

## Training Calendar July-December 2017

Training Topic	Date	Training Duration	Location	Fee
1 Product Design-Pearl Carving	17-Jul-17	5 day	Tongatapu	Free
2 Customer Service	26-Jul-17	1/2 day	Tongatapu	20.00
3 Project Management (In-House Training)	Offer in August 2017	3 day	Tongatapu	TBC
4 Basic Budgeting & Record Keeping	22-Aug-17	1/2 day	Tongatapu	20.00
5 Basic Budgeting & Record Keeping	01-Sep-17	1/2 day	Tongatapu	20.00
6 Customer Service	06-Sep-17	1 day	Tongatapu	20.00
7 Presentation & Grooming	12-Sep-17	1 day	Tongatapu	20.00
8 Monitoring & Evaluation (In-House Training)	Offer in September 2017	2 day	Tongatapu	TBC
9 Website Development	25-Sep-17	5 day	Tongatapu	50.00
10 Report Writing Skills (In-House Training)	Offer in October 2017	2 day	Tongatapu	TBC
11 Refresher Training-Record Keeping (Vanilla Growers)	TBC	2 day	Vava'u	Fair Trade
12 Refresher Training-Record Keeping (Vanilla Growers)	TBC	2 day	Vava'u	Fair Trade
13 Customer Service	11-Oct-17	1 day	Tongatapu	20.00
14 Presentation & Grooming	18-Oct-17	1 day	Tongatapu	20.00
15 Project Management (In-House Training)	Offer in November 2017	3 day	Tongatapu	TBC
16 Customer Service	06-Dec-17	1 day	Tongatapu	20.00
17 Presentation & Grooming	07-Dec-17	1 day	Tongatapu	20.00
18 Basic Budgeting & Record Keeping	12-Dec-17	1/2 day	Tongatapu	20.00

For registration call:

**25 168 Extension 214 or 207**

Or email us:

[training@tongachamber.org](mailto:training@tongachamber.org)

**Notes:** Delivery dates may change subject to demand and Trainer's availability and number of participants registered.

**For more information on the training calendar please contact 25168, ext 214 or 207 or send an email to [training@tbec.to](mailto:training@tbec.to)**