

**JANUARY 2020**

COURSES	DATE			VENUE	COST		
	JAN(2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
Enterprise Risk management	6-8	6-10	6-15	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Corporate ethics, governance & social responsibility.	6-8	6-10	6-15	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Internal audit for non audit professionals.	6-8	6-10	6-15	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Efficient secretarial skills	6-8	6-10	6-15	Abuja/Lagos/K.D/P.H	200,000	295,000	390,000
Essential management skills	6-8	6-10	6-15	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Big data analytics for Managers & Business leaders.	6-8	6-10	6-15	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The Highly productive & Effective Executive Assistant/Secretary /P.A.	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The Entrepreneurs toolkit	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Essentials of Internal Audit	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The highly effective administrator	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Next Generation Excel: Advanced Business and Financial Report	13-15	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategic business intelligence	13-15	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Operations strategy for directors	13-15	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Crisis & emergency management	13-15	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Business process analysis, mapping & modeling	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Customer service management	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Effective knowledge management	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
(The power of information)	21-23	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Emergency response planning	21-23	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Business Intelligence: Data analysis & dashboard reporting	21-23	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategic enterprise analysis	21-23	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Administration & office management: best practices & technology.)	21-23	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The Power of The Effective Female Leader	14-16	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Negotiation skills for project managers	21-23	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Protocol & Travel management	21-23	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The Pre-Retirement strategy-Wayforward	21-23	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Administrative excellence for Secretaries, Executive Assistants & P.A's	21-23	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000

**FEBRUARY 2020**

COURSES	DATE			VENUE	COST		
	FEB(2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
Professional Skills for Finance & Accounting	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Streamlining business processes for	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Administrative & Office Management:	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Delivering service excellence	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Healthcare leadership program	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Project budgeting & cost control	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Advanced Budgeting(best practices& technology)	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Time Management & Stress Control for Directors	10-12	10-14	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
improved work ethics & productivity	10-12	10-14	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Customer service excellence with social media.	10-12	10-14	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Sustaining a motivating work culture	10-12	10-14	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Inventory planning & management	10-12	10-14	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Planning a successful PR campaign	10-12	10-14	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Construction site management & supervision	17-19	17-21	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Key Account Management	17-19	17-21	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Treasury Management	17-19	17-21	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Professional skills for finance and accounting	17-19	17-21	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Reputation Management	17-19	17-21	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Brand innovation and product management	24-26	17-21	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Developing & managing the marketing team	24-26	17-21	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Fundamentals of marketing	24-26	17-21	10-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000

TRAINING PLANNER 2020 Course location: Lagos, Abuja, Port Harcourt, Kaduna.

(Training, Consultancy, Outsourcing, Conference & logistics) [Tel:08053338830,09086788133](tel:08053338830,09086788133)

**MARCH 2020**

COURSES	DATE			VENUE	COST		
	MAR(2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
Strategic HRM & leadership	2-4	2-6	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Contract management, principles & practices	2-4	2-6	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Management skills for administrative professional	2-4	2-6	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategic planning for the public sector	2-4	2-6	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Improving public sector performance in the 21 <sup>st</sup> century	2-4	2-6	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Travel & protocol management	2-4	2-6	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Work life balance	9-11	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Critical thinking & problem solving for public service leaders	9-11	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Understanding facilities management	9-11	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Performance measurement in government	9-11	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Pension, governance & regulations	9-11	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Warehouse operations & management	9-11	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Leading and managing vendor relations	9-11	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Category Management	9-11	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The power of leaders	16-18	16-20	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Corporate governance & risk management for state & public sector organization	16-18	16-20	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Presentation Design and Delivery	16-18	16-20	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Essentials of Interpersonal Communication Skills	16-18	16-20	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managing projects portfolio	16-18	16-20	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Fraud detection and prevention for the insurance industry.	16-18	16-20	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Tendering Procedures and Bid Evaluation	16-18	16-20	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managing self and leading others	16-18	16-20	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Inventory Accounting & Costing	16-18	16-20	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Adaptive leadership: Tools & techniques	16-18	16-20	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Coaching Skill for great performance	23-25	23-27	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Workforce planning & Budgeting	23-25	23-27	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Transformational change & strategic leadership	23-25	23-27	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Integrated marketing & Brand communication	23-25	23-27	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Marketing communications in the new world	23-25	23-27	16-27	Abuja/Lagos/KD/PH	200,000	295,000	390,000

**APRIL 2020**

COURSES	DATE			VENUE	COST		
	(April) 2020 Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
Introduction to Security management	6-8	6-10	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managing time & stress control Mastering project metrics,KPI'S & dashboard	6-8	6-10	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
		6-10	6-17	Abuja/Lagos/K.D/P.H	200,000	295,000	390,000
Contracts Administration: Understanding and Implementing Contractual Obligation	6-8	6-10	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Category Management	6-8	6-10	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Corporate governance: Principles, policies & best practice	6-8	6-10	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Process management :mapping & improvement	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Brand innovation & product management	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Fundamentals of marketing for practioners	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Protocol & events management	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The power of the effective female leader	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Excellence in performance using emotional intelligence	13-15	13-17	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Communication & relationship management skills	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Advanced supervisory skills Leading & managing vendor relations	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Business intelligence: data analysis &reporting techniques	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Predictive & preventive management Managing up, down & across for better leadership	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Train the trainer: from design to delivery	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000

**MAY 2020**

	MAY (2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
<b>Data availability &amp; data base dynamic Archiving for data base driven projects</b>	4-6	4-8	4-15	Abuja/Lagos/KD/PH	200,000	295,000	390,000
	4-6	4-8	4-15	Abuja/Lagos/K.D/P.H	200,000	295,000	390,000
<b>Presentation skills in public sector management</b>	4-6	4-8	4-15	Abuja/Lagos/KD/PH	200,000	285,000	390,000
<b>Employee on Boarding: Induction and Job Orientation Techniques</b>	4-6	4-8	4-15	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Employee Relation: Roles &amp; Responsibilities</b>	11-13	11-15	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Managing self and leading others</b>	11-13	11-15	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Learning &amp; Development Framework: Practices and Trends</b>	11-13	11-15	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Managing HR in The Digital world</b>	18-20	11-15	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Fundamental service delivery skills set for Internet marketing</b>	18-20	18-22	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Middle management Skill</b>	18-20	18-22	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Strategic peace keeping&amp; conflict resolution</b>	18-20	18-22	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>The Entrepreneurship toolkit</b>	18-20	18-22	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>E-Government projects management Guerilla Marketing</b>	18-20	18-22	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>The power of the effective female leader</b>	25-27	18-22	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Category management &amp; brand communication</b>	25-27	18-22	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Project field operations risk assessment(mitigation &amp; management)</b>	25-27	18-22	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Managerial decision making and problem solving</b>	25-27	18-22	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000
<b>Measuring ROI of training</b>	25-27	18-22	11-22	Abuja/Lagos/KD/PH	200,000	295,000	390,000

**JUNE 2020**

COURSES	DATE			VENUE	COST		
	JUNE(2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
Strategic Recruitment, Interviewing & Selection	1-3	1-5	1-12	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Train the Trainer: from Design to Delivery	1-3	1-5	1-12	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Introduction To Security Management	1-3	1-5	1-12	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Creative Problem Solving & Decision Making	1-3	1-5	1-12	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Emotional Intelligence: Strategies for Success	1-3	1-5	1-12	Abuja/Lagos/KD/PH	200,000	295,000	390,000
High Performance Teams	8-10	8-12	1-12	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managing Conflict: Power through Influence	8-10	8-12	1-12	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Occupational Safety & Environment Workshop	8-10	8-12	1-12	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Facility planning and management	15-17	15-19	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Ethical Hacking	15-17	15-19	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Accounting & Budgeting	15-17	15-19	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Advanced maintenance management	15-17	15-19	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Workforce planning & Budgeting	15-17	15-19	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Actionable selling skills tools and techniques	15-17	15-19	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The Effective supervisor	15-17	15-19	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Leadership for administrative professionals	15-17	15-19	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The strategic Account Management	15-17	15-19	15-26	Abuja/Lagos/K.D/P.H	200,000	295,000	390,000
Data analytics for managerial decision making	22-24	22-26	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Cultural intelligence & innovation	22-24	22-26	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Negotiation & dispute resolution	22-24	22-26	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Effective office management professional	22-24	22-26	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategy excellence :From strategic vision to tactical execution	22-24	22-26	15-26	Abuja/Lagos/KD/PH	200,000	295,000	390,000

**JULY 2020**

COURSES	DATE			VENUE	COST		
	JULY(2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
Time Management & Stress Control	6-8	6-10	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Work Life Balance: Maximizing Productivity & Quality of Life	6-8	6-10	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Effective Budgeting and Cost & Control	6-8	6-10	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Cloud Management & Security Principles & Best Practices	6-8	6-10	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Innovation in artificial intelligence: Applications for institutional excellence	6-8	6-10	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
IT Infrastructure & Disaster Recovery Planning	13-15	13-17	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
HR Planning and Budgeting	13-15	13-17	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Train the trainer: From design to delivery	13-15	13-17	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managing Conflict: Power Through Influence	13-15	13-17	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Development & impact of public sector policy	13-15	13-17	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Breakthrough marketing	13-15	13-17	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Competency development & implementation	13-15	13-17	6-17	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Business continuity management	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Crisis management & emergency response	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Data management in transport & logistics	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Railway track inspection: operations & mgt	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Corporate governance & risk management	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Performance measurement in government	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Pension, governance & regulations	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managing employee performance behavior & attitude	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Essentials of budgeting & cost control	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Project management for transport infrastructure	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Successful women leaders	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managing customers for competitive advantage	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managing multiple task, priorities & deadlines for state & public sector organization	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Critical thinking & problem solving for public service	20-22	20-24	13-24	Abuja/Lagos/KD/PH	200,000	295,000	390,000

TRAINING PLANNER 2020 Course location: Lagos, Abuja, Port Harcourt, Kaduna.

(Training, Consultancy, Outsourcing, Conference & logistics) [Tel:08053338830,09086788133](tel:08053338830,09086788133)

**AUGUST 2020**

COURSES	DATE			VENUE	COST		
	AUG(2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
Adaptive Leadership: Tools and Tactics	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Key Managerial Skills for New Managers and Supervisors	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Leadership and Motivation In a Multicultural Environment	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Leading and Managing Change	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Management skills & Techniques for Engineers	3-5	3-7	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The Power of Leaders	10-12	10-14	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managerial Decision Making & Solving of Problems	10-12	10-14	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Middle Management Skills	10-12	10-14	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
High Performance Teams	10-12	10-14	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Workforce planning and budgeting	10-12	10-14	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Competitive strategies and value innovation	10-12	10-14	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Maintenance management	10-12	10-14	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Shaping the future: Tools for developing strategies foresight	10-12	10-14	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategy management in the public sector	10-12	10-14	3-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategic Recruitment, interviewing and section	24-26	24-28	17-28	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Contract excellence for non legal professionals	24-26	24-28	17-28	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Effective self management	24-26	24-28	17-28	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The management essentials	24-26	24-28	17-28	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Achieving administrative excellence	24-26	24-28	17-28	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Data management in transport & logistics	24-26	24-28	17-28	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Railway track inspection: operations & mgt	24-26	24-28	17-28	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Women in leadership	24-26	24-28	17-28	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Construction site management & supervision	24-26	24-28	17-28	Abuja/Lagos/KD/PH	200,000	295,000	390,000



**SEPTEMBER 2020**

COURSES	DATE			VENUE	COST		
	SEPT(2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
Fundamentals of Purchasing	1-3	1-7	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Certified Public Relation Professionals	1-3	1-7	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Corporate Social Responsibility (C. S .R)	1-3	1-7	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Crisis and Media Management	1-3	1-7	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Events and Conferences Management	1-3	1-7	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Public Relations and Media Skills	1-3	1-7	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Public Relations Campaigns: from Planning To Execution	7-9	7-11	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Establishing and managing the project office (P.M.O)	7-9	7-11	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The power of the effective female leader	7-9	7-11	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategic talent management	7-9	7-11	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Critical thinking, problem solving & decision making skills	7-9	7-11	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Advanced dynamic office management & administration	7-9	7-11	1-14	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategy management in the public sector	7-9	14-18	15-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategic Recruitment, interviewing and section	7-9	14-18	15-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Contract excellence for non legal professionals	7-9	14-18	15-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Effective self management	7-9	14-18	15-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Achieving administrative excellence	7-9	14-18	15-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Women in leadership	14-16	21-25	15-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The management essentials	14-16	21-25	15-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Data management in transport & logistics	14-16	21-25	15-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Railway track inspection: operations & mgt	14-16	21-25	15-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Construction site management & supervision	14-16	21-25	15-21	Abuja/Lagos/KD/PH	200,000	295,000	390,000

**OCTOBER 2020**

 (Training, Consultancy, Outsourcing, Conference & logistics) [Tel:08053338830,09086788133](tel:08053338830,09086788133)

COURSES	DATE			VENUE	COST		
	OCT(2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
Efficient Administration Skills	5-7	5-9	5-16	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managing projects in controlled environment	5-7	5-9	5-16	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategy Report Writing Techniques	5-7	5-9	5-16	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Customer Relationship management (C .R.M) The Power of Information	12-14	12-16	5-16	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Guerilla Marketing	12-14	12-16	5-16	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Marketing Communication and Media Planning	12-14	12-16	19-30	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The Strategic and Breakthrough Selling Workshop	19-21	12-16	19-30	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Payroll: Preparation, Analysis & Management.	19-21	19-23	19-30	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Essentials of labor law for HR professional	19-21	19-23	19-30	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Employee on boarding: Induction and job orientation	19-21	19-23	19-30	Abuja/Lagos/KD/PH	200,000	295,000	390,000
HR Administration skill	19-21	19-23	19-30	Abuja/Lagos/KD/PH	200,000	295,000	390,000
HR skill for non HR Professionals	19-21	19-23	19-30	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Identifying training needs and evaluating training	19-21	19-23	19-30	Abuja/Lagos/KD/PH	200,000	295,000	390,000

**NOVEMBER 2020**

 (Training, Consultancy, Outsourcing, Conference & logistics) [Tel:08053338830,09086788133](tel:08053338830,09086788133)

COURSES	DATE			VENUE	COST		
	NOV(2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
The master negotiator	2-4	2-6	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Year end performance appraisal technique	2-4	2-6	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Interpersonal Communication Skills	2-4	2-6	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Business intelligence: Data Analysis and Reporting Techniques	2-4	2-6	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Creative problem solving and decision making	9-11	9-13	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Strategic Management in a Public Sector	9-11	9-13	2-13	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Leading and Managing Change	9-11	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Emotional intelligence at work	16-18	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Crisis Management and Emergency Response	16-18	9-13	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Advanced Communication Skills	16-18	16-20	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Inventory planning & stock control	23-25	16-20	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Emotional intelligence: strategies for success	23-25	16-20	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
High performance team	23-25	16-20	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Advanced business writing	23-25	16-20	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Trading procedures and evaluation	23-25	16-20	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Interpersonal communications	23-25	16-20	9-20	Abuja/Lagos/KD/PH	200,000	295,000	390,000

**DECEMBER 2020**

 (Training, Consultancy, Outsourcing, Conference & logistics) [Tel:08053338830,09086788133](tel:08053338830,09086788133)

COURSES	DATE			VENUE	COST		
	DEC(2020) Duration				Fees		
	3 Days	5 Days	10 Days		3Days(₦)	5 Days(₦)	10Days(₦)
Introduction to Security Management	7-9	7-11	7-18	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Health, Safety and Environment	7-9	7-11	7-18	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Occupational Safety and Health Administration Standards	7-9	7-11	7-18	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Fundamentals of Purchasing	14-16	14-18	7-18	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The Power of the Effective Female Leader	14-16	14-18	7-18	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Competency Based Human Resources Management	14-16	14-18	21-31	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Identifying Training Needs and Evaluating Training	14-16	14-18	21-31	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Human Resources Profession from Traditional H.R Role to Business Partner	14-16	14-18	21-31	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Middle Management Skills	21-23	21-25	21-31	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Managing multiple tasks and deadline	21-23	21-25	21-31	Abuja/Lagos/KD/PH	200,000	295,000	390,000
Information security management best practices	21-23	21-25	21-31	Abuja/Lagos/KD/PH	200,000	295,000	390,000
IT management excellence	21-23	21-25	21-31	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The HR auditor	21-23	21-25	21-31	Abuja/Lagos/KD/PH	200,000	295,000	390,000
The Recruitment specialist	21-23	21-25	21-31	Abuja/Lagos/KD/PH	200,000	295,000	390,000

*Kindly note that the selected courses can be run in any of the centers listed above, depending on the class size.*

*Past program can be re-run on request. Course fee is exclusive of tax & Vat.*

**\*\*Cancellation Policy applies\*\***

**Payment must be made before program commences. Bulk participation discount applies for 5 participants & above from the same organization.**

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