

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		

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

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<i>Strategic Quality Management</i>	Available On Demand		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

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<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	

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<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 Safely</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
Strategic Thinking & Planning-CPD ENDORSED	5	6,500	Classroom												
Corporate Governance & Effective Leadership	5	6,500	Classroom												
Total Quality Management	4	5,800	Classroom												
Leading & Managing Change for Business Success	5	6,500	Classroom												
Certified Human Resources Management Professionals	5	6,500	Classroom												
Advanced Public Speaking and Presentation Masterclass	4	5,800	Classroom												
Developing Leadership & Powerful Communication Skills	5	6,500	Classroom												
Advanced Financial Accounting & Reporting	5	6,500	Classroom												
Managerial Problem-Solving & Decision Making	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

Developing Leadership Performance	5	6,500	Classroom												
Managing Multiple Tasks, Priorities & Deadlines	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
Government Policies planning and Implementation	10	6,800	Classroom												
National Security and Intelligence	10	7,500	Classroom												
Maximising Human Resources in the Public Sector	10	6,500	Classroom												
Public Governance & The Art of Politicking	10	7,500	Classroom												
Effective Tax Management System & Implementation	10	7,500	Classroom												
Effective Administrative of Local Government Affairs	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>Strageic 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
Mastering the Oil & Gas Business Essentials	4	200,000	180,000		5 - 8			13 -17			13 -17				9 - 13
Financial Management in Oil & Gas and Petrochemical Industry	5	250,000	230,000	22 - 26			8 - 12		3 - 7					4 - 8	
Emergency Response Planning: Crisis Management for Harzadous Environments	5	250,000	230,000		15-16			6 - 10				9 - 13			2 - 5
Managing Oil & Gas Field Operations	5	250,000	230,000			18 - 22					26 - 30			25 -29	
Best Practice in Wellsites Operations	5	250,000	230,000	15 - 19			8 - 12			2 - 6					
Reliability Centred Maintenance (RCM)	5	250,000	230,000		19 - 23				10 - 14				7 - 11		
Oil & Gas Movement, Storage, and Marine Terminal Operation	5	250,000	230,000		19 -23			21 -25				17 -21			
Global Best Practice in Petroleum Refinery Operations	5	250,000	230,000			11 - 15				8 - 12			8 - 12		2 - 6
Managing Security Risk in the Oil and Gas Industry	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>Corporate Drivers' Defensive Driving Training Skills</i>	3	195,000				18-19			24-25			4-5		
<i>Procurement Planning, Specifications & Tender Management</i>	3	195,000				25-27				8-10				
<i>Inventory, Logistics and Distributions Management</i>	3	195,000		15 -17					3-5					
<i>Corporate Travels and Protocol Management</i>	3	195,000					2-4					24-26		
<i>Certificate in Logistics Management</i>	3	195,000					23-25			8-10			7-9	
<i>Developing Purchasing Policies, Processes & SLAs</i>	3	195,000			7-9			19-21	24-26		19-21			
<i>Certificate in Supply Chain Risk Management</i>	3	195,000				11-13			17-19					
<i>Materials and Supply Chain Management</i>	3	195,000				11-13							13-15	
<i>Negotiation Strategies for Better Purchasing Value</i>	3	195,000		15-17			16-18		4-6	15-17		3-5	21-23	
<i>Strategic Logistics & Supply Chain Management</i>	4	200,000				24-27							20-23	

<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												

<i>High Performance Leadership Management</i>	5	6,500	Schedules to be sent to interested participants
<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
		7,500
<i>Budget Preparation, Allocation & Cont</i>	10	
		7,500
<i>Advanced Project Monitoring & Evalua</i>	10	

Schedules to be sent to interested participants





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

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

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