



Public Course Schedule (September-December 2021)

All classroom sessions | Class size max. 12 | Full-day sessions: 9:00AM-5:00PM
Language will be decided based on enrolments | Course Certificate will be issued upon 80% 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	September	October	November	December	Language	Duration	HKD
Managing That Gets Results					English	2 days	\$6000
Leadership Excellence					Canto./Eng.	2 days	\$6000
Team Leadership			4		Canto./Eng.	1 day	\$3600
Effective Coaching Skills					Canto./Eng.	1 day	\$3600
Selection Interviewing Skills	21			9	Canto./Eng.	1 day	\$3600
Performance Management & Appraisals		25			Canto./Eng.	1 day	\$3600
Strategic Thinking			11		Canto./Eng.	1 day	\$4000
Driving Change			10		Canto./Eng.	1 day	\$3600
Communication & Influencing	September	October	November	December	Language	Duration	HKD
Getting Results from Email Writing					English	1 day	\$3600
Deliver Winning Presentations		11-12			English	2 days	\$6000
DiSC™ for Team Relationships					Canto./Eng.	1 day	\$4000
Assertiveness Training					English	2 days	\$6000
Positive Influence Skills			17		Canto./Eng.	1 day	\$3600
Effective Negotiation Skills		20			Canto./Eng.	1 day	\$3600
Resolving Conflicts					English	1 day	\$3600
Productivity Improvement	September	October	November	December	Language	Duration	HKD
Stress Management & EQ (incl. EQi™)			5		English	1 day	\$4000
Effective Time Management					Canto./Eng.	1 day	\$3600
Project Management Skills					Canto./Eng.	1 day	\$3600
Building Team Effectiveness		28			Canto./Eng.	1 day	\$3600
Creative Problem-Solving & Decision-Making			8		Canto./Eng.	1 day	\$3600
Customer Service	September	October	November	December	Language	Duration	HKD
Telephone Communication & Customer Relations					Canto./Eng.	9AM-12:30PM	\$2000
Dealing with Difficult Customers	8				Canto./Eng.	9AM-12:30PM	\$2000

Last Updated on 20211027



Webinar Calendar (September-December 2021)

All live online sessions via ZOOM | Class size max. 20 | Certificate of Attendance will be issued
Register your interest in these courses now! Call +852 2730 1151 or email info@dew-point.com.hk.

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	September	October	November	December	Language	Duration	HKD
Managing Your Virtual & Remote Teams					English	1.5 hours	\$1000
Performance Management from a Distance		7 3-4:30PM	11 4-5:30PM		English	1.5 hours	\$1000
Communication & Influencing	September	October	November	December	Language	Duration	HKD
Collaborative Thinking				6 4:30-6PM	English	1.5 hours	\$1000
Virtual Teamwork					English	1.5 hours	\$1000
Developing Sensitivity for Inclusion		27 4:30-6PM			English	1.5 hours	\$1000
Productivity Improvement	September	October	November	December	Language	Duration	HKD
Conducting Virtual Meetings	1 9-10:30AM				English	1.5 hours	\$1000
Managing Priorities					English	1.5 hours	\$1000
Personal Resilience					English	1.5 hours	\$1000
Showcasing Your Talent in Tough Times					English	1.5 hours	\$1000

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Please don't wait till the last minute to register! We require a certain number to confirm the course so your early registration will enable us to confirm. Registration closes 1 week before the scheduled course date. Course fees are due and payable upon registration and must be paid before the course. If a minimum number of participants have not registered 1 week before the date of the course, we may cancel or reschedule the course.

Please honor your commitment! Mark your calendar and inform your boss/team that you will be occupied. Last minute cancellations drastically affect 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.