



2024 TRAINING CALENDAR

**EVERY
PROFESSIONAL
NEEDS TRAINING**

CUSTOMER MANAGEMENT COURSES

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Fundamentals of Customer Service Workshop</i>	2	125,000	105,000			29 -30			27-28			19-20			
<i>Customer Handling Skills for Call Centre Representatives</i>	3	175,000	155,000			4 - 6				3-5				4-6	
<i>Front Office Management & Customer Relation Skills</i>	2	125,000	105,000		8-9			3-4			1-2				2-3
<i>Advanced Customer Service Skills & Relationship Management</i>	3	125,000	105,000			13-15			19-21				23-25		

<i>Creating Positive Customer Experience & Service Culture</i>	2	125,000	105,000	23-24				15-16				20-21			
<i>Strategic Customer Servicing & Key Account Management</i>	3	175,000	105,000			21-23			26-28				9-11		
<i>Maximizing Customer Relationship</i>	3	175,000	105,000			7-9			6-8				10-12		
<i>Attaining Excellence in Customer Service Delivery</i>	3	175,000	105,000		20-22					10-12				7-9	
<i>Social Customer Service Management Masterclass</i>	2	125,000	105,000			15-16			14-15			13-14			
<i>Effective Customer Complaints Handling Skills</i>	3	175,000	155,000			21-23				10-12				14-16	
<i>Outbound Call Centre (Tele Sales Skills) Masterclass Training</i>	2	125,000	105,000		13-14			17-18					4-5		
<i>Customer Complaints System: A Tool for Customer Service Improvement</i>	4	195,000	175,000			27-30			6-8				2-5		
<i>Effective Telephone Skills and Customer Care Effectiveness</i>	2	125,000	105,000	26-27		29-30						11-12			

COMPUTER AND ICT COURSES

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₹)	VIRTUAL CLASS FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Advanced Excel Simplified For Financial Analysis</i>	3	175,000	155,000			14 -16			19-21			26-28			
<i>Comprehensive Training On Micro Soft Word (MS Word)</i>	3	175,000	155,000	On Demand											
<i>Financial Modeling And Forecasting Techniques Using Advanced Excel Tools</i>	3	175,000	155,000				3-5		6-8				24-26		
<i>Fundamentals Of Microsoft Excel (Basic MS Excel Training)</i>	2	125,000	105,000		16-17			10-11				13-14			
<i>Modeling For Financial Reporting And Analysis</i>	3	125,000	105,000			28-30			13-15						
<i>Next Generation Excel: Advanced Business and Financial Reporting</i>	4	195,000	175,000			6 -9							23-26		
<i>Oracle Business Intelligence Enterprise Edition (OBIEE) - 6 Saturdays)</i>	6	270,000	250,000	On Demand											
<i>Oracle Business Intelligence Publisher</i>	2	140,000	120,000				12-13		6-7						5-7
<i>SQL Programming</i>	4	195,000	175,000			27 -30					7-10				

<i>Tableau Fundamentals - (5 Saturdays)</i>	5	250,000	230,000						JUNE	JULY	AUG		OCT	NOV	DEC
<i>Introduction to Data Analysis Using Excel</i>	4	195,000	175,000		07-10				19-21				10-12		
<i>Artificial Intelligence for Business - (Saturdays Only)</i>	5	250,000	230,000		FEB	MAR	APRIL			JULY	AUG	SEPT			
<i>Data Analysis and Graphics with R Programming - (5 Saturdays)</i>	5	250,000	230,000		FEB	MAR	APRIL		JUNE	JULY	AUG	SEPT			
<i>Big Data with Hadoop - (5 Saturdays)</i>	5	250,000	230,000	On-demand only											
<i>Analysis Big Data with Hive</i>	4	195,000	175,000		21 -24		3-6						18-21		
<i>Intermediate Excel For Financial And Business Analysis</i>	3	175,000	155,000				25-27		13-15		15-17				12-14
<i>Comprehensive Training On Micro Soft PowerPoint</i>	2	115,000	105,000		20-21		5-6				9-10				
<i>Document Control and Records Management</i>	3	175,000	155,000				28 -30			11-13					7-9
<i>Internet Marketing & Social Media Management Masterclass</i>	2	115,000	105,000				15-16		6-7					25-26	

<i>Cyber Security Essentials for Business</i>	2	115,000	105,000		27-28										12-14
<i>IT Auditing & IT Fraud Detection</i>	3	175,000	155,000			7 - 9			13-15	24-26					28-30
<i>Microsoft Excel for Reporting and Business Analysis</i>	3	175,000	155,000	17-19			18-20		19-21		1-3				4-6
<i>Data Analysis and Visualization with Power BI</i>	3	175,000	155,000		8-10			2-4				18-20			
<i>Advanced Tableau Business Intelligence</i>	3	175,000	155,000			14-16			26-28				10-12		
<i>Microsoft Excel Business Intelligence</i>	3	175,000	155,000				13-15		6-8	17-19				14-16	
<i>Statistical Data Analysis with SPSS</i>	3	175,000	155,000				11-13	9-11			15-17				
<i>HR Data Analysis with Excel and Power BI</i>	3	175,000	155,000				25-27		13-15	11-13				7-9	
<i>Statistical Analysis in MS Excel</i>	3	175,000	155,000			6 - 8							16-18		5-7
<i>Business Analytics with Excel</i>	3	175,000	155,000		22-24			15-17				5-7			

<i>Basic Tableau Business Intelligence</i>	3	175,000	155,000	4-6			25-27		6-8		21-23				
<i>Intermediate Tableau Business Intelligence</i>	2	125,000	155,000		16-17			17-18				18-19			
<i>Advanced Tableau Business Intelligence</i>	3	175,000	155,000			28 -30			13-15				23-25		
<i>Tableau Data Visualizations</i>	3	175,000	155,000				18-20	9-11		4-6				20-22	
<i>Power BI for Excel Users</i>	3	175,000	155,000								15-17				
<i>Power BI Advanced Analytics with R</i>	3	175,000	155,000				11-13			25-27				21-23	
<i>Intermediate Power BI for Data Analysis</i>	3	175,000	155,000			14 - 16		23-25			1-3				12-14
<i>Introduction to Python Programming</i>	3	175,000	155,000		6-8					11-13				6-8	
<i>Python Data Analysis with NumPy and Pandas</i>	3	175,000	155,000	18-20					20-22				17-19		
<i>Data Analysis Fundamentals Using Excel</i>	3	175,000	155,000					2-4				26-28			12-14

<i>Big Data Analytics with Microsoft R</i>	3	175,000	155,000				25-27				8-10				
<i>Project Analysis Tools & Techniques for Managing Risk & Uncertainty</i>	3	175,000	155,000			4 -6				4-6			24-26		4-6
<i>Power BI Advanced Analytics with Python</i>	3	175,000	155,000	24-26								5-7			
<i>Service Management (ITIL)</i>	3	175,000	155,000				3-5				15-17				
<i>ITIL® Intermediate Continual Service Improvement 2011 Edition</i>	3	175,000	155,000			13 -16				11-13			24-26		25-27
<i>ITIL® Intermediate Service Strategy 2011 Edition</i>	3	175,000	155,000	25 - 27				29-31					24-26		
<i>ITIL® Intermediate Service Design 2011 Edition</i>	3	175,000	155,000					9-11	19-21						11-13
<i>PRINCE2® Foundation</i>	3	175,000	155,000			5 -7				4-6				14-16	
<i>Email Best Practices For Employees Training/Workshop</i>	2	115,000	155,000			27-28			26-28						
<i>Service Desk Manager Course</i>	3	175,000	155,000				4-6		6-8	25-27			17-19		

<i>Professional IT and Business Admin</i>	3	175,000	155,000			20-23						26-28			
<i>Professional Digital Marketing Certification Workshop</i>	3	175,000	155,000				3-5		13-15						18-20
<i>Professional Social Marketing Certification Workshop</i>	3	175,000	155,000					22-24		25-27					
<i>Installing and Configuring Windows Server 2016</i>	3	175,000	155,000								29-31		24-26		
<i>Networking with Windows Server 2016</i>	3	175,000	155,000	11-13					6-8	11-13		12-14			
<i>Core Solutions of Skype for Business</i>	3	175,000	155,000						13-15			5-7		6-8	
<i>Programming in HTML5 with JavaScript and CSS3</i>	3	175,000	155,000	16-18					2-4						
<i>Database Administration Fundamentals (MsSQL Server)</i>	3	175,000	155,000				25-28						10-12	14-16	
<i>Querying Data with Transact-SQL</i>	3	175,000	155,000						20-22				24-26		
<i>Managing IT Project Effectively</i>	3	175,000	155,000	On Demand											

<i>Cloud Management & Security: Principles & Best Practice</i>	3	175,000	155,000			5-7									5-7
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ADMINISTRATION & SECRETERIAL

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Essential Administrative Functions and Office Management Best Practice & Technologies</i>	2	115,000	105,000			13-14			6-7			6-7			
<i>Certified Executive & Personal Assistant Masterclass</i>	3	175,000	155,000					9-11				5-7			
<i>Business Communications and Presentation Skills</i>	2	105,000	95,000			21-22				19-20			10-12		
<i>Becoming Highly Productive and Effective Administrator</i>	3	175,000	155,000					16-18			8-10				
<i>Effective Business & Report Writing Masterclass for Office Administrators & Managers</i>	3	175,000	155,000		22-24					4-6				14-16	
<i>Managing Multiple Priorities, Time, Task & Stress Management</i>	2	115,000	105,000			21-22			14-15					1-2	
<i>Effective HR Administration Skills</i>	3	175,000	155,000		22-24					3-5			17-19		

MANAGEMENT COURSES

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Key Managerial Skills for New Managers and Supervisors</i>	3	175,000	155,000			1-3			6-8						
<i>Corporate Immigration Coordination and Management Services;</i>	3	175,000	155,000	18-20				23-25					16-18	7-9	
<i>Advanced Managerial Competence & Strategy Development</i>	3	175,000	155,000		15-17					24-26					11-13
<i>Managing Performance: Setting KPIs, Tracking Progress & Providing Feedback</i>	4	200,000	180,000			6 - 8					14-17				4-7
<i>Creative Problem Solving and Decision Making Techniques</i>	3	175,000	155,000				4-6			17-19			24-26		
<i>Developing Analytical Competence to Manage Operations</i>	2	115,000	105,000		27-28			22-23			30-31				
<i>Mastering Executive Negotiation Techniques and Strategies</i>	3	175,000	155,000			7 - 9			20-22			12-14			
<i>Assertiveness & Self-Confidence Masterclass</i>	2	115,000	105,000		8-9			17-18						8-9	

<i>Competitive Intelligence Master Class</i>	5	250,000	230,000			26 -30			18-22			22-26		
<i>Business Process Improvement (BPI) Training</i>	3	180,000	160,000		22-24	14-16				4-6		3-5		
<i>Lean Process Improvement Training</i>	3	180,000	160,000								8-10			
<i>Advanced Administrative Functions and Office Management</i>	3	175,000	155,000					9-11				26-28		
<i>Team Building Workshop: Developing Effective Workforce</i>	3	175,000	155,000		15-17				6-8					
<i>Management Skills for Secretaries and Administrative Professionals</i>	3	175,000	155,000				24-26					4-6		
<i>Leading Change & Creative Innovation Management</i>	3	175,000	155,000			4 - 7				25-27			28-30	
<i>Innovating Your Business- Rethinking Products and Services Success Strategies</i>	3	175,000	155,000	24-26							8-10			5-7
<i>The Executive/Personal Assistant Masterclass</i>	3	175,000	155,000					9-11				25-27		
<i>Becoming an Effective Supervisory Manager</i>	3	175,000	155,000								29-31		7-9	

<i>Advanced Supervisory & People Management Skills</i>	3	175,000	155,000		15-17			2-4				11-13			
<i>Leading with Agility & Resilience</i>	3	175,000	155,000			7 - 9			6-8					4-6	
<i>Effective Coaching & Counseling Skills</i>	3	175,000	155,000								15-17		16-18		
<i>How to Conduct Effective Meetings</i>	3	175,000	155,000	18-20	21-23					11-13				7-9	
<i>Senior Management Skills and Competence Development</i>	3	175,000	155,000				10-13				22-24				
<i>Essentials of Business Etiquette and Protocol</i>	3	175,000	155,000			14-16			20-22			18-20			
<i>Strategic Management Best Practice</i>	4	200,000	180,000				24-27			24-27			16-19		
<i>Driving Corporate Vision, Mission & Values Development Workshop</i>	3	180,000	160,000		15 - 17				19-21				3-5		
<i>Managerial Decision-Making and Problem-Solving</i>	4	200,000	180,000			4 - 7			5-8			18-21			
PRE-RETIREMENT COURSE: MANAGING A NEW BEGINNING	4	200,000	180,000				3-6					18-21			

HUMAN RESOURCE MANAGEMENT

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₦)	VIRTUAL CLASS FEE (₦)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Strategic Human Capital Management (Competitive Positioning Through HCM)</i>	4	200,000	180,000		13-16			15-18		10-13			23-26		
<i>Essential Competencies in Human Resource Management (Basic HRM Course)</i>	3	175,000	155,000			1-3		16-18			29-31				
<i>Effective HR Practice & People Management for Line Managers</i>	3	175,000	155,000			13-15	25-27			18-20				21-23	
<i>Developing Advanced Competencies in Human Resource Management</i>	4	255,000	235,000			21-23			12-15				23-26		
<i>e-HR Management: Modern Trends and Applications (Digital HR)</i>	3	175,000	155,000		15-17	7-9		16-18				4-6			
<i>Managing Organizational Productivity for Workplace Success</i>	3	175,000	155,000				3-5			24-26			10-12		
<i>Advanced Recruitment, Interviewing and Selection Skills</i>	3	175,000	155,000		8-10	21-23			5-7				10-12		
<i>Managing Expatriate Employment in Line With Nigeria Immigration Act 2015</i>	3	175,000	155,000			13-15	25-27			4-6					12-14

<i>Effective Compensation, Payroll Planning & Total Benefits Management</i>	3	175,000	155,000		13-15						8-10			27-29	
<i>Developing HR Competencies: Design, Development and Implementation</i>	3	175,000	155,000	16-18				23-25		17-19			3-5		
<i>Effective Employee Engagement and Motivation</i>	3	175,000	155,000			28-30	18-20		26-28			26-28			
<i>How to Write & Implement Human Resources Policies and Procedures</i>	3	175,000	155,000		8 - 10					24-26				4-6	
<i>Human Resources KPIs: Benchmarking HR Performance</i>	3	175,000	155,000			28 -30					7-9		3-5		
<i>Mastering HR Data Analytics & Metrics</i>	3	175,000	155,000			7 - 9		9-11				4-6			
<i>Fundamentals of Effective Interviewing & Selection Skills</i>	2	150,000	130,000		13-14			24-25			15-17	13-14		15-16	
<i>Knowledge & Talent Management: How to Create an Effective Learning Organization</i>	3	175,000	155,000				25-27		19-21				17-19		
<i>Employee On-Boarding Program: Induction & Job Orientation Techniques</i>	3	175,000	155,000			14-16				4-6					11-13
<i>Managing Redundancy & Outplacement Effectively</i>	3	175,000	155,000		13-15				26-28				17-19		

<i>Performance Management & Appraisals Skills: Setting Objectives and Conducting Appraisals</i>	3	115,000	155,000		8-10		25-27		6-8	18-20				13-15	
<i>Understanding Labour Laws & Employee Relations (For HR Managers & Legal Advisers)</i>	3	115,000	155,000			21-23					15-17				5-7
<i>Managing Staff Grievance, Discipline & Dismissal At Workplace</i>	3	115,000	155,000			7 - 9		15-17				19-21		20-22	
<i>Certified Human Resource Professional (CHRP)</i>	3	115,000	155,000	25 -27				8-10				18-20			
<i>Certified Compensation and Benefits Management Professional (CBMP)</i>	3	135,000	155,000				11-13			17-19			17-19		
<i>Certified Talent Acquisition Professional (CTAP)</i>	3	135,000	155,000			28 - 30		29-31	6-8		15-17				
<i>Certified Talent Management Professional (CTMP)</i>	3	145,000	155,000				11-13			18-20			24-26		
<i>Effective HR Planning & Due Diligence in Mergers & Acquisitions</i>	3	145,000	155,000		22 -24			15-17	13-15						
<i>HR Business Partner: Roles, Responsibilities and Competencies</i>	4	245,500	225,000	On-demand only											
<i>Certified Organisational Development Professional (CODP)</i>	3	175,000	155,000			14 -16		16-18	26-28			12-14			

ACCOUNTING, FINANCE & RISK MANAGEMENT

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	MONTHS											
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Accounting & Book-Keeping Skills for Non-Accountant & SMEs Owners</i>	3	175,000	155,000		8-10			9-11				1-3			
<i>Accounting & Finance Policies and Procedures</i>	3	175,000	155,000				25-27					1-3	5-7		
<i>Forensic Accounting & Fraud Control</i>	3	175,000	155,000	18-20		5-7		23-25	6-8						
<i>Practical IFRS Conversion Workshop</i>	5	250,000	155,000				16-20			16-20	28-30		15-19		
<i>Understanding Credit Risk Analysis (Basic Credit Risk)</i>	3	175,000	155,000		15-17					26-28					14-16
<i>Effective Budgeting and Budgetary Control Methods</i>	3	175,000	155,000			11-13		2-4					12-14		
<i>Credit Risk Analysis & Management (Intermediate & Advanced)</i>	3	175,000	155,000				18-20			19-21					14-16
<i>Designing Budgets and Controls for Strategy Execution</i>	3	175,000	155,000		21-23	4-6						29-31		24-26	

<i>Financial Statement Analysis Workshop</i>	3	175,000	155,000				3-5			18-20				21-23	
<i>Advanced Financial Statement Analysis & Management</i>	3	175,000	155,000			4 -6			6-8			5-7			
<i>Inventory Accounting- Becoming an Efficient Warehouse/Stores Manager</i>	3	175,000	155,000		15 - 17		25-27			4-6					
<i>International Public Sector Accounting Standards (IPSAS) Workshop</i>	3	175,000	155,000					29-31			22-24				
<i>Advance Management Accounting Practice</i>	3	175,000	155,000			5- 7		9-11	5-7			12-14	3-5		
<i>Finance Skills for Non-Finance Managers (Basic & Advanced)</i>	3	175,000	155,000		15-17		18-20			25-27				14-16	
<i>Certificate in Fixed Assets Accounting & Management</i>	3	175,000	155,000					9-11				5-7			5-7
<i>Fast-Closing Monthly and Year-End Accounts</i>	3	175,000	155,000		8-10	13-15					22-24				
<i>Accounting and Comparison of IFRS and GAAP</i>	3	175,000	155,000			21-23	11-13		19-21						
<i>Accounting for investment and Financial Instruments Workshop</i>	3	175,000	155,000		8 - 10					18-20	28-30				

<i>Accounts Payable: From Accounting to Management</i>	3	175,000	155,000				25-27	22-24		3-5			17-19		11-13
<i>Accounts Receivable and Effective Credit Policies Management</i>	3	175,000	155,000			5 - 7					1-3			21-23	
<i>Cash Flow Statement Workshop: Preparation and Analysis</i>	3	175,000	155,000		15 -17				26-28			26-28			
<i>Consolidation of Financial Statement Workshop</i>	3	175,000	155,000			7-9	25-27						24-26	7-9	
<i>Enterprise Risk Management</i>	3	175,000	155,000							10-12	15-17				19-21
<i>Advance Excel for Accountants and Business Professionals</i>	3	175,000	155,000				18-20	2-4				12-14			
<i>Essential Finance/Accounting Skills for Non-Finance Professionals (Basic)</i>	3	175,000	155,000						19-21				24-26	28-30	
<i>Fundamentals of Accounting for Administrative and Support Staff</i>	3	175,000	155,000		13-15		11-13					12-14	24-26		
<i>Essentials of Internal Audit and Compliance Workshop</i>	3	175,000	155,000			13-15		9-11			7-9				
<i>International Financial Reporting Standards (IFRS) and 2021 Updates</i>	5	250,000	230,000			21-23	16-20		6-8					14-16	

WAREHOUSING & INVENTORY MANAGEMENT

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Advanced Strategic Warehousing & Stores Management</i>	3	175,000	135,000			23-25				24-26				4-6	
<i>Certificate in Warehouse Management</i>	3	175,000	135,000			20 -22		16-18			15-17				
<i>Effective Warehouse Operations Management</i>	3	175,000	135,000						6-8				17-19	14-16	
<i>Business Management Skills for Warehouse Supervisors</i>	3	175,000	135,000		22 - 24			9-11				19-21			
<i>Inventory Accounting & Efficient Warehouse Management</i>	3	175,000	135,000				17-19		13-15	17-19				7-9	
<i>Warehouse Management Skills for Supervisors</i>	3	195,000	175,000						6-8			5-7			5-7
<i>Essential Warehousing, Stores Management & Stock Control</i>	3	175,000	135,000			28 -30				11-13	15-17		24-26		
<i>Effective Fleet and Transport Management</i>	3	175,000	135,000			7 -9		29-31				19-21			

PROJECT MANAGEMENT TRAINING

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	MONTHS											
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Certificate in Advanced Project Management</i>	3	175,000	155,000			14-16	11-13								
<i>Essential Project Management Skills</i>	3	175,000	155,000		21-23						4-6		12-14		
<i>Projects Management Workshop Using Microsoft Project</i>	3	175,000	155,000					23-25				15-17			13-15
<i>Preparation for Project Management Professional (PMP® Certification Course):</i>	3	175,000	155,000				25-27				25-27			10-12	21-23
<i>Applied Project Control & Cost Management</i>	3	175,000	155,000		15 - 17	6 - 8				20-22					24-26
<i>Establishing and Managing the Project Management Office (PMO)</i>	3	175,000	155,000	On Demand only											
<i>Managing Project Stakeholders</i>	3	175,000	155,000			13 -15					18-20				
<i>Project Management for Contract Professional</i>	3	175,000	155,000		15-17	26 - 28				6-8				16-18	

<i>Prince 2® Project Management Skills</i>	3	175,000	155,000			28-30			13-15			19-21			
<i>Project Risk Management</i>	3	175,000	155,000		8-10					4-6	1-3			14-16	
SCRUM AGILE															
COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₹)	VIRTUAL CLASS FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Agile Scrum Master</i>	3	175,000	155,000			20 -22			13-15				17-19		
<i>Agile Business Leader</i>	3	175,000	155,000			12- 14		16-18			22-24				
<i>The Agile Manager/Supervisor</i>	3	175,000	155,000					29-31					17-19		5-7
<i>Scrum Agile Framework for Business Executives</i>	3	175,000	155,000				4-6				28-30			21-23	
<i>The Agile HR Professional</i>	3	175,000	155,000				25-27			11-13					5-7
<i>Scrum Agile Coach</i>	3	175,000	155,000		8-10				13-15				24-26		

<i>Understanding and Executing the Scrum Agile Framework</i>	3	175,000	155,000			27-29				25-27		12-14			
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CONTRACT MANAGEMENT

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Contract Administration: Understanding and Implementing Contractual Obligations</i>	3	175,000	155,000			14-16				11-13	1-3			21-23	
<i>Effective Contract Preparation & Execution</i>	3	175,000	155,000		13-15			2-4					10-12		
<i>Certificate in Contract Bidding, Tender and Proposal Administration - Specialization in Oil, Gas, Energy and Government Contracts.</i>	3	175,000	155,000				25-27				28-30			7-9	
<i>Managing Contractual Claims Effectively</i>	3	175,000	155,000			5-7				4-6		12-14			
<i>Successful Contract Negotiation Strategies</i>	3	175,000	155,000			5-7				25-27				7-9	
<i>Project Management for Contract Professional</i>	3	175,000	155,000		22-24				6-8				17-19		
<i>Tendering Procedures and Bid evaluation</i>	3	175,000	155,000					16-18			29-31		23-25		

MAINTENANCE & TECHNICAL MANAGEMENT

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₹)	VIRTUAL CLASS FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Advanced Maintenance Management Workshop</i>	3	175,000	155,000			28-30				11-13			17-19		
<i>Effective Facility and Maintenance Management Best Practice</i>	3	175,000	155,000		14-16									14-16	
<i>Reliability Engineering Excellence Workshop</i>		195,000	175,000	On Demand Only											
<i>Facility Planning and Management</i>	2	135,000	155,000			28-29						20-21			
<i>Maintenance Planning, Scheduling and Control</i>	3	175,000	155,000				18-20						16-18	4-6	

PROCUREMENT, LOGISTICS & SUPPLY CHAIN MANAGEMENT

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₹)	VIRTUAL CLASS FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Certificate in Purchasing & Procurement Management</i>	3	175,000	155,000		22 - 24					17-19			24-26		

<i>Certificate in Supply Chain & Logistics Management</i>	3	175,000	155,000			4-6			26-28					7-9	
<i>Corporate Drivers' Defensive Driving Training Skills</i>	2	115,000	105,000				18-19			24-25			4-5		
<i>Procurement Planning, Specifications & Tender Management</i>	3	175,000	155,000				25-27				8-10				
<i>Inventory, Logistics and Distributions Management</i>	3	175,000	155,000		15 -17					3-5					
<i>Corporate Travels and Protocol Management</i>	3	175,000	155,000					2-4					24-26		
<i>Certificate in Logistics Management</i>	3	175,000	155,000					23-25			8-10			7-9	
<i>Developing Purchasing Policies, Processes & SLAs</i>	3	180,000	155,000			7-9			19-21	24-26		19-21			
<i>Certificate in Supply Chain Risk Management</i>	3	175,000	155,000				11-13			17-19					
<i>Materials and Supply Chain Management</i>	3	175,000	155,000				11-13							13-15	
<i>Negotiation Strategies for Better Purchasing Value</i>	3	175,000	155,000		15-17			16-18		4-6	15-17		3-5	21-23	

<i>Strategic Logistics & Supply Chain Management</i>	3	175,000	155,000				25-27							21-23	
<i>Production Management and Material Requirement Planning</i>	3	175,000	155,000			6-8			13-15			26-28			
<i>Purchasing Management and Cost Saving Techniques</i>	3	175,000	155,000				25-27				21-23				
<i>Corporate Immigration Coordination & Protocol Management</i>	3	175,000	155,000				18-20								
<i>Effective Fleet and Transport Management</i>	3	175,000	155,000		22-24			16-18		25-27		11-13			
<i>Fundamentals of Best -Practice & Cost-Effective Procurement Management</i>	3	175,000	155,000	18-20			3-5				22-24		17-19		
<i>Executive Course in Procurement & Supply Chain Management (PSCM)</i>	3	175,000	155,000				11-13				14-16			14-16	

QUALITY & PRODUCTION MANAGEMENT TRAINING

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Improving Productivity through Quality and Cost Reduction</i>	3	175,000	155,000	24-26				16-18						28-30	

<i>Strategic Quality Management</i>	Available On Dem		155,000												
<i>Optimizing Efficiency & Productivity in Manufacturing</i>	3	175,000	155,000			14-16			19-21			19-21			
<i>Advanced Process Management: Advanced Process Mapping & Improvement</i>	3	175,000	155,000		14-16				19-21						
<i>Workshop on Advanced Strategic Quality Management</i>	3	175,000	155,000	16-18				9-11					24-26		
<i>Workshop on Waste Reduction in Manufacturing Environment</i>	3	175,000	155,000	18-20						11-13					
<i>Workshop on Strategy for Operational Excellence Using Lean Principle</i>	3	175,000	155,000				4-6				22-24			28-30	
<i>Workshop on Simplification of Processes and Procedures</i>	3	175,000	155,000	23-25		27-29						18-20			
<i>Effective Production Supervision for Optimal Output</i>	3	175,000	155,000		15-17			2-4		24-26					
<i>Workshop on Production and Operations Management</i>	3	175,000	155,000		21-23		25-27					5-7			
<i>Workshop on Poor Quality and Waste Reduction Techniques</i>	3.00	175,000	155,000	11-13						11-13					

LEADERSHIP COURSES

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Becoming a Leader: Basic Leadership Development Course</i>	2	125,000	105,000		2-3				12-13				25-26		
<i>Talents Development & Succession Planning</i>	3	175,000	155,000				25-27			11-13		19-21			
<i>Advanced Leadership Development and Team Building</i>	3	175,000	155,000			7-9			19-21				3-5		
<i>Situational Leadership & Relationship Management</i>	3	175,000	155,000				4-6				29-31			13-15	
<i>Developing Leadership Excellence</i>	3	175,000	155,000		1-3					25-27			3-5		
<i>Coaching with Insight and Executive Team Leadership</i>	3	175,000	155,000			21-23						19-21			
<i>Emotional Intelligence: Becoming A Better & Transformative Leader</i>	3	175,000	155,000		21 - 23			16-18		4-6		18-20			
<i>Building and Leading High-Performance Team</i>	3	175,000	155,000				3-5		19-21		15-17			4-6	

<i>Leading a Team of Champions</i>	3	175,000	155,000			16-18				25-27					
<i>Effective Leadership & Entrepreneurship Master Class</i>	3	In Demand on	155,000			19-21									
<i>Effective Leadership & Communication</i>	3	175,000	155,000		8 -10			15-17		11-13	1-3				
<i>Exceptional Leadership Development Skills</i>	3	175,000	155,000			4-6			19-21			12-14	17-19		
<i>Advanced Management Development Principles & Best Practise</i>	3	175,000	155,000			13-15		16-18						14-16	
<i>Corporate Governance Principles & Practice</i>	3	175,000	155,000			21-23						5-7	24-26		
<i>Inspirational and High-Performance Leadership Skills</i>	3	175,000	155,000			7-9		9-11		4-6	15-17				
<i>Managing and Building Effective Team</i>	3	175,000	155,000		22 -24				19-21				24-26		
<i>Powerful, Purposeful and Visionary Leadership</i>	3	175,000	155,000			23-25			19-21			12-14			
<i>Mastering Situational Leadership</i>	3	175,000	155,000			21-23		23-25		11-13					

<i>Leadership Morale and Employee Turnover Management</i>	3	175,000	155,000		15-17		25-27				21-23				
<i>Developing Ethical Leadership for Excellence</i>	3	175,000	155,000		8 - 10			16-18							5-7

SALES & MARKETING MANAGEMENT COURSES

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₹)	VIRTUAL CLASS FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Professional Selling Skills and Strategies</i>	3	175,000	155,000	25 -27		28-30	11-13		12-14				16-18		
<i>Managing Sales Team for Effective Results</i>	3	175,000	155,000			28-30					1-3	12-14	17-19		
<i>Advanced Selling Skills & Strategies for Senior Professionals/Manager</i>	3	175,000	155,000		15 -17					25-27					
<i>Key Account Management Skills & Strategies</i>	3	175,000	155,000										23-25		
<i>The Strategic Marketing Plan</i>	3	175,000	155,000			14-16		29-31		11-13					
<i>The Art of Closing the Sales</i>	2	175,000	155,000		21-23		19-20	9-11			8-10		10-12		13-14

<i>Marketing Communication and Brand Management</i>	3	175,000	155,000				18-20	2-4						
<i>Strategic Selling and Sales Territory Management</i>	3	175,000	155,000	24-26							29-31		23-25	14-16
<i>Aggressive Market Penetration Strategies</i>	3	175,000	155,000		21-23						24-26			
<i>Strategic Sales & Channel Development</i>	3	175,000	155,000				11-13				17-19		19-21	7-9
<i>Essential Digital Marketing Strategies for Business</i>	3	175,000	155,000	25 -27		4-6							17-19	
<i>Advanced Digital Marketing Certification Course</i>	3	175,000	155,000	25-27			25-27				4-6		5-7	
<i>Managing your Media (Advertising) Effectively</i>	3	175,000	155,000					15-17						
<i>Product Launch and Management</i>	3	175,000	155,000		13-15					13-15			19-21	
<i>Effective Social Media Marketing</i>	2	155,000	135,000	30-31		14-16						23-24		7-9
<i>Retail Sales Skills & Personal Effectiveness Skills</i>	3	175,000	155,000									12-14		

<i>Selling and Marketing Financial Services</i>	3	175,000	155,000		1-3		18-20			25-27	22-24				
<i>Effective Tele-Sales & Marketing Skills</i>	3	175,000	155,000			13-15							16-18	13-15	
<i>Van Salesmanship & Merchandising Skills</i>	2	155,000	135,000		13-14		11-13		14-15						21-23
<i>Advanced Key Account Management and Business Development</i>	3	175,000	155,000						19-21		22-24			7-9	
<i>Creative Retail Selling and Visual Merchandising</i>	3	175,000	155,000	18-20											
<i>Customer Relationship Management: CRM Strategic Roadmap</i>	3	175,000	155,000			12-14			26-28				2-4		
<i>Developing Effective Distribution Channels: Optimizing Market Penetration</i>	3	175,000	155,000						6-8		15-17	19-21		27-29	

SALES & MARKETING MANAGEMENT COURSES

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>FMCG Selling: Effective Skills & Strategies for Market Penetration</i>	3	175,000	155,000		7-9					11-13					

<i>Internet Marketing and Social Media Management (planning & implementations)</i>	3	145,000	125,000	24-26		14-16			13-15				24-26		
<i>Managing Distributors & Sales People Effectively</i>	3	175,000	155,000							3-5				21-23	

PERSONAL DEVELOPMENT & EFFECTIVENESS

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₹)	VIRTUAL CLASS FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Advanced Microsoft Excel Skills</i>	3	175,000	155,000		13-15									7-9	
<i>Personal Effectiveness and Business Mastery</i>	2	125,000	105,000			29-30				10-11		13-14	4-5		
<i>Effective Business Report Writing and Presentation Skills</i>	2	125,000	105,000		8-9			3-4							
<i>Effective Executive Negotiation Skills & Techniques</i>	3	175,000	155,000					15-17	6-8		7-9			28-30	5-7
<i>Advance Microsoft Power Point & Presentation for Sales/Marketing Executives</i>	3	175,000	155,000			14-16				11-13			24-26		
<i>Interpersonal Relations and Conflict Management</i>	3	175,000	155,000		13-14			16-18	13-15						

<i>Poise and Powerful Public Speaking Training</i>	3	175,000	155,000			29-30								14-16	
<i>Advanced & Technical Report Writing</i>	3	175,000	155,000		15 -17		25-27	9-11					17-19		
<i>Effective Stress & Time Management in the Workplace</i>	3	175,000	155,000			29-30			19-21					28-30	
<i>The Art of Effective Business Presentations Delivery</i>	3	175,000	155,000		20-22					24-26		26-28		4-6	
<i>Emotional Intelligence for Workplace Success</i>	2	125,000	105,000	16-17		15-16				26-27			24-25		
<i>Advanced MS Excel for Professional Use</i>	3	125,000	105,000		27-28		18-19							14-16	
<i>Advanced MS PowerPoint for Professional Use</i>	2	125,000	105,000		16-17		5-6		5-6		30-31	12-14			
<i>Improved Communication Skills for Secretaries/PA</i>	2	125,000	105,000			27-28				17-18			24-25	8-9	
<i>Developing Assertiveness Skills & Self Confidence</i>	2	125,000	105,000			13-14						12-14	24-25		
<i>Business & Corporate Etiquettes</i>	3	125,000	105,000			22-23				11-13	2-3				

<i>Effective Communication Skills Development</i>	2	125,000	105,000			21-22	19-20								
<i>Creative Thinking and Innovation Techniques</i>	2	145,000	125,000		27-28			22-23							2-3
<i>Emotional Intelligence: Strategies for Success in NGOs Management</i>	2	135,000	115,000		8-9			17-18						8-9	
<i>Entrepreneurship Development Workshop: Be Your Own Boss</i>	3	175,000	155,000		13-15			23-25			28-30	19-21			
<i>Personal Productivity & Development Program</i>	2	125,000	105,000			28-29	24-25			5-6					
<i>Business Mastery & Personality Development Program</i>	2	125,000	105,000					22-23				5-6	17-19	13-15	
<i>Mastering Public Speaking & Presentation Skills</i>	2	125,000	105,000						14-15	26-27					21-22
<i>Telephone Behavior & Office Etiquette</i>	2	125,000	105,000			27-28						20-21			
<i>Becoming An Effective Negotiator</i>	2	125,000	105,000			29-30		3-4		12-13	16-17			15-16	
<i>Work-Life Balance: Maximizing Productivity and Quality of Life</i>	3	155,000	135,000		2-3				21-22			13-14	24-25		

PLANNING, STRATEGY & STRATEGIC MANAGEMENT

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₺)	VIRTUAL CLASS FEE (₺)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Advance Strategic Management for Competitive Positioning</i>	4	200,000	180,000			20-23				3-6	21-24			6-9	
<i>Developing Senior Management Capacity & Strategy Development</i>	4	200,000	180,000				17-20								
<i>Strategy Management Master Class</i>	4	200,000	180,000					15-18						27-30	
<i>Strategic Procurement & Outsourcing Management</i>	5	250,000	230,000			12-16			4-8	11-13					
<i>Advanced Strategic Brand Development and Management</i>	4	200,000	180,000				10-13					19-21	10-12		
<i>Strategic Contract Management Principles & Practice</i>	3	180,000	16,000			4-6			12-14			4-6			
<i>Strategic Planning & Execution BootCamp</i>	3	200,000	16,000			13-15				4-6			17-19		
<i>Managing Contractors and Supplier: Effective Contract Management & Negotiation Skills</i>	3	180,000	160,000			7-9		2-4		25-27	15-17				12-14

<i>Advanced Operations Management for Executive Secretaries and PAs</i>	3	180,000	160,000		7-9				19-21						
<i>Operations Management for Competitive Advantage</i>	3	180,000	160,000			21-23							21-23		
<i>Strategic Business Intelligence and Data Mining</i>	4	200,000	180,000			13-15	17-20		26-29	24-27		11-14			
<i>Strategic Marketing Management Practice for Business Growth</i>	3	180,000	160,000		7-9		18-20						10-12		
<i>Strategic Fleet & Transport Management</i>	3	180,000	160,000		14-16					11-13	29-31				
<i>Business Continuity Planning and Crisis Management</i>	4	200,000	180,000			27-30		1-4				18-21			
<i>Corporate Entrepreneurship: Creating Business Opportunities from Existing Capabilities</i>	4	200,000	180,000						12-15				23-26		
<i>Corporate Strategies and Value Innovation Masterclass</i>	3	180,000	160,000			20-22							20-22		
<i>Strategic Thinking and Planning Masterclass</i>	4	200,000	180,000			6-8		22-25			15-17		2-5		
<i>Blue Ocean Strategy Masterclass</i>	4	200,000	180,000						26-29				16-19		

<i>Mastering Balanced Scorecard: Achieving Performance Excellence</i>	3	180,000	160,000			14-16		29-31						7-9	
<i>Creative Thinking & Innovation Techniques</i>	3	180,000	160,000					9-11			1-3				

PUBLIC RELATIONS COURSES

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₹)	VIRTUAL CLASS FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Events & Conferences Management</i>	On De	220,000	200000	On Demand only											
<i>Effective Business Etiquette and Protocol</i>	3	175,000	155,000							3-5	15-17		24-26		
<i>Public Relations and Media Management Skills</i>	3	175,000	155,000			13-15								14-16	
<i>Certified Public Relations Professional (CPRP)</i>	3	175,000	155,000		6-8	27-29			19-21						
<i>Corporate Social Responsibility: Planning & Execution</i>	3	175,000	155,000							24-26					
<i>Effective Crisis Communication & Management Skills</i>	2	180,000	155,000		13-14			9-10		17-19				4-6	

<i>Advanced Digital Marketing Management</i>	3	175,000	155,000			14-16			6-8				3-5		
<i>Effective Public Relations Campaigns: From Planning to Execution</i>	3	175,000	155,000					22-24		4-6				14-16	

TRAINING & DEVELOPMENT COURSES

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₱)	VIRTUAL CLASS FEE (₱)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Training Needs Analysis (TNA) and Methods Workshop</i>	3	180,000	160,000		22-24						1-3	19-21			
<i>e-Learning Workshop: A New Training & Development Approach</i>	2	115,000	105,000			14-16	17-18		6-8						
<i>Succession Planning and Mentoring Workshop</i>	2	125,000	105,000		8-9			16-17		25-27			17-19		
<i>Managing and Coordinating In-House Training Proactively</i>	2	125,000	105,000			15-16			13-15						
<i>Train the Trainer: From Design to Delivery</i>	On Demand Only										8-10			7-9	
<i>Certified Instructional Design Practitioner</i>	3	185,000	165,000			6-8							24-26		

<i>Certified Training and Development Professional</i>	3	180,000	160,000		14-16	13-15									
<i>Identifying Training Needs and Evaluating Training</i>	3	180,000	160,000			8-10					15-17			13-15	
<i>Effective Learning and Development: Tools and Strategies</i>	3	175,000	155,000		13-15	7-9		2-4				12-14		21-23	
<i>Managing your Internal Training Academy</i>	3	175,000	155,000		1-3	20-22				11-13			17-19		
<i>Measuring ROI of Training</i>	Available on Demand														
<i>Mastering Public Speaking & Presentation Skills</i>	3	175,000	155,000				18-20		19-21			19-21			
<i>Certified Training Manager</i>	3	175,000	155,000					9-11							4-6
<i>Developing and Implementing Structured On-The-Job Training Programme</i>	3	175,000	155,000			28-30				24-26					
HEALTH, SAFETY & ENVIRONMENT COURSES															
COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₹)	VIRTUAL CLASS FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

<i>IOSH Managing Safety</i>	3	195,000	175,000				18-20			3-5	29-31		17-19		
<i>Effective Crisis Management</i>	3	175,000	155,000					15-17				26-28			
<i>Advanced Occupational Safety and Health</i>	3	195,000	175,000			14-16			26-28		15-17				
<i>Health, Safety & Environment in the Workplace</i>	3	175,000	155,000				25-27			11-13					
<i>Work Place Fire Safety & Evacuation Admin</i>	3	175,000	155,000	ON DEMAND ONLY											
<i>Hazardous Waste Management Workshop</i>	3	175,000	155,000				25-27				15-17				
<i>OSHA: Occupational Safety & Health Administration Standard</i>	3	175,000	155,000			6-8				24-26			17-19		
<i>Effective Waste Management: A modern Sustainable Approach</i>	3	195,000	175,000	ON DEMAND ONLY											
<i>Leading and Sustaining A Safety Culture in Your Organisation</i>	2	125,000	115,000					17-18			1-2			27-28	

INTERNATIONAL COURSES AVAILABLE IN THE U.K & DUBAI

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (\$)	VIRTUAL CLASS FEE (¥)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Strategic Thinking & Planning-CPD ENDORSED</i>	5	6,500	Classroom												
<i>Corporate Governance & Effective Leadership</i>	5	6,500	Classroom												
<i>Total Quality Management</i>	4	5,800	Classroom												
<i>Leading & Managing Change for Business Success</i>	5	6,500	Classroom												
<i>Certified Human Resources Management Professionals</i>	5	6,500	Classroom												
<i>Advanced Public Speaking and Presentation Masterclass</i>	4	5,800	Classroom												
<i>Developing Leadership & Powerful Communication Skills</i>	5	6,500	Classroom												
<i>Advanced Financial Accounting & Reporting</i>	5	6,500	Classroom												
<i>Managerial Problem-Solving & Decision Making</i>	5	6,500	Classroom												

<i>Senior Management Skills for Middle Manager</i>	5	6,500	Classroom
<i>Effective Corporate Communications Practice</i>	5	6,500	Classroom
<i>High Performance Leadership Management</i>	5	6,500	Classroom
<i>Service Quality Competency & Customer Satisfaction</i>	4	5,800	Classroom
<i>Management Skills for New Managers & Supervisors</i>	5	6,500	Classroom
<i>Certified PKIs Professionals & Practitioner</i>	5	6,500	Classroom
<i>Executive & Personal Assistant Masterclass for Senior Professionals</i>	5	6,500	Classroom
<i>Finance for Non-Finance Managers</i>	5	6,500	Classroom
<i>Marketing Strategies & Planning</i>	5	6,500	Classroom
<i>Creative Thinking & Innovation Workshop</i>	4	5,800	Classroom

Schedules to be sent to interested participants

<i>Developing Leadership Performance</i>	5	6,500	Classroom												
<i>Managing Multiple Tasks, Priorities & Deadlines</i>	4	5,800	Classroom												

OVERSEAS/INTERNATIONAL COURSES FOR GOVERNMENT/PUBLIC SECTOR

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (\$)	VIRTUAL CLASS FEE (¥)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Government Policies planning and Implementation</i>	10	6,800	Classroom												
<i>National Security and Intelligence</i>	10	7,500	Classroom												
<i>Maximising Human Resources in the Public Sector</i>	10	6,500	Classroom												
<i>Public Governance & The Art of Politicking</i>	10	7,500	Classroom												
<i>Effective Tax Management System & Implementation</i>	10	7,500	Classroom												
<i>Effective Administrative of Local Government Affairs</i>	10	7,500	Classroom												

<i>Banking and Financial Intermediation Global Best Practice</i>	5	250,000	230,000					6 - 10							
<i>Anto-Money Laundering and Financial Crime Workshop</i>	5	250,000	230,000			11 - 15									
<i>Private Banking and Wealth Management</i>	5	250,000	230,000				9 - 13								
<i>Strategic Management Best Practices in Banking</i>	5	250,000	230,000		12 - 16										
<i>Sustainability Banking and Global Best Practice in Banking</i>	5	250,000	230,000					27 - 31			13 - 17				
<i>Law and Best Practices in International Banking and Commercial Payments</i>	5	250,000	230,000	15 - 19											
<i>Foreign Exchange, Money Markets, and Derivatives</i>	4	200,000	180,000				16 - 19								
<i>Managing the Collections and Credit Control Team</i>	4	200,000	180,000	24 - 27									15 - 18		
<i>Mastering the Essentials of the Global Financial Industry</i>	5	250,000	230,000							9 - 13					
<i>Advanced Financial Analysis for Banking and Finance Professionals</i>	4	200,000	180,000						4 - 7						

<i>Basel III, Risk Assessment and Stress Testing</i>	4	200,000	180,000			25 -28									
<i>Credit Risk Assessment, Modelling and Management</i>	4	230,000	210,000	24 -27											
<i>Financial Analysis, Modelling and Forecasting</i>	4	200,000	180,000								10- 13				
<i>Best Practice in Managing Equity Portfolios</i>	4	250,000	230,000												4 - 7
<i>FinTech: Key Concepts and Applications</i>	4	200,000	180,000										27 -30		
<i>Embracing Digital Banking Innovations and Transformation</i>	4	250,000	230,000		19 -22			15 - 18							
<i>Regulatory & Compliance in FinTech and Blockchain</i>	4	250,000	230,000												
<i>Artificial Intelligence in Banking</i>	4	200,000	180,000												
<i>Governance, Risk Management, and Banking</i>	5	250,000	230,000												

OIL & GAS AND ENERGY COURSES

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₹)	VIRTUAL CLASS FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Mastering the Oil & Gas Business Essentials</i>	4	200,000	180,000		5 - 8			13 -17			13 -17				9 - 13
<i>Financial Management in Oil & Gas and Petrochemical Industry</i>	5	250,000	230,000	22 - 26			8 - 12		3 - 7					4 - 8	
<i>Emergency Response Planning: Crisis Management for Harzadous Environments</i>	5	250,000	230,000		15-16			6 - 10				9 - 13			2 - 5
<i>Managing Oil & Gas Field Operations</i>	5	250,000	230,000			18 - 22					26 - 30			25 -29	
<i>Best Practice in Wellsites Operations</i>	5	250,000	230,000	15 - 19			8 - 12			2 - 6					
<i>Reliability Centred Maintenance (RCM)</i>	5	250,000	230,000		19 - 23				10 - 14				7 - 11		
<i>Oil & Gas Movement, Storage, and Marine Terminal Operation</i>	5	250,000	230,000		19 -23			21 -25				17 -21			
<i>Global Best Practice in Petroleum Refinery Operations</i>	5	250,000	230,000			11 - 15				8 - 12			8 - 12		2 - 6
<i>Managing Security Risk in the Oil and Gas Industry</i>	5	250,000	230,000	16 - 20			23 - 27							12 - 16	

<i>Emergency Response Management in the Oil & Gas Industry</i>	5	250,000	230,000			26 - 30				8 - 12			15 - 19		
<i>Exploration and Production Fundamentals: Basic Petroleum Technology</i>	5	250,000	230,000				9 -13								3 -7
<i>Corrosion Management in the Oil & Gas Industry</i>	5	250,000	230,000		13 -17	12 -16							15 - 19		
<i>Petroleum Projects Economics and Risk Analysis</i>	5	250,000	230,000								20 -24				
<i>Floating Production Storage and Offloading (FPSO)</i>	5	250,000	230,000		6 - 10				17 -21						
<i>Integrated Production Modelling (IPM)</i>	4	230,000	210,000		20 -24					2 -6					
<i>Competency Excellence for Supervisory Excellence Maintenance Professionals</i>	5	250,000	230,000				8 -12				6 - 10				
<i>Flare Gas Monetization and Commercialization</i>	5	250,000	230,000			18 - 22						9 - 13			
<i>Oil & Gas Procurement and Supply Chain Management</i>	5	250,000	230,000		13 -17					23 -27					
<i>Transportation of Dangerous Goods</i>	5	250,000	230,000	15 -19				13 -17							

<i>Integrated Reservoir Modelling</i>	5	250,000	230,000				16 -29							11 -15	
<i>Project Management for Non-Project Professionals</i>	5	250,000	230,000		20 -24							16 -20			
<i>Safe Handling, Storage and Transportation of Crude Oil and Petroleum Products</i>	5	250,000	230,000			25 - 29				9 - 13					
<i>Gas Explosion and Other Hazards of LNG Facilities</i>	5	250,000	230,000					13 - 17					25 -29		
<i>Managing Petroleum Refinery Operations</i>	5	250,000	230,000			26 - 30					5 - 9				
<i>Oil & Gas Business Management: Understanding International Best Practices</i>	5	250,000	230,000	23 -27					18 -22						10 -14
<i>Renewable Energy and Sustainability</i>	5	250,000	230,000												
<i>Managing Oil Production and Processing Facilities</i>	5	250,000	230,000												

SPECIAL/CUSTOMIZED COURSES FOR GROUP FROM SAME ORGANISATION ARE ALSO AVAILABLE FOR UK/DUBAI TRAINING

SELECT COURSES FOR ABUJA & PORT HARCOURT

PUBLIC RELATIONS & MEDIA MANAGEMENT COURSES

COURSE TITLES	DAY(S)	COURSE FEE (₦)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Events & Conferences Management</i>		250,000	On Demand only											
<i>Effective Business Etiquette and Protocol</i>	3	195,000							3-5	15-17		24-26		
<i>Public Relations and Media Management Skills</i>	3	210,000			13-15								14-16	
<i>Certified Public Relations Professional (CPRP)</i>	3	210,000		6-8	27-29			19-21						
<i>Corporate Social Responsibility: Planning & Execution</i>	3	195,000							24-26					

<i>Effective Crisis Communication & Management Skills</i>	2	180,000		13-14			9-10		17-19				4-6	
<i>Advanced Digital Marketing Management</i>	3	195,000			14-16			6-8				3-5	---ibbbvvvv	
<i>Effective Public Relations Campaigns: From Planning to Execution</i>	3	195,000					22-24		4-6				14-16	

PLANNING, STRATEGY & STRATEGIC MANAGEMENT

COURSE TITLES	DAY(S)	COURSE FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Advance Strategic Management for Competitive Positioning</i>	4	200,000			20-23				3-6	21-24			6-9	
<i>Developing Senior Management Capacity & Strategy Development</i>	4	210,000				17-20								
<i>Strategy Management Master Class</i>	4	200,000					15-18						27-30	
<i>Strategic Procurement & Outsourcing Management</i>	5	250,000			12-16			4-8	11-13					
<i>Advanced Strategic Brand Development and Management</i>	4	200,000				10-13					19-21	10-12		

<i>Strategic Contract Management Principles & Practice</i>	3	180,000			4-6			12-14			4-6			
<i>Strategic Planning & Execution BootCamp</i>	3	200,000			13-15				4-6			17-19		
<i>Managing Contractors and Supplier: Effective Contract Management & Negotiation Skills</i>	3	180,000			7-9		2-4		25-27	15-17				12-14
<i>Advanced Operations Management for Executive Secretaries and PAs</i>	3	180,000		7-9				19-21						
<i>Operations Management for Competitive Advantage</i>	3	180,000			21-23								21-23	
<i>Strategic Business Intelligence and Data Mining</i>	4	200,000			12-15	17-20		26-29	24-27		11-14			
<i>Strategic Marketing Management Practice for Business Growth</i>	3	180,000		7-9		18-20						10-12		
<i>Strategic Fleet & Transport Management</i>	3	180,000		14-16					11-13	29-31				
<i>Business Continuity Planning and Crisis Management</i>	4	200,000			27-30		1-4				18-21			
<i>Corporate Entrepreneurship: Creating Business Opportunities from Existing Capabilities</i>	4	200,000						12-15				23-26		

<i>Corporate Strategies and Value Innovation Masterclass</i>	3	180,000			20-22								20-22	
<i>Strategic Thinking and Planning Masterclass</i>	4	200,000			5-8		22-25			14-17		2 - 5		
<i>Blue Ocean Strategy Masterclass</i>	4	200,000						26-29				16-19		
<i>Mastering Balanced Scorecard: Achieving Performance Excellence</i>	3	180,000			14-16		29-31						7-9	
<i>Creative Thinking & Innovation Techniques</i>	3	180,000					9-11			1-3				

SALES & MARKETING MANAGEMENT COURSES

COURSE TITLES	DAY(S)	COURSE FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Professional Selling Skills and Strategies</i>	3	175,000	25 -27		28-30	11-13		12-14				16-18		
<i>Managing Sales Team for Effective Results</i>	3	175,000			28-30					1-3	12-14	17-19		
<i>Advanced Selling Skills & Strategies for Senior Professionals/Manager</i>	3	175,000		15 -17					25-27					

<i>Key Account Management Skills & Strategies</i>	3	175,000										23-25		
<i>The Strategic Marketing Plan</i>	3	175,000			14-16		29-31		11-13					
<i>The Art of Closing the Sales</i>	2	175,000		21-23		19-20	9-11			8-10		10-12		13-14
<i>Actionable Selling Skills: Tools and Techniques</i>	3	175,000	4-6										7-9	5-7
<i>Certified Brand Manager Course</i>	3	175,000			14-16				25-27				7-9	
<i>Marketing Management Appreciation Course</i>	3	175,000		15-17	8-10					15-17		24-26		
<i>How to Find And Win New Business</i>	3	175,000			6-8						26-28		28-30	
<i>Essential Marketing Strategy Development for Managers</i>	3	175,000						14-15				2-4		
<i>Effective Trade Marketing & Distribution Strategies</i>	3	175,000			29-31		22-24			1-3				

LEADERSHIP DEVELOPMENT COURSES

COURSE TITLES	DAY(S)	COURSE FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Becoming a Leader: Basic Leadership Development Course</i>	3	195,000		2-3				12-13				25-26		
<i>Talents Development & Succession Planning</i>	3	195,000				25-27			11-13		19-21			
<i>Advanced Leadership Development and Team Building</i>	3	195,000			7-9			19-21				3-5		
<i>Situational Leadership & Relationship Management</i>	3	195,000				4-6				29-31			13-15	
<i>Developing Leadership Excellence</i>	3	195,000		1-3					25-27			3-5		
<i>Coaching with Insight and Executive Team Leadership</i>	3	195,000			21-23						19-21			
<i>Emotional Intelligence: Becoming A Better & Transformative Leader</i>	3	195,000		21 - 23			16-18		4-6		18-20			
<i>Building and Leading High-Performance Team</i>	3	195,000				3-5		19-21		15-17			4-6	
<i>Leading a Team of Champions</i>	3	195,000			16-18				25-27					

<i>Effective Leadership & Entrepreneurship Master Class</i>	3	195,000			19-21								
<i>Effective Leadership & Communication</i>	3	195,000		8 -10		15-17		11-13	1-3				
<i>Exceptional Leadership Development Skills</i>	4	200,000			4 - 7			19-22			11-14	15-18	
<i>Advanced Management Development Principles & Best Practise</i>	3	195,000			13-15		16-18						14-16
<i>Corporate Governance Principles & Practice</i>	3	195,000			21-23						5-7	24-26	
<i>Inspirational and High-Performance Leadership Skills</i>	4	200,000			6-9		8-11		3-6	14-17			4 -7

PROCUREMENT, LOGISTICS & SUPPLY CHAIN MANAGEMENT

COURSE TITLES	DAY(S)	COURSE FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Certificate in Purchasing & Procurement Management</i>	3	195,000		22 - 24					17-19			24-26		
<i>Certificate in Supply Chain & Logistics Management</i>	3	195,000			4-6			26-28					7-9	

<i>Production Management and Material Requirement Planning</i>	3	195,000			6-8			13-15			26-28			
<i>Purchasing Management and Cost Saving Techniques</i>	3	195,000				25-27				21-23				
<i>Corporate Immigration Coordination & Protocol Management</i>	3	195,000				18-20								
<i>Effective Fleet and Transport Management</i>	3	195,000		22-24			16-18		25-27		11-13			
<i>Fundamentals of Best -Practice & Cost-Effective Procurement Management</i>	3	195,000	18-20			3-5				22-24		17-19		
<i>Executive Course in Procurement & Supply Chain Management (PSCM)</i>	3	195,000				11-13				14-16			14-16	

CONTRACT MANAGEMENT

COURSE TITLES	DAY(S)	COURSE FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Contract Administration: Understanding and Implementing Contractual Obligations</i>	4	210,000			12-15				10-13	7 - 10			19 - 22	
<i>Effective Contract Preparation & Execution</i>	3	195,000		13-15			2-4					10-12		

<i>Certificate in Contract Bidding, Tender and Proposal Administration - Specialization in Oil, Gas, Energy and Government</i>	3	210,000				25-27				28-30			7-9	
<i>Managing Contractual Claims Effectively</i>	3	195,000			5-7				4-6		12-14			
<i>Successful Contract Negotiation Strategies</i>	3	195,000			5-7				25-27				7-9	
<i>Project Management for Contract Professional</i>	3	195,000		22-24				6-8				17-19		
<i>Tendering Procedures and Bid evaluation</i>	3	195,000					16-18			29-31		23-25		

WAREHOUSING & INVENTORY MANAGEMENT

COURSE TITLES	DAY(S)	COURSE FEE (₱)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Advanced Strategic Warehousing & Stores Management</i>	3	195,000			23-25				24-26				4-6	
<i>Certificate in Warehouse Management</i>	3	195,000			20-22		16-18			15-17				
<i>Effective Warehouse Operations Management</i>	3	195,000						6-8				17-19	14-16	

<i>Business Management Skills for Warehouse Supervisors</i>	3	195,000		22 - 24			9-11				19-21			
<i>Inventory Accounting & Efficient Warehouse Management</i>	3	195,000				17-19		13-15	17-19				7-9	
<i>Warehouse Management Skills for Supervisors</i>	3	190,000						6-8			5-7			5-7
<i>Essential Warehousing, Stores Management & Stock Control</i>	3	180,000			28 -30				11-13	15-17		24-26		
<i>Effective Fleet and Transport Management</i>	3	195,000			7 -9		29-31				19-21			

MANAGEMENT COURSES

COURSE TITLES	DAY(S)	COURSE FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Key Managerial Skills for New Managers and Supervisors</i>	3	195,000			1-3			6-8						
<i>Corporate Immigration Coordination and Management Services;</i>	3	195,000	18-20				23-25					16-18	7-9	
<i>Advanced Managerial Competence & Strategy Development</i>	3	210,000		15-17					24-26					11-13

<i>Managing Performance: Setting KPIs, Tracking Progress & Providing Feedback</i>	4	250,000			5 - 8					14-17				4-7
<i>Creative Problem Solving and Decision Making Techniques</i>	3	195,000				4-6			17-19			24-26		
<i>Developing Analytical Competence to Manage Operations</i>	2	125,000		27-28			22-23			30-31				
<i>Mastering Executive Negotiation Techniques and Strategies</i>	3	195,000			7 - 9			20-22			12-14			
<i>Assertiveness & Self-Confidence Masterclass</i>	2	125,000		8-9			17-18						8-9	
<i>Competitive Intelligence Master Class</i>	5	250,000			26 -30			18-22				22-26		
<i>Business Process Improvement (BPI) Training</i>	3	195,000		22-24	14-16				4-6			3-5		
<i>Lean Process Improvement Training</i>	3	195,000								8-10				
<i>Advanced Administrative Functions and Office Management</i>	3	195,000					9-11				26-28			

INTERNATIONAL COURSES AVAILABLE IN THE U.K, USA, UAE, KENYA, RWANDA, & GHANA

COURSE TITLES	DAY(S)	COURSE FEE (\$)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Strategic Thinking & Planning Masterclass- CPD ENDORSED</i>	5	6,500												
<i>Corporate Governance & Effective Leadership</i>	5	6,500												
<i>Total Quality Management</i>	4	5,800												
<i>Leading & Managing Change for Business Success</i>	5	6,500												
<i>Developing Leadership & Powerful Communication Skills</i>	5	6,500												
<i>Advanced Financial Accounting & Reporting</i>	5	6,500												
<i>Managerial Problem-Solving & Decision Making</i>	5	6,500												
<i>Senior Management Skills for Middle Manager</i>	5	6,500												
<i>Effective Corporate Communications Practice</i>	5	6,500												

Schedules to be sent to interested participants

Schedules to be sent to interested participants

<i>High Performance Leadership Management</i>	5	6,500
<i>Service Quality Competency & Customer Satisfaction</i>	4	5,800
<i>Management Skills for New Managers & Supervisors</i>	5	6,500
<i>Certified PKIs Professionals & Practitioner</i>	5	6,500
<i>Executive & Personal Assistant Masterclass for Senior Professionals</i>	5	6,500
<i>Finance for Non-Finance Managers</i>	5	6,500
<i>Marketing Strategies & Planning</i>	5	6,500
<i>Creative Thinking & Innovation Workshop</i>	5	5,800
<i>Developing Leadership Performance</i>	5	6,500
<i>Government Policies planning and Implementation</i>	10	6,800

<i>National Security and Intelligence</i>	10	7,500
<i>Maximising Human Resources in the Public Sector</i>	10	6,500
<i>Public Governance & The Art of Politicking</i>	10	7,500
<i>Effective Tax Management System & Implementation</i>	10	7,500
<i>Effective Administrative of Local Government Affairs</i>	10	7,500
<i>Corporate Legislative Practice</i>	10	7,500
<i>Budget Preparation, Allocation & Cont</i>	10	7,500
<i>Advanced Project Monitoring & Evalua</i>	10	7,500

Schedules to be sent to interested participants





**YOUR FIRST CLASS
CORPORATE TRAINING PROVIDER**

Oil & Gas, Banking & Finance, Retail & Merchandise, Professional Services, Telecoms, Manufacturing Industries.

SALES BOOTCAMP ACADEMY COURSES

COURSE TITLES	DAY(S)	COURSE FEE (₦)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Professional Selling Skills and Strategies</i>	3	125,000				3-4		27-28			6--7			
<i>Managing Sales Team for Effective Results</i>	3	125,000		2--3			3--4			23--24				
<i>Advanced Selling Skills & Strategies for Senior Professionals/Manager</i>	3	125,000				26--27			4-5			11--12		
<i>Key Account Management Skills & Strategies</i>	2	115,000		8--10			17--18					11--12		
<i>The Strategic Marketing Plan</i>	3	135,000				25--27			11--13		19--21			
<i>The Art of Closing the Sales</i>	2	115,000				3-4			18-19			10-11		6--7

<i>Actionable Selling Skills: Tools and Techniques</i>	2	115,000				11-12				9--10			1--2	6--7
<i>Certified Brand Manager Course</i>	3	165,000						13--15		16--17			15--16	
<i>Marketing Management Appreciation Course</i>	3	155,000		22--24			16--18					3--5		
<i>How to Find And Win New Business</i>	3	155,000					2--4			15--17				
<i>Essential Marketing Strategy Development for Managers</i>	3	145,000			6--9			13--15				24--26		
<i>Effective Trade Marketing & Distribution Strategies</i>	2	125,000				12--13			19--20				8--9	
<i>Marketing and Selling Financial Services</i>	On Demand Only													
<i>Strategic Marketing Management Practice</i>	3	165,000				11--13			11--13				17--19	
<i>Strategies and Tactics for Selling to Key Decision Makers and Winning Complex Deals</i>	3	165,000	25-27					27--29					28-30	

SALES BOOTCAMP ACADEMY COURSES

COURSE TITLES	DAY(S)	COURSE FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Sales BootCamp Conference	2	Annual Event And Aavailable on Demand												
<i>Marketing Communication and Brand Management</i>	3	165,000		22-24			23-25			22--24				
<i>Strategic Selling and Sales Territory Management</i>	2	125,000				19--20			25-26			4--5		
<i>Aggressive Market Penetration Strategies</i>	3	165,000			21--23			3--5			12--14			
<i>Strategic Sales & Channel Development</i>	2	125,000					24--25			9--10			14-15	
<i>Essential Digital Marketing Strategies for Business</i>	2	125,000		23-24				21--22				3-4		
<i>Advanced Digital Marketing Masterclass</i>	3	165,000				11--13			25--27		19--21			
<i>Managing your Media (Advertising) Effectively</i>	3	175,000			14--16			13--15					21-23	
<i>Product Launch and Management</i>	3	165,000				4--6			11--13		4-7			

<i>Effective Social Media Marketing</i>	2	125,000			22--23					9--10			15--16	
<i>Retail Sales Skills & Personal Effectiveness Skills</i>	2	125,000				12--13		7--8						
<i>Selling and Marketing Financial Services</i>	2	125,000		9--10			23-24			29-30				
<i>Effective Tele-Sales & Marketing Skills</i>	2	125,000			14--16				4-5			11--12		
<i>Van Salesmanship & Merchandising Skills</i>	2	135,000				18--20		7--8			2--3			
<i>Advanced Key Account Management and Business Development</i>	3	165,000					9--11			15--17			28-30	
<i>Creative Retail Selling and Visual Merchandising</i>	3	165,000				18--20		13--15			12--14			
<i>Developing Effective Distribution Channels: Optimizing Market Penetration</i>	3	155,000				4-6				22--24			4--6	
<i>FMCG Selling: Effective Skills & Strategies for Market Penetration</i>	2	125,000		16--17			16--18				20--21			
<i>Internet Marketing and Social Media Management (planning & implementations)</i>	2	125,000			22-23			7--8				18--19		

<i>Managing Distributors & Sales People Effectively</i>	2	125,000				11--13			26--27				4--5	
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