 2007	BAY 3000	Port of Spain	1670 + 15% VAT
7	2	Soft Skills Approaches and Methodologies for Project Managers	Thursday 19th - Friday 20th April 2007	BAY 3000	Port of Spain	1250 + 15% VAT
8	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
9	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
<b>MAY</b>						
<b>INDIAN ARRIVAL DAY WEDNESDAY 30TH MAY 2007</b>						
<b>JUNE</b>						
<b>CORPUS CHRISTI -THURSDAY 7TH JUNE 2007 AND LABOUR DAY - TUESDAY 19TH JUNE</b>						
10	2	Valuation	Tuesday 5th - Wednesday 6th June 2007	Ian Jakeways-UK	Port of Spain	1,360+ 15% VAT
11	1	Working Capital Management for SMEs	Friday 8th June 2007	Ian Jakeways-UK	Port of Spain	780 + 15% VAT
12	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
<b>JULY</b>						
<b>AUGUST</b>						
<b>EMANCIPATION DAY-WEDNESDAY 1ST AUGUST 2007 AND INDEPENDENCE DAY - FRIDAY 31ST AUGUST 2007</b>						
<b>SEPTEMBER</b>						
<b>REPUBLIC DAY - MONDAY 24TH SEPTEMBER</b>						
13		ICT Audit	Monday 17th - Tuesday 18th September 2006		Port of Spain	1,280 + 15% VAT
14		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+VAT %
<b>OCTOBER</b>						
15	5	5-day Fundamentals of Credit Analysis (with collateral security)	October 8th - 12th 2007	Tom Lawton (UK)	Port of Spain	1,680+ 15% VAT
<b>NOVEMBER</b>						
<b>RELIGIOUS - LUNAR HOLIDAYS - DUVALI AND EID UL FITR</b>						
Other programmes may be arranged by special request for groups of 12 or more: <b>PMP Exam Preparation; Writing Dynamics, Skilled Presenter, Banking Strategic Planning, Implementation And Simulation; Corporate Finance, Company Valuation, Asset &amp; Liability Management, Relationship Management, Marketing &amp; Selling of Banking Products, Advanced Financial Modelling</b>						