



RISING EAST TRAINING INSTITUTE

Striving to reduce skills gap in the industry

EMPLOYER BASED SHORT COURSES

AND

APPRENTICESHIP PROGRAMS

FOR 2025

Rising East Training Institute

Plot A150 Off Munali Road Foxdale

Lusaka

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RETI 2025 SHORT COURSES

S/N	Management Soft skills Training Programmes	Duration	No of Participants	Select (✓)
	Administrative and Office Support			
1	Administrative Support	1-2 days		
2	Office Politics for Managers	1-2 days		
3	Organizational Skills	1-2 days		
4	Meeting Management	1-2 days		
5	Time Management	1-2 days		
6	Goal Setting and Getting Things Done	1-2 days		
7	Personal Productivity	1-2 days		
8	Job Search Skills	1-2 days		
9	Workplace Diversity	1-2 days		
10	Workplace Harassment	1-2 days		
11	Workplace Violence	1-2 days		
	🧠 Personal Development & Soft Skills			
12	Anger Management	1-2 days		
13	Assertiveness and Self Confidence	1-2 days		
14	Attention Management	1-2 days		
15	Body Language Basics	1-2 days		
16	Communication Strategies	1-2 days		
17	Emotional Intelligence	1-2 days		
18	Interpersonal Skills	1-2 days		
19	Stress Management	1-2 days		
20	Work Life Balance	1-2 days		
21	Social Intelligence	1-2 days		
22	Critical Thinking	1-2 days		
23	Creative Problem Solving	1-2 days		
24	Conflict Resolution	1-2 days		
	📞 Customer Service & Frontline Skills	1-2 days		
25	Customer Service	1-2 days		
26	Call Center Training	1-2 days		
27	Guest Service Gold	1-2 days		
28	Certified Front Desk Representative	1-2 days		
29	Certified Restaurant Server	1-2 days		
30	Certified Kitchen Cook	1-2 days		
31	Certified Breakfast Attendant	1-2 days		
32	Certified Guestroom Attendant	1-2 days		
33	Certified Maintenance Employee	1-2 days		
34	Certified Lodging Security Officer	1-2 days		
	📊 Business & Management	1-2 days		
35	Business Acumen	1-2 days		
36	Business Ethics	1-2 days		
37	Business Succession Planning	1-2 days		
38	Budget and Financial Reports	1-2 days		
39	Lean Process and Six Sigma	1-2 days		
40	Media and Public Relations	1-2 days		
41	Internet Marketing Fundamentals	1-2 days		
42	Marketing Basics	1-2 days		
43	Sales Fundamentals	1-2 days		
44	Overcoming Sales Objections	1-2 days		
45	Negotiation Skills	1-2 days		
46	Measuring Results from Training	1-2 days		

	👤 Human Resources & Talent Development			
47	Coaching and Mentoring	1-2 days		
48	Employee Motivation	1-2 days		
49	Employee Onboarding	1-2 days		
50	Employee Recruitment	1-2 days		
51	Human Resource Management	1-2 days		
52	Hiring Strategies	1-2 days		
53	Generation Gaps	1-2 days		
54	Talent Management	1-2 days		
55	Teamwork and Teambuilding	1-2 days		
56	Supervising Others	1-2 days		
57	Manager Management	1-2 days		
58	Middle Manager	1-2 days		
59	Train the Trainer	1-2 days		
60	Facilitation Skills	1-2 days		
	🗨️ Communication & Writing			
61	Business Writing	1-2 days		
62	Proposal Writing	1-2 days		
63	Presentation Skills	1-2 days		
64	Public Speaking	1-2 days		
	🏗️ Construction & Technical Skills			
65	Construction Surveying and Setting Out	2 weeks		
66	Construction Technology and Measurements	3months		
67	Construction Estimating Using Net Cost Estimator	1 week		
68	Construction Cost Control Using The Cost Reporter	1 week		
69	Skills award in Tiling and Painting	2 weeks		
70	Contract Administration for Construction Projects	1 weeks		
71	A Practical Approach to General Conditions of Contracts in Use in Zambia	1 weeks		
	🚧 Heavy Equipment Operation			
72	Skills Award Training in Excavator Operations	3 weeks		
73	Skills Award Training in Grader Operations	3 weeks		
74	Skills Award Training in TLB/JCB Operation	3 weeks		
	📦 Logistics & Project Management			
5	Project Management	1-2 days		
76	Supply Chain Management	1-2 days		
81	Trade Show Staff Training	1-2 days		
78	Telework and Telecommuting	1-2 days		
79	Virtual Team Building and Management	1-2 days		
	🏢 Workplace Safety & Compliance			
80	Safety in the Workplace	1-2 days		
81	Civility in the Workplace	1-2 days		
82	Managing Workplace Anxiety	1-2 days		
83	Delivering Constructive Criticism	1-2 days		