

SMALL AND MEDIUM ENTERPRISES DEVELOPMENT AUTHORITY**BUILDING CAPACITY FOR SMES****CALENDAR OF TRAINING : JULY TO NOVEMBER 2011**

SN	DATE	TOPIC
1.	06-07 July	Import and Export procedures
		Marketing and Export Opportunities in the SADC/COMESA Market
		E-Commerce For SMEs
2.	20-21 July	Facilities for Leasing/Factoring (Full Day)
		Quality Standards for SMEs (Half Day)
		Industrial Design Concept (Half Day)
3.	26-28 July	Entrepreneurship Development Programme – Level I (Full day)
4.	04 August	Financial Planning for SMEs (Full day)
5.	09-10 August	Processing and Control Systems for the Food Sector (Full day)
6.	15-19 August	Entrepreneurship Development Programme – Level II (Full day)
7.	14-15 September	Business Communication and Customer Care (Full day)
		Improving Productivity through Innovation (Full day)
8.	20-22 September	Occupational Health and Safety (Full day)
		Labour Laws for SMEs (Full day)
		Insurance for SMEs (Full day)
9.	27 September	Financial Planning for SMEs (Full day)
10.	11-13 October	Entrepreneurship Development Programme – Level I (Full day)
11.	18-19 October	Design and Product Development (Full day)
		Green Industries and Sustainable Development (Full day)
12.	7- 11 November	Entrepreneurship Development Programme – Level II (Full day)
13.	15 November	Business Communication and Customer Care (Full day)