

January 2020

Active Listening

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

The topics are broken into three tiers so you can ensure you are booked into the right session for you:

TIER 1 ENGLISH

This session is for skilled **business owners and executives** of larger businesses eg CFO.

TIER 2 KHMER

This session is tailored to meet the needs of new business owners, middle management of existing businesses and those in supervisory roles.

TIER 3 KHMER

This session has been designed to engage with general staff to enhance their understanding of how Essential Skills are valued in the workplace.

16 THU TIER 1 08-11 AM Active Listening	17 FRI TIER 3 08-11 AM Listening for Meaning	20 MON TIER 1 08-11 AM Active Listening	21 TUE TIER 3 08-11 AM Active Listening	23 THU TIER 3 08-11 AM Listening for Meaning	24 FRI TIER 3 02-05 PM Listening for Meaning
27 MON TIER 2 02-05 PM Active Listening	28 TUE TIER 3 08-11 AM Listening for Meaning	29 WED TIER 2 02-05 PM Active Listening	30 THU TIER 3 08-11 AM Listening for Meaning	31 FRI TIER 3 02-05 PM Listening for Meaning	



February 2020

Decision Making

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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TIER 2 KHMER

This session is tailored to meet the needs of new business owners, middle management of existing businesses and those in supervisory roles.

TIER 3 KHMER

This session is targeted at all other staff.

15	TIER 2
SAT	08-11 AM
Decision Making	

17	TIER 1 08-11 AM TIER 3 02-05 PM
MON	
Decision Making	

19	TIER 3
WED	08-11 AM
Decision Making	

20	TIER 3
THU	02-05 PM
Decision Making	

21	TIER 3
FRI	08-11 AM
Decision Making	

24	TIER 3 08-11 AM TIER 1 02-05 PM
MON	
Decision Making	

26	TIER 1 08-11 AM TIER 3 02-05 PM
WED	
Decision Making	

27	TIER 3
THU	02-05 PM
Decision Making	

28	TIER 1
FRI	08-11 AM
Decision Making	

29	TIER 3
SAT	08-11 AM
Decision Making	

