

# **II PROFESSIONAL SCHOOL**

## **E. ADMINISTRATIVE AND TECHNICAL STAFF CAREER PROGRAM**

### **Courses:**

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