

II PROFESSIONAL SCHOOL

E. ADMINISTRATIVE AND TECHNICAL STAFF CAREER PROGRAM

Courses:

Financial Management	4 days
Job Re-design Techniques	2 days
Time Management	1 day
Project Management	3 days
Job Interview Techniques	2 days
Oral Communication	6 days
Supervisory Skills	4 days
Problem Solving	3 days
Departmental Practices and Procedures	3 days
Contract Administration	2 days
Written Communication	3 days
On-The-Job Coaching	2 days
Information Management	2 days
Appraisal Awareness	2 days
Records Management	2 days