



ITI (PNG) CORPORATE TRAINING

"Investing in Quality and affordable Education for your Future"

Section 140, Lot 2&3 Scratchley Road,
Badili Port Moresby, P.O.Box 6322,
National Capital District.
PAPUA NEW GUINEA

Section 27, Lot 36, Top Floor Cnr Frigate
& Butibum St, Voco Point, P.O. Box 618,
Lae, Morobe Prov. PNG.
Ph: 472 2790 Fax: 472 0199



ITI (PNG) CORPORATE TRAINING... EXPERT IN BUSINESS COURSES

COURSES	DURATION	COURSE FEE
1) Telephone Skills	1 Day @ 8 hours/day	K550.00
2) Business Writing	2 Days @ 8 hours/day	K700.00
3) Basic Office Procedures	1 Day @ 8 hours/day	K550.00
4) Presentation Skills	1 Day @ 8 hours/day	K550.00
5) Quality Customer Service	2 Days @ 8 hours/day	K700.00
6) Supervision & Management	3 Days @ 8 hours/day	K800.00
7) Strategic Management	2 Days @ 8 hours/day	K700.00
8) Leadership Management	2 Days @ 8 hours/day	K700.00
9) Time Management	2 Days @ 8 hours/day	K700.00
10) Stress Management	2 Days @ 8 hours/day	K560.00
11) Human Resources Management	2 Days @ 8 hours/day	K650.00
12) Small Business Management	2 Days @ 8 hours/day	K750.00
13) Change Management	1 Day @ 8 hours/day	K550.00
14) Organizational Behavior	2 Days @ 8 hours/day	K750.00
15) Bookkeeping	2 Days @ 8 hours/day	K700.00
16) Small Business Accounting	2 Days @ 8 hours/day	K700.00
17) Accounting for Non - Accountants 1	3 Days @ 8 hours/day	K700.00
18) Accounting for Non - Accountants 2	3 Days @ 8 hours/day	K750.00
19) Accounting for Stock	4 Days @ 8 hours/day	K840.00
20) Financial Management	2 Days @ 8 hours/day	K800.00
21) Tax Guide	1 Day @ 8 hours/day	K550.00
22) Fundamentals of Sales	2 Days @ 8 hours/day	K650.00
23) Fundamental of Marketing	2 Days @ 8 hours/day	K700.00
<u>Specialist Management Courses</u> Frontline Management (AIM)	5 Days @ 8 hours/day	

**FEE COVERS - FACILITY & FACILITATOR/COURSE MANUAL/MATERIAL
CERTIFICATE/MORNING & AFTERNOON TEA/LUNCH/.**

For more information, contact: ITI (PNG) Corporate Training
on Phone: 320 2800 Fax: 320 0513
Email: corporate@iti.ac.pg

WEBSITE: www.iti.ac.pg