

2026 FIRST QUARTER TRAINING AND DEVELOPMENT CALENDAR

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SUN	MON	TUE	WED	THU	FRI	SAT
x	1 New Hire Orientation	2	3	4	5	6
7	8 Diversity and Inclusion Workshop Day 1	9 Diversity and Inclusion Workshop Day 2	10 Diversity and Inclusion Workshop Day 3	11 Diversity and Inclusion Workshop Day 4	12 Diversity and Inclusion Workshop Day 5	13
14	15 Employee Wellness Month Kick-Off Event	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Team Building Picnic	x	x	x

Avenues Global Training Calendar (Jan–Apr 2026)



Dates (5 Days)	Miami, FL Australia, Sydney	Australia, Sydney Miami, FL	South Africa, JHB	UAE, Dubai South Africa, JHB	Malaysia, Kuala Lumpur
19–23 Jan 2026	Women in Leadership	Advanced Cost & Management Accounting	Event Planning & Management	Leadership & Communication Skills	HR Masterclass for Future HR Leaders
26–30 Jan 2026	Advanced Office Management & Executive Support	Coaching & Mentoring Skills	Budget Management & Analysis	Advanced Procurement Skills	Strategic Communications & PR Management
2–6 Feb 2026	Leadership Masterclass	First Time Managers & Supervisors	Advanced Financial Strategy & Accounting Skills	Press Release & Media Writing	Supervisory Skills & Leadership Program
9–13 Feb 2026	Masterclass for Executive Secretaries & PAs	Finance Course for Non-Finance Professionals	Crisis Communications & Media Relations	Project Leadership Through Coaching & Mentoring	Advanced Protocol & Diplomacy
16–20 Feb 2026	High Potential Leadership Development Program	Accounts Payable Course	Event Planning & Management	Executive & Spokesperson Media	The Public Affairs Officer
23–27 Feb 2026	Leadership & Communication Skills	Budget Preparation, Allocation & Cost Control	Advanced Project Management	Advanced Corporate Governance	Effective Minute Taking & Report Writing
2–6 Mar 2026	First Time Managers & Supervisors	Advanced Office Management & Executive Support	The Ultimate Public Relations Masterclass	Coaching & Mentoring	Advanced Financial Strategy & Accounting Skills
9–13 Mar 2026	Advanced Cost & Management Accounting	Advanced Procurement Skills	Masterclass for Executive Secretaries & PAs	HR Metrics & Data Analytics	Crisis Communications & Media Relations
16–20 Mar 2026	Project Leadership Through Coaching	Strategic Communications & PR Management	Leadership Masterclass	Finance Course for Non-Finance Professionals	Budget Preparation & Cost Control
23–27 Mar 2026	Women in Leadership	Supervisory Skills & Leadership Program	Event Planning & Management	HR Masterclass for Future HR Leaders	Press Release & Media Writing
30 Mar – 3 Apr 2026	Coaching & Mentoring Skills	Advanced Corporate Governance	Advanced Project Management	Leadership & Communication Skills	Advanced Protocol & Diplomacy
6–10 Apr 2026	Advanced Office Management & Executive Support	High Potential Leadership Development	Executive & Spokesperson Media	First Time Managers & Supervisors	Budget Management & Analysis
13–17 Apr 2026	The Public Affairs Officer	Leadership Masterclass	HR Metrics & Data Analytics	Masterclass for Executive Secretaries & PAs	Advanced Cost & Management Accounting
20–24 Apr 2026	Strategic Communications & PR Management	Finance Course for Non-Finance Professionals	Coaching & Mentoring	Event Planning & Management	Advanced Financial Strategy & Accounting Skills
27 Apr – 1 May 2026	Press Release & Media Writing	Advanced Procurement Skills	Supervisory Skills & Leadership Program	Adaptive Leadership Tools & Strategies	Advanced Corporate Governance
4–8 May 2026	Women in Leadership	Leadership & Communication Skills	High Potential Leadership Development Program	Project Leadership Through Coaching	The Ultimate Public Relations Masterclass

Avenues Global Online Training Calendar

(Jan–Apr 2026)



Dates	Online Trainings	Dates	Online Trainings
19–23 Jan 2026	<ul style="list-style-type: none"> Advanced Corporate Governance Strategic Communications and Public Relations Management Coaching and Mentoring Advanced Cost and Management Accounting Course 	16–20 Mar 2026	<ul style="list-style-type: none"> Finance Course for Non-Finance Professionals Coaching and Mentoring Event Planning and Management Advanced Corporate Governance HR Masterclass for Future HR Leaders and People Managers
26–30 Jan 2026	<ul style="list-style-type: none"> Women in Leadership The Public Affairs Officer Budget Management and Analysis Skills Training for Managers Effective Minute Taking and Report Writing Skills Advanced Financial Strategy and Accounting Skills Training 	23–27 Mar 2026	<ul style="list-style-type: none"> Women in Leadership Project Leadership Through Coaching & Mentoring Budget Management and Analysis Skills Training for Managers Advanced Project Management
2–6 Feb 2026	<ul style="list-style-type: none"> Leadership Masterclass Accounts Payable Course Crisis Communications and Media Relations Advanced Project Management 	30 Mar – 3 Apr 2026	<ul style="list-style-type: none"> Masterclass for Executive Secretaries & Personal Assistants Press Release and Media Writing Advanced Procurement Skills Coaching and Mentoring Skills for Managers and Supervisors
9–13 Feb 2026	<ul style="list-style-type: none"> Masterclass for Executive Secretaries & Personal Assistants Event Planning and Management Coaching and Mentoring Skills for Managers and Supervisors Finance Course for Non-Finance Professionals Advanced Procurement Skills 	6–10 Apr 2026	<ul style="list-style-type: none"> The Public Affairs Officer Advanced Office Management and Executive Support Supervisory Skills and Leadership Program HR Metrics and Data Analytics Masterclass Budget Preparation, Allocation and Cost Control
16–20 Feb 2026	<ul style="list-style-type: none"> Leadership and Communications Skills Supervisory Skills and Leadership Program Budget Preparation, Allocation and Cost Control The Ultimate Public Relations Masterclass 	13–17 Apr 2026	<ul style="list-style-type: none"> Leadership and Communications Skills Administration and Office Management Advanced Cost and Management Accounting Course The Masterclass in HR
23–27 Feb 2026	<ul style="list-style-type: none"> Advanced Office Management and Executive Support HR Metrics and Data Analytics Masterclass Project Leadership Through Coaching & Mentoring Press Release and Media Writing High Potential Leadership Development Program 	20–24 Apr 2026	<ul style="list-style-type: none"> Crisis Communications and Media Relations The Ultimate Public Relations Masterclass Finance Course for Non-Finance Professionals Effective Minute Taking and Report Writing Skills Advanced Protocol and Diplomacy: Social Etiquette and Travel
2–6 Mar 2026	<ul style="list-style-type: none"> First Time Managers and Supervisors Advanced Financial Strategy and Accounting Skills Training Administration and Office Management Advanced Protocol and Diplomacy: Social Etiquette and Travel 	27 Apr – 1 May 2026	<ul style="list-style-type: none"> Advanced Financial Strategy and Accounting Skills Training Executive and Spokesperson Media Advanced Procurement Skills Strategic Communications and Public Relations Management
9–13 Mar 2026	<ul style="list-style-type: none"> Advanced Cost and Management Accounting Course Leadership Masterclass Strategic Communications and Public Relations Management Executive and Spokesperson Media 	4–8 May 2026	<ul style="list-style-type: none"> First Time Managers and Supervisors High Potential Leadership Development Program Project Leadership Through Coaching & Mentoring Advanced Office Management and Executive Support

Complete this form and send it to registrations@avenues-inc.com

Company Name _____ Country _____

Postal Address _____ Postal Code _____

Tel Number _____ Fax Number _____

Nature of Business _____ Company Size: 0-50 51-100 >101 >250 >500+

Delegate Name _____ Designation _____ Email _____

Delegate Name _____ Designation _____ Email _____

Delegate Name _____ Designation _____ Email _____

Delegate Name _____ Designation _____ Email _____

Delegate Name _____ Designation _____ Email _____

COURSE OPTIONS

Please enter the details as listed on the Training Calendar.

Course Name:				
Course Date:				
<input checked="" type="checkbox"/> VENUE	DURATION	US\$ TRAINING FEE/ PERSON	ACCOMMOD... PER NIGHT	
<input type="checkbox"/> In-House - Face to Face	Agreed with client	Price on application	Price on application	
<input type="checkbox"/> Putrajaya Lakeside, Malaysia	5 days - Face to Face	\$2,800.00	\$100.00	
<input type="checkbox"/> Joburg, South Africa	5 days - Face to Face	\$2,800.00	\$150.00	
<input type="checkbox"/> Miami, FL, USA	5 days - Face to Face	\$2,800.00	\$150.00	
<input type="checkbox"/> Dubai, UAE	5 days - Face to Face	\$2,800.00	\$150.00	
<input type="checkbox"/> Sydney, Australia	5 days - Face to Face	\$3,200.00	\$150.00	

In-House/ Onsite *this section is only for private groups*

Course Name: _____

Proposed Dates: to

In-house/ Onsite trainings: This option is only applicable to groups with a minimum of ten (10) participants who would like to attend the training on their own preferred dates. Proposed dates should be at least 3 weeks after submitting the registration form.

TERMS AND CONDITIONS **BOOKING CODE: AV3007**

Payment Terms: On the return of the registration form, full payment is required within 7 working days. Payment must be received prior to the conference date. Avenues (PTY) LTD reserves the right to refuse entry into the conference should full payment not have been received prior to this date. Substitutes are welcome at no additional charge. Substitute's personal and contact details must be emailed to info@avenues-inc.com, the full conference fee is payable and non – refundable. Non-payment or non-attendance does not constitute cancellation. No show will be charged the full registration fee. Cash alternatives will not be offered.
 Presenters: Should it be necessary, Avenues (PTY) LTD reserves the right to substitute the presenter with a suitable and capable substitute.
 Alterations to advertised package: Avenues (PTY) LTD reserves the right to alter this programme without notice or penalty and in such situations no refunds or part – refunds or alternative offer will be made.
 Cancellation & Postponement: Avenues (PTY) LTD has a strict no refund policy, Should Avenues (PTY) LTD permanently cancel an event, for any reason whatsoever; the Client shall be provided a credit note of the equivalent amount paid towards the cancelled event. In the case of a postponed or cancelled event Avenues (PTY) LTD will not be responsible for covering airfare, accommodation, or other travel cost incurred by Clients.
 Specials: Group bookings: If your organization enrolls five or more delegates simultaneously for all the days, you can qualify for special rates. Please enquire with the Training Director. Please note that this discount may not be used in conjunction with other discount offers.

AUTHORIZATION | **ON BEHALF OF ORGANISATION** MR MISS MRS

Surname _____ First Name _____

Position Department _____ Telephone Number _____

Mobile Number _____ Date _____

Signature _____

Avenues (PTY) LTD
 676 Gallagher Drive, Midrand, South Africa, 1686
 Phone: +27 68 810 0355 Email: info@avenues-inc.com





ONLINE TRAINING REGISTRATION FORM

Complete this form and send it to registrations@avenues-inc.com

ONLINE COURSE OPTIONS

Please enter the details as listed on the Training Calendar.

Course Name:	
Course Date:	

Company Name _____ Country _____

Postal Address _____ Postal Code _____

Tel Number _____ Fax Number _____

Nature of Business _____ Company Size: 0-50 51-100 >101 >250 >500+

Delegate Name _____ Designation _____ Email _____

Delegate Name _____ Designation _____ Email _____

Delegate Name _____ Designation _____ Email _____

Delegate Name _____ Designation _____ Email _____

ONLINE FLEXI DATE OPTIONS *this section is only for private groups*

Course Name: _____ Proposed Dates: _____

..... DDMMYYYY to DDMMYYYY

Flexi Date: This option is only applicable to groups with a minimum of three (3) participants that a looking to be trained separately on their own dates, Proposed dates should be at least 2 weeks from the date of registration form

BOOKING OPTIONS	NO OF PARTICIPANTS	TRAINING FEE	ADDED PARTICIPANTS
PER PARTICIPANT	1	US\$1650	US\$1200
GROUP 1	5	US\$5800	US\$550
GROUP 2	10	US\$8500	US\$400
GROUP 3	20	US\$13000	US\$250

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Presenters: Should it be necessary, Avenues (PTY) LTD reserves the right to substitute the presenter with a suitable and capable substitute.

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Specials: Group bookings: If your organization enrolls five or more delegates simultaneously for all the days, you can qualify for special rates. Please enquire with the Training Director. Please note that this discount may not be used in conjunction with other discount offers.

AUTHORIZATION | **ON BEHALF OF ORGANISATION** MR MISS MRS

Surname _____ First Name _____

Position Department _____ Telephone Number _____

Mobile Number _____ Date _____

Signature _____

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