



Dew-Point
迪信

Public Course Schedule (January-December 2021)

All live online sessions | Full-day sessions: 9:00AM-5:30PM | Half-day sessions: 9:00AM-12:30PM.
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 | JUL | AUG | SEP | OCT | NOV | DEC | Lang. | Duration | HKD |
|--|-----|-------|-------|-------|-------|-------|-------|-----|-----|-------|-------|-----|-------|----------|--------|
| Managing That Gets Results | | | 15-16 | | | | | | 6-7 | | | | En | 2 days | \$6000 |
| Leadership Excellence | | 22-23 | | | | | | | | 19-20 | | | Cn/En | 2 days | \$6000 |
| Team Leadership | | | | 20 | | | | 10 | | | | 7 | Cn/En | 1 day | \$3600 |
| Effective Coaching Skills | | 2 | | | | 7 | | | 8 | | | | Cn/En | 1 day | \$3600 |
| Selection Interviewing Skills | | | 3 | | | 21 | | | 21 | | | | Cn/En | 1 day | \$3600 |
| Performance Management & Appraisals | 19 | | | | | | | | | 25 | | | Cn/En | 1 day | \$3600 |
| Strategic Thinking | 12 | | | | 7 | | | | 3 | | | | Cn/En | 1 day | \$4000 |
| Driving Change | | | | | 10 | | | | | | 10 | | Cn/En | 1 day | \$3600 |
| Communication & Influencing | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Lang. | Duration | HKD |
| Getting Results From Email Writing | 8 | | | | | | 9 | | | | | 10 | En | 1x AM | \$2000 |
| Deliver Winning Presentations | | | | 12-13 | | | | | | 11-12 | | | En | 2 days | \$6000 |
| DiSC™ for Team Relationships | | | | 23 | | | | 17 | | | | 14 | Cn/En | 1 day | \$4000 |
| Assertiveness Training | | | | | 34 | | | | | | 23 | | En | 2 days | \$6000 |
| Positive Influence Skills | | | 17 | | | | 14 | | | | 17 | | Cn/En | 1 day | \$3600 |
| Effective Negotiation Skills | | 5 | | | | | | 4 | | | | | Cn/En | 1 day | \$3600 |
| Resolving Conflicts | | | | | | 22,23 | | | | | | 1,2 | En | 2x AM | \$3600 |
| Productivity Improvement | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Lang. | Duration | HKD |
| Stress Management & EQ (incl. EQi™) | | | | | 17,18 | | | | | | 22,23 | | Cn/En | 2x AM | \$4000 |
| Effective Time Management | | | 23,24 | | | | 19,20 | | | 21,22 | | | Cn/En | 2x AM | \$3600 |
| Project Management Skills | 25 | | | | | 3 | | | 15 | | | | Cn/En | 1 day | \$3600 |
| Building Team Effectiveness | | | | 15 | | | | | | 28 | | | Cn/En | 1 day | \$3600 |
| Creative Problem-Solving & Decision-Making | | 8,9 | | | | | 5,6 | | | | 8,9 | | Cn/En | 2x AM | \$3600 |
| Customer Service | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Lang. | Duration | HKD |
| Telephone Communication & Customer Relations | | | | | 26 | | | 26 | | | | | Cn/En | 1x AM | \$2000 |
| Lean Customer Communication | | | 11 | | | | | 11 | | | | | En | 1x AM | \$2000 |
| Dealing with Difficult Customers | 26 | | | | | | 26 | | | | | | Cn/En | 1x AM | \$2000 |

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Micro-learning Calendar (January-December 2021)

All live online sessions | Session times are “am”: 9-10:30AM; “lunch”: 12:30-2PM; “pm”: 4:30-6PM

Language is English unless otherwise indicated | Certificate of Attendance will be issued

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 | JUL | AUG | SEP | OCT | NOV | DEC | Lang. | Duration | HKD |
|--|-------|----------|-------|----------|----------|----------|-------|----------|------|----------|----------|-------|-------|-----------|--------|
| Managing Your Virtual & Remote Teams | 13 pm | | | 16 pm | | | 13 am | | | | | | En | 1.5 hours | \$1000 |
| Why Leaders Need to Manage Performance | | 24 lunch | | | | | | 24 lunch | | | | | En | 1.5 hours | \$1000 |
| Performance Management from a Distance | | | | | 12 lunch | | | | | | 12 am | | En | 1.5 hours | \$1000 |
| Talent Development | | | | | | 16 am | | | | | | 15 am | En | 1.5 hours | \$1000 |
| Communication & Influencing | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Lang. | Duration | HKD |
| Collaborative Thinking | | | | | | 29 lunch | | | | | | 6 am | En | 1.5 hours | \$1000 |
| Virtual Teamwork | | 19 pm | | | | | | 19 lunch | | | | | En | 1.5 hours | \$1000 |
| Developing Sensitivity for Inclusion | | | | 27 lunch | | | | | | 27 lunch | | | En | 1.5 hours | \$1000 |
| Productivity Improvement | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Lang. | Duration | HKD |
| Conducting Virtual Meetings | | | 10 am | | | | | | 1 am | | | | En | 1.5 hours | \$1000 |
| Managing Priorities | 7 am | | 31 am | | | | 7 am | | | | | | En | 1.5 hours | \$1000 |
| Personal Resilience | | | | 21 lunch | | | | | | 8 am | | | En | 1.5 hours | \$1000 |
| Showcasing Your Talent In Tough Times | | | | | 31 lunch | | | | | | 29 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.