

# 2024

TRAINING CALENDAR  
& Service Brochure



Accredited  
Provider



# UNLEASH YOUR GREATNESS

*.....with Transformative Learning*

## PARTNERSHIP & ACCREDITATION



FEDERAL MINISTRY OF  
**LABOUR & EMPLOYMENT**  
*Ensuring Decent Work for all Nigerians*

Federal Ministry of  
Labour and Employment



International Institute  
of Business Analysis



American Council  
of Training and  
Development.



International  
Federation  
of Training and  
Development  
Organisations



Nigerian Institute of  
Training and  
Development



Centre for  
Management  
Development



Global Skills  
Development  
Council



Professional  
Evaluation and  
Certification Board



International  
Council of  
Management  
Consulting Institutes



Institute Of  
Management  
Consultants



Skill  
Development  
Council Canada



Project management  
Institution



American Institute of  
Extended Studies



Industrial  
Training Fund



# Innovation Redefined.



**McTimothy Associates'** New Era of Excellence  
Unveiled in Our New Identity

# PARTNERING FOR SUCCESS

*Where Expertise Drives Results!*

## About Us

We are a global and dynamic leader in training, recruitment/HR Service and management consulting in Africa with global best practice and networking. For our training, we provide suits of professional training/development and certifications courses which address the unique learning and people development needs of our clients. We have trained business leaders and top executives of multi-national organizations and executive of growing small business. Some of our leading courses (both local and international course) are listed in this brochure, however, this brochures does not represent the full courses we run. You can therefore request for specfic training from our academy anytime. All courses can be requested as in-plant (in-house) fully customized or open workshop

## OUR SERVICES

### 1. CORPORATE TRAINING

Training as our flag ship product is a critical part of how we impart knowledge and build capacity for organizations in order to enable their greatness. McTimothy Associates offers a top notch training academy that is both versatile and dynamic. Our trainers are industry experts drawns from various industries such as oil & gas, banking & financial services, retail & merchandise, professional services, telecoms, manufacturing and service industries.

**Our core training business is about:**

Facilitation of management retreats workshops and seminars in the following areas:

- Administration Management Skills
- Business Strategy & Management
- Customer Service
- Contract Management
- Financial Management
- Graduate Management
- General Management
- Government/ Public Sector
- Human Capital Management
- Leadership Development
- Logistics, Warehousing & Inventory

- Marketing Management
- Personal Development & Effectiveness
- Production & Quality Management
- Project Management
- Selling Skills & Sales Management
- Supply Chain Management
- Strategy & Strategic Management
- Technical & Maintenance Management

#### In-plant Training

We offer robust and highly dynamic in plant/customizable training programs that meets your requirements. Some of the categories of courses we can customize includes:

- Administrative Skills Development Programs
- Business Management and Strategy Programs
- Computer Service Programs
- Computer Skills Programs
- Financial Management and Accounting Program
- Human Resources Management Programs
- Leadership and Supervisory Development Programs



## 2. MANAGEMENT CONSULTING

McTimothy Associates is a business management consulting company and strategic planning company that can provide you with consulting, mentoring/coaching, planning and business support that you need. Our services are for you most general or critical issues that involve your focus, stability, goal, growth, failures, successes, missions, direction, development, strategic management of your business management or professional/personal development.

### Services Areas Includes:

- Management Audit
- Strategy & Strategic Management
- International Business Management
- Organizational Development
- Human Capital Management
- Executive Search & Expatriate Services
- Leadership Development & Governance
- SMEs Solutions

## 3. RECRUITMENT & HR SERVICES

Talent management should be an important part of your business strategy as a dynamic organization. At McTimothy Associates we take the stress off you by shouldering your talent search. "Talent" – its current meaning is : great intelligence ; notable skill; ingenuity; astuteness; skillfulness. People's competences, motivation, energy level and culture alignment determines the success or otherwise of every organization. If you love to increase your company's productivity effectiveness and efficiency, then you need to consult us for your human resources management.

### Specialized Recruitment services:

- Graduate Recruitment
- Experienced Hire
- Executive Search & Selection
- Expatriate Recruitment & Allied Service

### HR Services:

- Manpower Planning
- HR Management Audit
- Headhunting
- Compensation & Benefits Planning and Implementation
- Human Capital Training/Development
- Labour Relations
- HR Outsourcing
- Performance Management System

### HR OUTSOURCING

#### *We bear your burden!*

At McTimothy Associates consulting LLC we have come to see outsourcing as the strategic business advantage using 'out-inside' human resources to perform functions and activities traditionally handled by internal staffer and resources. We out source and manage professionals, skilled, technical and unskilled personnel at all levels on a short to long term basis. We do not just see outsourcing as a trend , it is a competitive business advantage, for our clients and for us!

We currently operate in the retail, telecommunications, manufacturing and the services sectors of the Nigerian economy. We have an excellent capacity to spread out and to do more. We do excellently well, and we do exceed expectations often. As a professional employer organization, we have a valid recruiter's license (certified by federal ministry of labour) to operate legally as a private employment agency and we also an member of human capital providers association of Nigeria (HuCaPAN).

We operate in diverse locations across the country. With presence in Lagos, Abuja, Benin, Calabar, Enugu, Ibadan, Jos, Kaduna, kano, Port Harcourt, Warri, Ghana, Togo and Benin Republic respectively. We believe in outsourcing partnership and over the years, we have been able to create a long-lasting and harmonious relationship with our clients.

# McTimothy Associates

Boosting Your Business Effectiveness While You Concentrate on Core Business Operations

## Workforce Management

- Employee Outsourcing
- HR Process/Function Outsourcing
- Recruitment/Selection
- Capacity Building
- HR Automation/Payroll
- Performance Management System
- HR Audit & Advisory
- Expatriate & Executive Search

## Management Consulting

- Management Audit
- Strategic Planning Solutions
- Corporate Governance
- Organizational Development
- Corporate Restructuring/Change Management
- SME Solutions
- Interim Management

## Learning & Development

- Corporate Training
- Open Workshop
- In-Plant/In-House Training
- Sales BootCamp Training
- Executive/Management Retreat
- Facilitation.
- Managed/Outsourced Training

## Our Expertise

## Some Corporate Clients



# My Experience

With McTimothy Associates

## What Our Clients Are Saying:

I wish to extend my appreciation to the entire management of McTimothy Associates and other individuals who contributed in one way or the other to the success of the training. McTimothy Associates, simply the best

----Abdullah Onibonokuta

The training sessions was educating and enlightening. The facilitators were sound eloquent too. I enjoyed every part of it and will recommend it to other managers.

----Adedoyin

The training is educative, it met my required objectives, our organizational goals and my career development

----Adegbenga Osipitan

I enjoyed the training and gained good knowledge from it. The instructors know what they are doing.

----Anthony Isibor

Excellent training! It will enhance better customer friendliness and relationship management. This training has provided me the platform to grow better and be effective in my job roles.

----Akanni Olusegun

"The experiences are wonderful, in the sense that as an Engineer, I have been converted to a full-time marketing professional. Also, I have gotten some digital marketing experience"

-----Eluchie Amah

I had a training which was conducted by this firm and it was quite informative, will recommend them any day...

----Sanya Okebiorun

I Thank you for the customer service training. I did had an informative, educative and enlightening experience.

----Foluke Bassey

This is an awesome experience and a big eye-opener for me. People don't have to travel abroad again to have this type of knowledge, it is right here at McTimothy Associates. I will recommend you again and again

----Peter Adewunmi

"The training was good and impactful. It was rounded and the organizer tried with time management considering the number of facilitators, who I will consider as seasoned"

----Seun E. Oluwanisola

"The training is highly educating, its gives best understanding and knowledge about selling products or services, its boost confidence on how to prepare for a customer"

----Osilaja Wale

I must say my decision to take this course is my best in years. I envied already from the small terminology.

---Dotun Sasore

# How We Do It

Learning And Development

At Its Best

## OUR SPECIALIZATION

- Corporate Training
- Class-Room Courses
- Live Virtual Classes
- Self-Pace E-Learning
- Customize Training
- Management Retreat
- Sales BootCamp Training
- Executive Education
- Global Learning

## Connect with Us

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Gbagada Lagos



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[McTimothyNG](#)



# McTimothy Associates Consulting LLC

*Presents*

## McTimothy Global Learning™

An Executive Global Learning and Management Development at Scale

### Features

- ✓ Experiential Learning
- ✓ Transformative Learning
- ✓ Global Faculty
- ✓ Global Culture
- ✓ Intercontinental
- ✓ Global CitiesTour
- ✓ Globally-Relevant Curricula

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# About McTimothy Global Learning™

Our company also takes the Management Staff of different organisations on study/working tour around the globe to avail them the opportunity to learn, see, feel, experience and compare notes and management practices with their global contemporaries and replicate same in Nigeria as part of the transformation agenda and innovations needed on the job.

Whether you are a mid-level or top-level manager, you are probably engaged in a strategic planning process and are responsible to see to the success of your organization. The McTimothy Associates' Overseas Training delivers practice-oriented courses, ensuring the most desirable outcomes for both companies and individuals

McTimothy Associates is an accredited corporate training provider globally. Our goal is to ensure the success of our clients through our training and capacity building which would give you world-class templates and opportunities in this 21st century when standard and efficient service delivery is the benchmark of every organization success.

## Features & Benefits

- Extensive Workbook with Course Materials
- Handouts and other Supporting Materials
- Practical Examples and Various Case Studies
- Quick Reference/Top Tips Guide
- Professional & Experienced Instructor
- Accelerated and Intensive Learning Techniques
- Relationship Building within Course
- Post Course Action Plan
- Index of Additional Suggested Materials
- Course Completion Certificate
- Coffee Breaks
- Lunch
- Free Wifi Access

**GET STARTED AT**

<https://www.mctimothyassociates.com/overseas-training/>



# The Training You Need Just The Way You Want It

*Anyday, Anytime, Great Value for your money, Adaptable to all devices, Group Course Purchase.*

## 1. E-Learning

McTimothy e-Learning is an online learning platform featuring 130+ video courses taught by expert instructors and subject matter experts (SMEs). You can take courses in anything from business to programming.

### Get Started with 5 Easy steps



- ◆ Search for Course  
Search for Course you desire you take



- ◆ Choose Course  
Choose course, read through



- ◆ Checkout, Register & Pay Proceed to checkout, register



- ◆ Login to your account  
Login to the website, Click My Courses on the main Menu



- ◆ Start Learning  
Click on the course you registered for and start learning instantly

Visit: <https://elearning.mctimothyassociates.com/>

## 2. Virtual Training

**McTimothy Virtual Training (MVT)** provides a wide range of online courses customized specifically to the needs of learners and in a manner that ensures effective learning through its diversified content and on varied devices.

### ◆ Virtual Training for Group

McTimothy Associates' virtual training is an online training course designed for teams within organizations. As an alternative to our in-house classroom model, virtual learning is an interactive course delivered live and online by McTimothy Associates' subject matter experts.

### ◆ Virtual Training for Individual

McTimothy Associates' virtual training is also online for individual subscribing to open workshop (public courses) on a variety of topics. Selected with participants in mind and delivered by our subject matter experts (SMEs), our choice of virtual training courses allows participants to gain applicable knowledge and skills

# COURSES CATEGORIES

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Accounting, Finance  
& Risk Management

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Administration &  
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Banking/finance  
And Insurance

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Computer and ICT

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Computer And Ict

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Sales BootCamp

# LEARNING ACADEMY

*Our goal is simple: To enable you attain greatness. An ever-changing business operating landscape means we need to continuously evolve to ensure we provide only world-class learning interventions from design through to delivery in partnership with the world-class providers.*

## 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
Accounting & Book-Keeping Skills for Non-Accountant & SMEs Owners	3	175,000	155,000		8-10			9-11			1-3				
Accounting & Finance Policies and Procedures	3	175,000	155,000				25-27				1-3	5-7			
Forensic Accounting & Fraud Control	3	175,000	155,000	18-20		5-7		23-25	6-8						
Practical IFRS Conversion Workshop	5	250,000	155,000				16-20			16-20	28-30		15-19		
Understanding Credit Risk Analysis (Basic Credit Risk)	3	175,000	155,000		15-17				26-28					14-16	
Effective Budgeting and Budgetary Control Methods	3	175,000	155,000			11-13		2-4				12-14			
Credit Risk Analysis & Management (Intermediate & Advanced)	3	175,000	155,000				18-20		19-21					14-16	
Designing Budgets and Controls for Strategy Execution	3	175,000	155,000		21-23	4-6					29-31		24-26		
Financial Statement Analysis Workshop	3	175,000	155,000				3-5			18-20				21-23	
Advanced Financial Statement Analysis & Management	3	175,000	155,000			4-6			6-8			5-7			
Inventory Accounting- Becoming an Efficient Warehouse/Stores Manager	3	175,000	155,000		15-17		25-27			4-6					
International Public Sector Accounting Standards (IPSAS) Workshop	3	175,000	155,000					29-31			22-24				
Advance Management Accounting Practice	3	175,000	155,000			5-7		9-11	5-7			12-14	3-5		
Finance Skills for Non-Finance Managers (Basic & Advanced)	3	175,000	155,000		15-17		18-20			25-27				14-16	
Certificate in Fixed Assets Accounting & Management	3	175,000	155,000					9-11				5-7			5-7
Fast-Closing Monthly and Year-End Accounts	3	175,000	155,000		8-10	13-15					22-24				
Accounting and Comparison of IFRS and GAAP	3	175,000	155,000			21-23	11-13		19-21						
Accounting for investment and Financial Instruments Workshop	3	175,000	155,000		8-10					18-20	28-30				
Accounts Payable: From Accounting to Management	3	175,000	155,000				25-27	22-24		3-5			17-19		11-13
Accounts Receivable and Effective Credit Policies Management	3	175,000	155,000			5-7					1-3			21-23	
Cash Flow Statement Workshop: Preparation and Analysis	3	175,000	155,000		15-17				26-28			26-28			
Consolidation of Financial Statement Workshop	3	175,000	155,000			7-9	25-27						24-26	7-9	
Enterprise Risk Management	3	175,000	155,000							10-12	15-17				19-21
Advance Excel for Accountants and Business Professionals	3	175,000	155,000				18-20	2-4				12-14			
Essential Finance/Accounting Skills for Non-Finance Professionals (Basic)	3	175,000	155,000						19-21				24-26	28-30	
Fundamentals of Accounting for Administrative and Support Staff	3	175,000	155,000		13-15		11-13					12-14	24-26		
Essentials of Internal Audit and Compliance Workshop	3	175,000	155,000			13-15		9-11			7-9				
International Financial Reporting Standards (IFRS) and 2021 Updates	5	250,000	230,000			21-23	16-20		6-8					14-16	



## 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 &amp; Technologies</i>	2	115,000	105,000			13-14			6-7			6-7			
<i>Certified Executive &amp; 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 &amp; Report Writing Masterclass for Office Administrators &amp; Managers</i>	3	175,000	155,000		22-24					4-6				14-16	
<i>Managing Multiple Priorities, Time, Task &amp; 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		

## BANKING/FINANCE & INSURANCE COURSES

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₦)	VIRTUAL CLASS FEE (₦)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Best Practice in Banking Operations Management</i>	4	200,000	180,000		13-16										
<i>Banking and Financial Intermediation Global Best Practice</i>	5	250,000	230,000					6-10							
<i>Anti-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 &amp; 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												

# 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
Advanced Excel Simplified For Financial Analysis	3	175,000	155,000			14 -16			19-21			26-28			
Comprehensive Training On Micro Soft Word (MS Word)	3	175,000	155,000	On Demand											
Financial Modeling And Forecasting Techniques Using Advanced Excel Tools	3	175,000	155,000				3-5		6-8				24-26		
Fundamentals Of Microsoft Excel (Basic MS Excel Training)	2	125,000	105,000		16-17			10-11				13-14			
Modeling For Financial Reporting And Analysis	3	125,000	105,000			28-30			13-15						
Next Generation Excel: Advanced Business and Financial Reporting	4	195,000	175,000			6 -9							23-26		
Oracle Business Intelligence Enterprise Edition (OBIEE) - 6 Saturdays)	6	270,000	250,000	On Demand											
Oracle Business Intelligence Publisher	2	140,000	120,000				12-13		6-7						5-7
SQL Programming	4	195,000	175,000			27 -30					7-10				
Tableau Fundamentals - (5 Saturdays)	5	250,000	230,000						JUNE	JULY	AUG		OCT	NOV	DEC
Introduction to Data Analysis Using Excel	4	195,000	175,000		07-10				19-21				10-12		
Artificial Intelligence for Business - (Saturdays Only)	5	250,000	230,000		FEB	MAR	APRIL			JULY	AUG	SEPT			
Data Analysis and Graphics with R Programming - (5 Saturdays)	5	250,000	230,000		FEB	MAR	APRIL		JUNE	JULY	AUG	SEPT			
Big Data with Hadoop - (5 Saturdays)	5	250,000	230,000	On-demand only											
Analysis Big Data with Hive	4	195,000	175,000		21 -24		3-6					18-21			
Intermediate Excel For Financial And Business Analysis	3	175,000	155,000				25-27		13-15		15-17				12-14
Comprehensive Training On Micro Soft PowerPoint	2	115,000	105,000		20-21		5-6				9-10				
Document Control and Records Management	3	175,000	155,000			28 -30				11-13				7-9	
Internet Marketing & Social Media Management Masterclass	2	115,000	105,000			15-16			6-7				25-26		
Cyber Security Essentials for Business	2	115,000	105,000		27-28										12-14
IT Auditing & IT Fraud Detection	3	175,000	155,000			7 - 9			13-15	24-26				28-30	
Microsoft Excel for Reporting and Business Analysis	3	175,000	155,000	17-19			18-20		19-21		1-3				4-6
Data Analysis and Visualization with Power BI	3	175,000	155,000		8-10			2-4				18-20			
Advanced Tableau Business Intelligence	3	175,000	155,000			14-16			26-28				10-12		
Microsoft Excel Business Intelligence	3	175,000	155,000				13-15		6-8	17-19				14-16	
Statistical Data Analysis with SPSS	3	175,000	155,000				11-13	9-11			15-17				
HR Data Analysis with Excel and Power BI	3	175,000	155,000				25-27		13-15	11-13				7-9	
Statistical Analysis in MS Excel	3	175,000	155,000			6 -8							16-18		5-7
Business Analytics with Excel	3	175,000	155,000		22-24			15-17				5-7			
Basic Tableau Business Intelligence	3	175,000	155,000	4-6			25-27		6-8		21-23				
Intermediate Tableau Business Intelligence	2	125,000	155,000		16-17			17-18				18-19			
Advanced Tableau Business Intelligence	3	175,000	155,000			28 -30			13-15				23-25		
Tableau Data Visualizations	3	175,000	155,000				18-20	9-11		4-6				20-22	



## 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
Power BI for Excel Users	3	175,000	155,000								15-17				
Power BI Advanced Analytics with R	3	175,000	155,000				11-13			25-27				21-23	
Intermediate Power BI for Data Analysis	3	175,000	155,000			14 - 16		23-25			1-3				12-14
Introduction to Python Programming	3	175,000	155,000		6-8					11-13				6-8	
Python Data Analysis with NumPy and Pandas	3	175,000	155,000	18-20					20-22				17-19		
Data Analysis Fundamentals Using Excel	3	175,000	155,000					2-4				26-28			12-14
Big Data Analytics with Microsoft R	3	175,000	155,000				25-27				8-10				
Project Analysis Tools & Techniques for Managing Risk & Uncertainty	3	175,000	155,000			4 - 6				4-6			24-26		4-6
Power BI Advanced Analytics with Python	3	175,000	155,000	24-26								5-7			
Service Management (ITIL)	3	175,000	155,000				3-5				15-17				
ITIL® Intermediate Continual Service Improvement 2011 Edition	3	175,000	155,000			13 - 16				11-13			24-26		25-27
ITIL® Intermediate Service Strategy 2011 Edition	3	175,000	155,000	25 - 27				29-31					24-26		
ITIL® Intermediate Service Design 2011 Edition	3	175,000	155,000					9-11	19-21						11-13
PRINCE2® Foundation	3	175,000	155,000			5 - 7				4-6				14-16	
Email Best Practices For Employees Training/Workshop	2	115,000	155,000			27-28			26-28						
Service Desk Manager Course	3	175,000	155,000				4-6		6-8	25-27			17-19		
Professional IT and Business Admin	3	175,000	155,000			20 - 23						26-28			
Professional Digital Marketing Certification Workshop	3	175,000	155,000				3-5		13-15						18-20
Professional Social Marketing Certification Workshop	3	175,000	155,000					22-24		25-27					
Installing and Configuring Windows Server 2016	3	175,000	155,000								29-31		24-26		
Networking with Windows Server 2016	3	175,000	155,000	11-13					6-8	11-13		12-14			
	3	175,000	155,000								15-17				4-6
Core Solutions of Skype for Business	3	175,000	155,000						13-15			5-7		6-8	
Programming in HTML5 with JavaScript and CSS3	3	175,000	155,000	16-18				2-4							
Database Administration Fundamentals (MsSQL Server)	3	175,000	155,000				25-28						10-12	14-16	
Querying Data with Transact-SQL	3	175,000	155,000						20-22				24-26		
Managing IT Project Effectively	3	175,000	155,000	On Demand											
Cloud Management & Security: Principles & Best Practice	3	175,000	155,000			5 - 7									5-7

*There are only two ways in which a manager can impact an employee's output: motivation and training. If you are not training, then you are neglecting half the job.*

*Commentary* \_\_\_\_\_ *- Andy Grove*

*If you are not training your employees, then you are neglecting half of your job. And when you neglect half of your job, you don't get the optimal results*

## CONTRACT MANAGEMENT

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

## 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
Fundamentals of Customer Service Workshop	2	125,000	105,000			29-30			27-28			19-20			
Customer Handling Skills for Call Centre Representatives	3	175,000	155,000			4-6				3-5				4-6	
Front Office Management & Customer Relation Skills	2	125,000	105,000		8-9			3-4			1-2				2-3
Advanced Customer Service Skills & Relationship Management	3	125,000	105,000			13-15			19-21				23-25		
Creating Positive Customer Experience & Service Culture	2	125,000	105,000	23-24				15-16				20-21			
Strategic Customer Servicing & Key Account Management	3	175,000	105,000			21-23			26-28				9-11		
Maximizing Customer Relationship	3	175,000	105,000			7-9			6-8				10-12		
Attaining Excellence in Customer Service Delivery	3	175,000	105,000		20-22					10-12				7-9	
Social Customer Service Management Masterclass	2	125,000	105,000			15-16			14-15			13-14			
Effective Customer Complaints Handling Skills	3	175,000	155,000			21-23				10-12				14-16	
Outbound Call Centre (Tele Sales Skills) Masterclass Training	2	125,000	105,000		13-14			17-18				4-5			
Customer Complaints System: A Tool for Customer Service Improvement	4	195,000	175,000			27-30			6-8				2-5		
Effective Telephone Skills and Customer Care Effectiveness	2	125,000	105,000	26-27		29-30						11-12			

# 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
Strategic Human Capital Management (Competitive Positioning Through HCM)	4	200,000	180,000		13-16			15-18		10-13			23-26		
Essential Competencies in Human Resource Management (Basic HRM Course)	3	175,000	155,000			1-3		16-18			29-31				
Effective HR Practice & People Management for Line Managers	3	175,000	155,000			13-15	25-27			18-20				21-23	
Developing Advanced Competencies in Human Resource Management	4	255,000	235,000			21-23			12-15				23-26		
e-HR Management: Modern Trends and Applications (Digital HR)	3	175,000	155,000		15-17	7-9		16-18				4-6			
Managing Organizational Productivity for Workplace Success	3	175,000	155,000				3-5			24-26			10-12		
Advanced Recruitment, Interviewing and Selection Skills	3	175,000	155,000		8-10	21-23			5-7				10-12		
Managing Expatriate Employment in Line With Nigeria Immigration Act 2015	3	175,000	155,000			13-15	25-27			4-6					12-14
Effective Compensation, Payroll Planning & Total Benefits Management	3	175,000	155,000		13-15						8-10			27-29	
Developing HR Competencies: Design, Development and Implementation	3	175,000	155,000	16-18				23-25		17-19			3-5		
Effective Employee Engagement and Motivation	3	175,000	155,000			28-30	18-20		26-28			26-28			
How to Write & Implement Human Resources Policies and Procedures	3	175,000	155,000		8-10					24-26				4-6	
Human Resources KPIs: Benchmarking HR Performance	3	175,000	155,000			28-30					7-9		3-5		
Mastering HR Data Analytics & Metrics	3	175,000	155,000			7-9		9-11				4-6			
Fundamentals of Effective Interviewing & Selection Skills	2	150,000	130,000		13-14			24-25			15-17	13-14		15-16	
Knowledge & Talent Management: How to Create an Effective Learning Organization	3	175,000	155,000				25-27		19-21				17-19		
Employee On-Boarding Program: Induction & Job Orientation Techniques	3	175,000	155,000			14-16				4-6					11-13
Managing Redundancy & Outplacement Effectively	3	175,000	155,000		13-15				26-28				17-19		
Performance Management & Appraisals Skills: Setting Objectives and Conducting Appraisals	3	115,000	155,000		8-10		25-27		6-8	18-20				13-15	
Understanding Labour Laws & Employee Relations (For HR Managers & Legal Advisers)	3	115,000	155,000			21-23					15-17				5-7
Managing Staff Grievance, Discipline & Dismissal At Workplace	3	115,000	155,000			7-9		15-17				19-21		20-22	
Certified Human Resource Professional (CHRP)	3	115,000	155,000	25-27				8-10				18-20			
Certified Compensation and Benefits Management Professional (CBMP)	3	135,000	155,000				11-13			17-19			17-19		
Certified Talent Acquisition Professional (CTAP)	3	135,000	155,000			28-30		29-31	6-8		15-17				
Certified Talent Management Professional (CTMP)	3	145,000	155,000				11-13			18-20			24-26		
Effective HR Planning & Due Diligence in Mergers & Acquisitions	3	145,000	155,000		22-24			15-17	13-15						
HR Business Partner: Roles, Responsibilities and Competencies	4	245,500	225,000	On-demand only											
Certified Organisational Development Professional (CODP)	3	175,000	155,000			14-16		16-18	26-28			12-14			



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## 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 &amp; Environment in the Workplace</i>	3	175,000	155,000				25-27			11-13					
<i>Work Place Fire Safety &amp; 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 &amp; 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	

## 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 &amp; 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 &amp; 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 &amp; 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 &amp; Entrepreneurship Master Class</i>	3	On Demand only	155,000			19-21									
<i>Effective Leadership &amp; 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 &amp; Best Practise</i>	3	175,000	155,000			13-15		16-18						14-16	
<i>Corporate Governance Principles &amp; 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

MANAGEMENT COURSES															
COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₦)	VIRTUAL CLASS FEE (₦)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Key Managerial Skills for New Managers and Supervisors	3	175,000	155,000			1-3			6-8						
Corporate Immigration Coordination and Management Services;	3	175,000	155,000	18-20				23-25					16-18	7-9	
Advanced Managerial Competence & Strategy Development	3	175,000	155,000		15-17					24-26					11-13
Managing Performance: Setting KPIs, Tracking Progress & Providing Feedback	4	200,000	180,000			6 - 8					14-17				4-7
Creative Problem Solving and Decision Making Techniques	3	175,000	155,000				4-6			17-19			24-26		
Developing Analytical Competence to Manage Operations	2	115,000	105,000		27-28			22-23			30-31				
Mastering Executive Negotiation Techniques and Strategies	3	175,000	155,000			7 - 9			20-22			12-14			
Assertiveness & Self-Confidence Masterclass	2	115,000	105,000		8-9			17-18						8-9	
Competitive Intelligence Master Class	5	250,000	230,000			26 -30			18-22				22-26		
Business Process Improvement (BPI) Training	3	180,000	160,000		22-24	14-16				4-6			3-5		
Lean Process Improvement Training	3	180,000	160,000								8-10				
Advanced Administrative Functions and Office Management	3	175,000	155,000					9-11				26-28			
Team Building Workshop: Developing Effective Workforce	3	175,000	155,000		15-17				6-8						
Management Skills for Secretaries and Administrative Professionals	3	175,000	155,000				24-26					4-6			
Leading Change & Creative Innovation Management	3	175,000	155,000			4 - 7				25-27				28-30	
Innovating Your Business- Rethinking Products and Services Success Strategies	3	175,000	155,000	24-26							8-10				5-7
The Executive/Personal Assistant Masterclass	3	175,000	155,000					9-11				25-27			
Becoming an Effective Supervisory Manager	3	175,000	155,000								29-31			7-9	
Advanced Supervisory & People Management Skills	3	175,000	155,000		15-17			2-4				11-13			
Leading with Agility & Resilience	3	175,000	155,000			7 - 9			6-8					4-6	
Effective Coaching & Counseling Skills	3	175,000	155,000								15-17		16-18		
How to Conduct Effective Meetings	3	175,000	155,000	18-20	21-23					11-13				7-9	
Senior Management Skills and Competence Development	3	175,000	155,000				10-13				22-24				
Essentials of Business Etiquette and Protocol	3	175,000	155,000			14-16			20-22			18-20			
Strategic Management Best Practice	4	200,000	180,000				24-27			24-27			16-19		
Driving Corporate Vision, Mission & Values Development Workshop	3	180,000	160,000		15 - 17				19-21				3-5		
Managerial Decision-Making and Problem-Solving	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			
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
Advanced Maintenance Management Workshop	3	175,000	155,000			28-30				11-13			17-19		
Effective Facility and Maintenance Management Best Practice	3	175,000	155,000		14-16									14-16	
Reliability Engineering Excellence Workshop		195,000	175,000	On Demand Only											
Facility Planning and Management	2	135,000	155,000			28-29						20-21			
Maintenance Planning, Scheduling and Control	3	175,000	155,000				18-20						16-18	4-6	

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## INTERNATIONAL COURSES AVAILABLE IN THE UK, UAE, USA, SINGAPORE, & KENYA

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 &amp; Planning- CPD ENDORSED</i>	5	6,500	Classroom	<b>Mar-2024</b>											
<i>Corporate Governance &amp; Effective Leadership</i>	5	6,500	Classroom												
<i>Total Quality Management</i>	4	5,800	Classroom												
<i>Leading &amp; 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 &amp; Powerful Communication Skills</i>	5	6,500	Classroom	<b>Jun-2024</b>											
<i>Advanced Financial Accounting &amp; Reporting</i>	5	6,500	Classroom												
<i>Managerial Problem-Solving &amp; 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	<b>Sep-2024</b>											
<i>Service Quality Competency &amp; Customer Satisfaction</i>	4	5,800	Classroom												
<i>Management Skills for New Managers &amp; Supervisors</i>	5	6,500	Classroom												
<i>Certified PKIs Professionals &amp; Practitioner</i>	5	6,500	Classroom												
<i>Executive &amp; 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 &amp; Planning</i>	5	6,500	Classroom	<b>Dec-2024</b>											
<i>Creative Thinking &amp; Innovation Workshop</i>	4	5,800	Classroom												
<i>Developing Leadership Performance</i>	5	6,500	Classroom												
<i>Managing Multiple Tasks, Priorities &amp; 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	<b>Schedules to be sent to interested participants</b>											
<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 &amp; The Art of Politicking</i>	10	7,500	Classroom												
<i>Effective Tax Management System &amp; Implementation</i>	10	7,500	Classroom												
<i>Effective Administrative of Local Government Affairs</i>	10	7,500	Classroom												
<i>Corporate Legislative Practice</i>	10	7,500	Classroom												
<i>Budget Preparation, Allocation &amp; Control</i>	10	7,500	Classroom												
<i>Advanced Project Monitoring &amp; Evaluation for Peak Performance</i>	10	7,500	Classroom												



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## 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	
Emergency Response Management in the Oil & Gas Industry	5	250,000	230,000			26 - 30				8 - 12			15 - 19		
Exploration and Production Fundamentals: Basic Petroleum Technology	5	250,000	230,000				9 -13								3 - 7
Corrosion Management in the Oil & Gas Industry	5	250,000	230,000		13 -17	12 -16							15 - 19		
Petroleum Projects Economics and Risk Analysis	5	250,000	230,000								20 -24				
Floating Production Storage and Offloading (FPSO)	5	250,000	230,000		6 - 10				17 -21						
Integrated Production Modelling (IPM)	4	230,000	210,000		20 -24					2 - 6					
Competency Excellence for Supervisory Excellence Maintenance Professionals	5	250,000	230,000				8 -12				6 - 10				
Flare Gas Monetization and Commercialization	5	250,000	230,000			18 - 22						9 - 13			
Oil & Gas Procurement and Supply Chain Management	5	250,000	230,000		13 -17					23 -27					
Transportation of Dangerous Goods	5	250,000	230,000	15 -19				13 -17							
Integrated Reservoir Modelling	5	250,000	230,000				16 -29							11 -15	
Project Management for Non-Project Professionals	5	250,000	230,000		20 -24							16 -20			
Safe Handling, Storage and Transportation of Crude Oil and Petroleum Products	5	250,000	230,000			25 - 29				9 - 13					
Gas Explosion and Other Hazards of LNG Facilities	5	250,000	230,000					13 - 17					25 -29		
Managing Petroleum Refinery Operations	5	250,000	230,000			26 - 30					5 - 9				
Oil & Gas Business Management: Understanding International Best Practices	5	250,000	230,000	23 -27					18 -22						10 -14
Renewable Energy and Sustainability	5	250,000	230,000												
Managing Oil Production and Processing Facilities	5	250,000	230,000												

## 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
Advanced Microsoft Excel Skills	3	175,000	155,000		13-15									7-9	
Personal Effectiveness and Business Mastery	2	125,000	105,000			29-30				10-11		13-14	4-5		
Effective Business Report Writing and Presentation Skills	2	125,000	105,000		8-9			3-4							
Effective Executive Negotiation Skills & Techniques	3	175,000	155,000					15-17	6-8		7-9			28-30	5-7
Advance Microsoft Power Point & Presentation for Sales/Marketing Executives	3	175,000	155,000			14-16				11-13			24-26		
Interpersonal Relations and Conflict Management	3	175,000	155,000		13-14			16-18	13-15						
Poise and Powerful Public Speaking Training	3	175,000	155,000			29-30								14-16	
Advanced & Technical Report Writing	3	175,000	155,000		15-17		25-27	9-11					17-19		
Effective Stress & Time Management in the Workplace	3	175,000	155,000			29-30			19-21					28-30	
The Art of Effective Business Presentations Delivery	3	175,000	155,000		20-22					24-26		26-28		4-6	
Emotional Intelligence for Workplace Success	2	125,000	105,000	16-17		15-16				26-27			24-25		
Advanced MS Excel for Professional Use	3	125,000	105,000		27-28		18-19							14-16	
Advanced MS PowerPoint for Professional Use	2	125,000	105,000		16-17		5-6		5-6		30-31	12-14			
Improved Communication Skills for Secretaries/PA	2	125,000	105,000			27-28				17-18			24-25	8-9	
Developing Assertiveness Skills & Self Confidence	2	125,000	105,000			13-14						12-14	24-25		
Business & Corporate Etiquettes	3	125,000	105,000			22-23				11-13	2-3				
Effective Communication Skills Development	2	125,000	105,000			21-22	19-20								
Creative Thinking and Innovation Techniques	2	145,000	125,000		27-28			22-23							2-3
Emotional Intelligence: Strategies for Success in NGOs Management	2	135,000	115,000		8-9			17-18						8-9	
Entrepreneurship Development Workshop: Be Your Own Boss	3	175,000	155,000		13-15			23-25			28-30	19-21			
Personal Productivity & Development Program	2	125,000	105,000			28-29	24-25			5-6					
Business Mastery & Personality Development Program	2	125,000	105,000					22-23				5-6	17-19	13-15	
Mastering Public Speaking & Presentation Skills	2	125,000	105,000						14-15	26-27				21-22	
Telephone Behavior & Office Etiquette	2	125,000	105,000			27-28						20-21			
Becoming An Effective Negotiator	2	125,000	105,000			29-30		3-4		12-13	16-17			15-16	
Work-Life Balance: Maximizing Productivity and Quality of Life	3	155,000	135,000		2-3				21-22			13-14	24-25		

“

*For the best return on your money, pour your purse into your head.*

*- Benjamin Franklin*

**Commentary**

*Knowledge is power. Applied knowledge is a superpower. Spend money to develop yourself, and you will reap the return of super knowledge above your peers.*

”



# 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
Advance Strategic Management for Competitive Positioning	4	200,000	180,000			20-23				3-6	21-24			6-9	
Developing Senior Management Capacity & Strategy Development	4	200,000	180,000				17-20								
Strategy Management Master Class	4	200,000	180,000					15-18						27-30	
Strategic Procurement & Outsourcing Management	5	250,000	230,000			12-16			4-8	11-13					
Advanced Strategic Brand Development and Management	4	200,000	180,000				10-13					19-21	10-12		
Strategic Contract Management Principles & Practice	3	180,000	16,000			4-6			12-14			4-6			
Strategic Planning & Execution BootCamp	3	200,000	16,000			13-15				4-6			17-19		
Managing Contractors and Supplier: Effective Contract Management & Negotiation Skills	3	180,000	160,000			7-9		2-4		25-27	15-17				12-14
Advanced Operations Management for Executive Secretaries and PAs	3	180,000	160,000		7-9				19-21						
Operations Management for Competitive Advantage	3	180,000	160,000			21-23								21-23	
Strategic Business Intelligence and Data Mining	4	200,000	180,000			13-15	17-20		26-29	24-27		11-14			
Strategic Marketing Management Practice for Business Growth	3	180,000	160,000		7-9		18-20						10-12		
Strategic Fleet & Transport Management	3	180,000	160,000		14-16					11-13	29-31				
Business Continuity Planning and Crisis Management	4	200,000	180,000			27-30		1-4				18-21			
Corporate Entrepreneurship: Creating Business Opportunities from Existing Capabilities	4	200,000	180,000						12-15				23-26		
Corporate Strategies and Value Innovation Masterclass	3	180,000	160,000			20-22								20-22	
Strategic Thinking and Planning Masterclass	4	200,000	180,000			6-8		22-25			15-17		2-5		
Blue Ocean Strategy Masterclass	4	200,000	180,000						26-29				16-19		
Mastering Balanced Scorecard: Achieving Performance Excellence	3	180,000	160,000			14-16		29-31						7-9	
Creative Thinking & Innovation Techniques	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
Events & Conferences Management	On De	220,000	200000	On Demand only											
Effective Business Etiquette and Protocol	3	175,000	155,000							3-5	15-17		24-26		
Public Relations and Media Management Skills	3	175,000	155,000			13-15								14-16	
Certified Public Relations Professional (CPRP)	3	175,000	155,000		6-8	27-29			19-21						
Corporate Social Responsibility: Planning & Execution	3	175,000	155,000							24-26					
Effective Crisis Communication & Management Skills	2	180,000	155,000		13-14			9-10		17-19				4-6	
Advanced Digital Marketing Management	3	175,000	155,000			14-16			6-8				3-5		
Effective Public Relations Campaigns: From Planning to Execution	3	175,000	155,000					22-24		4-6				14-16	

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	
Certificate in Advanced Project Management	3	175,000	155,000			14-16	11-13									
Essential Project Management Skills	3	175,000	155,000		21-23					4-6		12-14				
Projects Management Workshop Using Microsoft Project	3	175,000	155,000					23-25			15-17			13-15		
Preparation for Project Management Professional (PMP® Certification Course):	3	175,000	155,000				25-27			25-27			10-12	21-23		
Applied Project Control & Cost Management	3	175,000	155,000		15 - 17	6 - 8			20-22				24-26			
Establishing and Managing the Project Management Office (PMO)	3	175,000	155,000	On Demand only												
Managing Project Stakeholders	3	175,000	155,000			13 -15				18-20						
Project Management for Contract Professional	3	175,000	155,000		15-17	26 - 28			6-8				16-18			
Prince 2® Project Management Skills	3	175,000	155,000			28-30			13-15			19-21				
Project Risk Management	3	175,000	155,000		8-10					4-6	1-3			14-16		
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	
Certificate in Purchasing & Procurement Management	3	175,000	155,000		22 - 24					17-19			24-26			
Certificate in Supply Chain & Logistics Management	3	175,000	155,000			4-6			26-28					7-9		
Corporate Drivers' Defensive Driving Training Skills	2	115,000	105,000				18-19			24-25			4-5			
Procurement Planning, Specifications & Tender Management	3	175,000	155,000				25-27				8-10					
Inventory, Logistics and Distributions Management	3	175,000	155,000		15 -17					3-5						
Corporate Travels and Protocol Management	3	175,000	155,000					2-4					24-26			
Certificate in Logistics Management	3	175,000	155,000					23-25			8-10			7-9		
Developing Purchasing Policies, Processes & SLAs	3	180,000	155,000			7-9			19-21	24-26		19-21				
Certificate in Supply Chain Risk Management	3	175,000	155,000				11-13			17-19						
Materials and Supply Chain Management	3	175,000	155,000				11-13							13-15		
Negotiation Strategies for Better Purchasing Value	3	175,000	155,000		15-17			16-18		4-6	15-17		3-5	21-23		
Strategic Logistics & Supply Chain Management	3	175,000	155,000				25-27							21-23		
Production Management and Material Requirement Planning	3	175,000	155,000			6-8			13-15			26-28				
Purchasing Management and Cost Saving Techniques	3	175,000	155,000				25-27				21-23					
Corporate Immigration Coordination & Protocol Management	3	175,000	155,000				18-20									
Effective Fleet and Transport Management	3	175,000	155,000		22-24			16-18		25-27		11-13				
Fundamentals of Best -Practice & Cost-Effective Procurement Management	3	175,000	155,000	18-20			3-5				22-24		17-19			
Executive Course in Procurement & Supply Chain Management (PSCM)	3	175,000	155,000				11-13				14-16			14-16		



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## QUALITY & PRODUCTION MANAGEMENT TRAINING

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (N)	VIRTUAL CLASS FEE (N)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Improving Productivity through Quality and Cost Reduction	3	175,000	155,000	24-26				16-18						28-30	
Lean Principles Practitioner Course	2	135,000	120,000				5-6				23-24				11-12
Lean Six Sigma Green Belt Training	3	175,000	155,000			14-16				11-13		5-7	24-26		
Process Management: Mapping and Improvement	3	175,000	155,000	25-27	14-16			2-4			21-23		3-5		
QMS Auditor Programs	3	185,000	165,000				25-27			4-6					
The Internal Consultant: Fundamental Consulting Skills	3	185,000	165,000			27-29								6-8	
Total Quality Management (TQM): Tool Box for Continual Improvement	3	175,000	155,000		21-23		4-6			3-5			24-26		
Quality Assurance and Quality Control using ISO 9001:2015	2	185,000	165,000			27-28			6-7						
Understanding and Implementing Six Sigma	3	175,000	155,000		21-23			9-11			7-9			13-15	
Certified Quality Management Professional	2	115,000	105,000			29-30						4-5			
Attaining Excellence in Good Manufacturing Practices (GMP)	Available On Demand		155,000												
Strategic Quality Management	Available On Demand		155,000												
Optimizing Efficiency & Productivity in Manufacturing	3	175,000	155,000			14-16			19-21			19-21			
Advanced Process Management: Advanced Process Mapping & Improvement	3	175,000	155,000		14-16				19-21						
Workshop on Advanced Strategic Quality Management	3	175,000	155,000	16-18				9-11					24-26		
Workshop on Waste Reduction in Manufacturing Environment	3	175,000	155,000	18-20						11-13					
Workshop on Strategy for Operational Excellence Using Lean Principle	3	175,000	155,000			4-6					22-24			28-30	
Workshop on Simplification of Processes and Procedures	3	175,000	155,000	23-25		27-29						18-20			
Effective Production Supervision for Optimal Output	3	175,000	155,000		15-17			2-4		24-26					
Workshop on Production and Operations Management	3	175,000	155,000		21-23		25-27					5-7			
Workshop on Poor Quality and Waste Reduction Techniques	3.00	175,000	155,000	11-13						11-13					

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
Professional Selling Skills and Strategies	3	175,000	155,000	25 -27		28-30	11-13		12-14				16-18		
Managing Sales Team for Effective Results	3	175,000	155,000			28-30					1-3	12-14	17-19		
Advanced Selling Skills & Strategies for Senior Professionals/Manager	3	175,000	155,000		15 -17					25-27					
Key Account Management Skills & Strategies	3	175,000	155,000										23-25		
The Strategic Marketing Plan	3	175,000	155,000			14-16		29-31		11-13					
The Art of Closing the Sales	2	175,000	155,000		21-23		19-20	9-11			8-10		10-12		13-14
Actionable Selling Skills: Tools and Techniques	3	175,000	155,000	4-6										7-9	5-7
Certified Brand Manager Course	3	175,000	155,000			14-16				25-27				7-9	
Marketing Management Appreciation Course	3	175,000	155,000		15 -17	8-10					15-17		24-26		
How to Find And Win New Business	3	175,000	155,000			6-8						26-28		28-30	
Essential Marketing Strategy Development for Managers	3	175,000	155,000						14-15				2-4		
Effective Trade Marketing & Distribution Strategies	3	175,000	155,000			29-31		22-24			1-3				
Marketing Financial Services	3	175,000	155,000			26-28						12-14		14-16	
Strategic Marketing Management Practice	3	175,000	155,000	18-20	8-10		25-27						17-19		
Strategies and Tactics for Selling to Key Decision Makers and Winning Complex Deals	3	175,000	155,000						19-21			12-14			
<b>Sales BootCamp Conference</b>	2	Annual Event	155,000												
Marketing Communication and Brand Management	3	175,000	155,000				18-20	2-4							
Strategic Selling and Sales Territory Management	3	175,000	155,000	24-26							29-31		23-25	14-16	
Aggressive Market Penetration Strategies	3	175,000	155,000		21-23					24-26					
Strategic Sales & Channel Development	3	175,000	155,000				11-13			17-19		19-21		7-9	
Essential Digital Marketing Strategies for Business	3	175,000	155,000	25 -27		4-6							17-19		
Advanced Digital Marketing Certification Course	3	175,000	155,000	25-27			25-27			4-6		5-7			
Managing your Media (Advertising) Effectively	3	175,000	155,000					15-17							
Product Launch and Management	3	175,000	155,000		13-15				13-15			19-21			
Effective Social Media Marketing	2	155,000	135,000	30-31		14-16					23-24			7-9	
Retail Sales Skills & Personal Effectiveness Skills	3	175,000	155,000									12-14			
Selling and Marketing Financial Services	3	175,000	155,000		1-3		18-20			25-27	22-24				
Effective Tele-Sales & Marketing Skills	3	175,000	155,000			13-15							16-18	13-15	
Van Salesmanship & Merchandising Skills	2	155,000	135,000		13-14		11-13		14-15					21-23	
Advanced Key Account Management and Business Development	3	175,000	155,000						19-21		22-24			7-9	
Creative Retail Selling and Visual Merchandising	3	175,000	155,000	18-20											
Customer Relationship Management: CRM Strategic Roadmap	3	175,000	155,000			12-14			26-28				2-4		
Developing Effective Distribution Channels: Optimizing Market Penetration	3	175,000	155,000						6-8		15-17	19-21		27-29	

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## 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
FMCG Selling: Effective Skills & Strategies for Market Penetration	3	175,000	155,000		7-9					11-13					
Internet Marketing and Social Media Management (planning & implementations)	3	145,000	125,000	24-26		14-16			13-15				24-26		
Managing Distributors & Sales People Effectively	3	175,000	155,000							3-5				21-23	

## 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
Training Needs Analysis (TNA) and Methods Workshop	3	180,000	160,000		22-24						1-3	19-21			
e-Learning Workshop: A New Training & Development Approach	2	115,000	105,000			14-16	17-18		6-8						
Succession Planning and Mentoring Workshop	2	125,000	105,000		8-9			16-17		25-27			17-19		
Managing and Coordinating In-House Training Proactively	2	125,000	105,000			15-16			13-15						
Train the Trainer: From Design to Delivery	On Demand Only										8-10			7-9	
Certified Instructional Design Practitioner	3	185,000	165,000			6-8							24-26		
Certified Training and Development Professional	3	180,000	160,000		14-16	13-15									
Identifying Training Needs and Evaluating Training	3	180,000	160,000			8-10					15-17			13-15	
Effective Learning and Development: Tools and Strategies	3	175,000	155,000		13-15	7-9		2-4				12-14		21-23	
Managing your Internal Training Academy	3	175,000	155,000		1-3	20-22				11-13			17-19		
Measuring ROI of Training	Available on Demand														
Mastering Public Speaking & Presentation Skills	3	175,000	155,000				18-20		19-21			19-21			
Certified Training Manager	3	175,000	155,000					9-11							4-6
Developing and Implementing Structured On-The-Job Training Programme	3	175,000	155,000			28-30				24-26					

## SCRUM AGILE

COURSE TITLES	DAY(S)	CLASSROOM COURSE FEE (₦)	VIRTUAL CLASS FEE (₦)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Agile Scrum Master	3	175,000	155,000			20-22			13-15				17-19		
Agile Business Leader	3	175,000	155,000			12-14		16-18			22-24				
The Agile Manager/Supervisor	3	175,000	155,000					29-31					17-19		5-7
Scrum Agile Framework for Business Executives	3	175,000	155,000				4-6				28-30			21-23	
The Agile HR Professional	3	175,000	155,000				25-27			11-13					5-7
Scrum Agile Coach	3	175,000	155,000		8-10				13-15				24-26		
Understanding and Executing the Scrum Agile Framework	3	175,000	155,000			27-29				25-27		12-14			

## 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 &amp; 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 &amp; 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 &amp; 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			



# Unleashing Potential Through Strategic Training Excellence.



# 2024

## ABUJA & PORT HARCOURT

*Selected Training Courses*

PUBLIC RELATIONS & MEDIA MANAGEMENT COURSES														
COURSE TITLES	DAY(S)	COURSE FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Events & Conferences Management		250,000	On Demand only											
Effective Business Etiquette and Protocol	3	195,000							3-5	15-17		24-26		
Public Relations and Media Management Skills	3	210,000			13-15								14-16	
Certified Public Relations Professional (CPRP)	3	210,000		6-8	27-29			19-21						
Corporate Social Responsibility: Planning & Execution	3	195,000							24-26					
Effective Crisis Communication & Management Skills	2	180,000		13-14			9-10		17-19				4-6	
Advanced Digital Marketing Management	3	195,000			14-16			6-8				3-5	ibbbvvvv	
Effective Public Relations Campaigns: From Planning to Execution	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
Advance Strategic Management for Competitive Positioning	4	200,000			20-23				3-6	21-24			6-9	
Developing Senior Management Capacity & Strategy Development	4	200,000				17-20								
Strategy Management Master Class	4	200,000					15-18						27-30	
Strategic Procurement & Outsourcing Management	5	250,000			12-16			4-8	11-13					
Advanced Strategic Brand Development and Management	4	200,000				10-13					19-21	10-12		
Strategic Contract Management Principles & Practice	3	180,000			4-6			12-14			4-6			
Strategic Planning & Execution BootCamp	3	200,000			13-15				4-6			17-19		
Managing Contractors and Supplier: Effective Contract Management & Negotiation Skills	3	180,000			7-9		2-4		25-27	15-17				12-14
Advanced Operations Management for Executive Secretaries and PAs	3	180,000		7-9				19-21						
Operations Management for Competitive Advantage	3	180,000			21-23								21-23	
Strategic Business Intelligence and Data Mining	4	200,000			12-15	17-20		26-29	24-27		11-14			
Strategic Marketing Management Practice for Business Growth	3	180,000		7-9		18-20						10-12		
Strategic Fleet & Transport Management	3	180,000		14-16					11-13	29-31				
Business Continuity Planning and Crisis Management	4	200,000			27-30		1-4				18-21			
Corporate Entrepreneurship: Creating Business Opportunities from Existing Capabilities	4	200,000						12-15				23-26		
Corporate Strategies and Value Innovation Masterclass	3	180,000			20-22								20-22	
Strategic Thinking and Planning Masterclass	4	200,000			5-8		22-25			14-17		2 - 5		
Blue Ocean Strategy Masterclass	4	200,000						26-29				16-19		
Mastering Balanced Scorecard: Achieving Performance Excellence	3	180,000			14-16		29-31						7-9	
Creative Thinking & Innovation Techniques	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 &amp; Strategies for Senior Professionals/Manager</i>	3	175,000		15 -17					25-27					
<i>Key Account Management Skills &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; Entrepreneurship Master Class</i>	3	195,000			19-21									
<i>Effective Leadership &amp; 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 &amp; Best Practise</i>	3	195,000			13-15		16-18						14-16	
<i>Corporate Governance Principles &amp; 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
Certificate in Purchasing & Procurement Management	3	195,000		22 - 24					17-19			24-26		
Certificate in Supply Chain & Logistics Management	3	195,000			4-6			26-28					7-9	
Corporate Drivers' Defensive Driving Training Skills	3	195,000				18-19			24-25			4-5		
Procurement Planning, Specifications & Tender Management	3	195,000				25-27				8-10				
Inventory, Logistics and Distributions Management	3	195,000		15 -17					3-5					
Corporate Travels and Protocol Management	3	195,000					2-4					24-26		
Certificate in Logistics Management	3	195,000					23-25			8-10			7-9	
Developing Purchasing Policies, Processes & SLAs	3	195,000			7-9			19-21	24-26		19-21			
Certificate in Supply Chain Risk Management	3	195,000				11-13			17-19					
Materials and Supply Chain Management	3	195,000				11-13							13-15	
Negotiation Strategies for Better Purchasing Value	3	195,000		15-17			16-18		4-6	15-17		3-5	21-23	
Strategic Logistics & Supply Chain Management	4	200,000				24-27							20-23	
Production Management and Material Requirement Planning	3	195,000			6-8			13-15			26-28			
Purchasing Management and Cost Saving Techniques	3	195,000				25-27				21-23				
Corporate Immigration Coordination & Protocol Management	3	195,000				18-20								
Effective Fleet and Transport Management	3	195,000		22-24			16-18		25-27		11-13			
Fundamentals of Best -Practice & Cost-Effective Procurement Management	3	195,000	18-20			3-5				22-24		17-19		
Executive Course in Procurement & Supply Chain Management (PSCM)	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
Contract Administration: Understanding and Implementing Contractual Obligations	4	210,000			12-15				10-13	7 - 10			19 - 22	
Effective Contract Preparation & Execution	3	195,000		13-15			2-4					10-12		
Certificate in Contract Bidding, Tender and Proposal Administration - Specialization in Oil, Gas, Energy and Government Contracts	3	210,000				25-27				28-30			7-9	
Managing Contractual Claims Effectively	3	195,000			5-7				4-6		12-14			
Successful Contract Negotiation Strategies	3	195,000			5-7				25-27				7-9	
Project Management for Contract Professional	3	195,000		22-24				6-8				17-19		
Tendering Procedures and Bid evaluation	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 &amp; 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 &amp; 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 &amp; 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 &amp; Strategy Development</i>	3	210,000		15-17					24-26					11-13
<i>Managing Performance: Setting KPIs, Tracking Progress &amp; 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 &amp; 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	
Strategic Thinking & Planning Masterclass- CPD ENDORSED	5	6,500	Schedules to be sent to interested participants												
Corporate Governance & Effective Leadership	5	6,500													
Total Quality Management	4	5,800													
Leading & Managing Change for Business Success	5	6,500													
Developing Leadership & Powerful Communication Skills	5	6,500													
Advanced Financial Accounting & Reporting	5	6,500													
Managerial Problem-Solving & Decision Making	5	6,500													
Senior Management Skills for Middle Manager	5	6,500													
Effective Corporate Communications Practice	5	6,500													
High Performance Leadership Management	5	6,500													
Service Quality Competency & Customer Satisfaction	4	5,800													
Management Skills for New Managers & Supervisors	5	6,500													
Certified PKIs Professionals & Practitioner	5	6,500													
Executive & Personal Assistant Masterclass for Senior Professionals	5	6,500													
Finance for Non-Finance Managers	5	6,500													
Marketing Strategies & Planning	5	6,500													
Creative Thinking & Innovation Workshop	5	5,800													
Developing Leadership Performance	5	6,500													
Government Policies planning and Implementation	10	6,800	Schedules to be sent to interested participants												
National Security and Intelligence	10	7,500													
Maximising Human Resources in the Public Sector	10	6,500													
Public Governance & The Art of Politicking	10	7,500													
Effective Tax Management System & Implementation	10	7,500													
Effective Administrative of Local Government Affairs	10	7,500													
Corporate Legislative Practice	10	7,500													
Budget Preparation, Allocation & Control	10	7,500													
Advanced Project Monitoring & Evaluation for Peak Per	10	7,500													



# SALES BOOTCAMP NIGERIA

## *Developing Sales Professionals with New Strategies For Growth*

Sales Bootcamp Nigeria™ is a Sales training academy focused on the promotion of industries productivity developing capacity of Salespeople. It seeks to achieve this by enabling sales performance through a consistent development of sales professional. Sales Bootcamp bring you topical issues that affect sales performance in your organization, trains and develop your sales force in practical skills needed to succeed in selling. It is a program designed and tailored for all level of sales professionals.

### 1 Sales BootCamp Academy

Sales BootCamp Academy is a sales training which combined over 100 Sales courses and with experts and industries leaders in Sales Development, Marketing and Brand Management to deliver top-notch Sales Training to our Clients

### 2 Sales BootCamp Conference

Sales BootCamp Conference is a Annual Sales Training intervention program from the stable of **McTimothy Associates Consulting LLC**. It is a Social Enterprise initiative designed to help companies in Nigeria to achieve their business growth imperatives through effective and impressive Sales Performance annually. The conference usually take place at the first quarter of the year to prepare sales professionals ahead.



For Booking and Registration  
contact *Sales BootCamp  
Training Academy*

www

<https://salesbootcamp.ng>



[training@mctimothyassociates.com](mailto:training@mctimothyassociates.com)



08058805333  
09080022449

COURSE TITLES	DAY(S)	COURSE FEE (₹)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Professional Selling Skills and Strategies	3	125,000				3-4		27-28			6-7			
Managing Sales Team for Effective Results	3	125,000		2-3			3-4			23-24				
Advanced Selling Skills & Strategies for Senior Professionals/Manager	3	125,000				26-27			4-5			11-12		
Key Account Management Skills & Strategies	2	115,000		8-10			17-18					11-12		
The Strategic Marketing Plan	3	135,000				25-27			11-13		19-21			
The Art of Closing the Sales	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	
<b>Sales BootCamp Conference</b>	<b>2</b>	Annual Event And Aailable on Demand												
Marketing Communication and Brand Management	3	165,000		22-24			23-25			22-24				
Strategic Selling and Sales Territory Management	2	125,000				19-20			25-26			4-5		
Aggressive Market Penetration Strategies	3	165,000			21-23			3-5			12-14			
Strategic Sales & Channel Development	2	125,000					24-25			9-10			14-15	
Essential Digital Marketing Strategies for Business	2	125,000		23-24				21-22				3-4		
Advanced Digital Marketing Masterclass	3	165,000				11-13			25-27		19-21			
Managing your Media (Advertising) Effectively	3	175,000			14-16			13-15					21-23	
Product Launch and Management	3	165,000				4-6			11-13		4-7			
Effective Social Media Marketing	2	125,000			22-23					9-10			15-16	
Retail Sales Skills & Personal Effectiveness Skills	2	125,000				12-13		7-8						
Selling and Marketing Financial Services	2	125,000		9-10			23-24			29-30				
Effective Tele-Sales & Marketing Skills	2	125,000			14-16				4-5			11-12		
Van Salesmanship & Merchandising Skills	2	135,000				18-20		7-8			2-3			
Advanced Key Account Management and Business Development	3	165,000					9-11			15-17			28-30	
Creative Retail Selling and Visual Merchandising	3	165,000				18-20		13-15			12-14			
Developing Effective Distribution Channels: Optimizing Market Penetration	3	155,000				4-6				22-24			4-6	
FMCG Selling: Effective Skills & Strategies for Market Penetration	2	125,000		16-17			16-18				20-21			
Internet Marketing and Social Media Management (planning & implementations)	2	125,000			22-23			7-8				18-19		
Managing Distributors & Sales People Effectively	2	125,000				11-13			26-27				4-5	

# Training Terms And Conditions

McTimothy Associates Consulting LLC limits the provision of its capacity /training and development services to employees of corporations, partnerships, businesses and government organisations who are either self-sponsored or sponsored by their respective organisations. This terms and conditions is between either parties registering for any of our training courses at any given time.

## GUARANTEE OF QUALITY:

Our Guarantee of Quality provides our customers with the opportunity to pre-register and pay 100% to attend the course of their choice, except otherwise expressly agreed. If a customer sends us a written notice of dissatisfaction with a course within five (5) days of the course, the customer will have the option of retaking the course at no charge, or receiving a full refund of any course tuition fees paid, provided a satisfactory reasons of non-satisfaction is received from the customer.

## TERMS FOR PUBLIC COURSES

### COURSE FEE:

The course/tuition fee is due and payable within thirty (30) days of the course enrolment start date or immediately the customer enrolled for them. The course tuition fee includes tuition /training fee, soft/downloadable course materials, teabreak and lunch break, the use of internet with your personal computers (where applicable) and Certification. The course/tuition fee does not include accommodation, travel or any other expenses that may be incurred by our customers.

## TRAINING REGISTRATION & PAYMENT TERMS

All our training courses are pre-registration event. An intending participant or the nominating party needs to register online via our website at [www.mctimothyassociates.com](http://www.mctimothyassociates.com) by clicking Register Now button. Thereafter, you may proceed to make your payment into our Corporate Bank Account details received with the invoice. All course fees stated for each course covers tuition, course materials, tea break and lunch but are exclusive of VAT. Booking are said to be confirmed only when payment of course fee is made. All payments, whether cheques/checks, Bank deposit or online transfer are to be made in favour of McTimothy Associates.

## CANCELLATION/TRANSFER & REFUND POLICY:

Cancellations or transfers may be made without any penalty no later than two weeks before the course start date. If a customer transfers to another course or to another candidate prior to two weeks before the start date 100% of any prepaid tuition/course fees will be applied toward the fee for the subsequent course. If you need to cancel your registration for any course already paid for, please notify us by sending e-mail to: [training@mctimothyassociates.com](mailto:training@mctimothyassociates.com) at least five (5) business days before the date of the course. You can utilise the amount paid for any other course or for the same course at another date. Refund fees paid will be made but less 10% administrative charge if notification is received in advance according to the above specific days. No refund will be made for no-show situation.



## TERMS FOR ON-SITE COURSES

The course tuition fee for on-site/in-house (in-plant) courses is due and payable within thirty (20) days before the course start date. We do not impose any penalty if the customer notifies us in writing of the need to cancel or reschedule an onsite/in-house course at least one week before the scheduled start date of the course. Any on-site/in-house course cancelled or rescheduled by our customer on the day of the training is subject to a 5% cancellation/rescheduling fee.

## TERMS FOR ALL COURSES

### COURSE POSTPONEMENTS:

Occasionally, McTimothy Associates Consulting LLC may need to change a course location, course date, or postpone a course till another date. We will try to give the customer as much notice as possible of any such change. If the customer is unable to attend the course at the revised location or date, we will credit 100% of any prepaid course/tuition fees paid against a future course or, if requested, refund those fees. McTimothy Associates Consulting LLC will not be liable for any other costs incurred including (for example) travel charges or any consequential damages, even if we were advised of them. Changes in course locations, course dates, or postponement of courses seldom happens and will not extend unreasonably.

### Applicable Discount

Group/Team discount for members from same company attract 10% discount for 5 or more people, 3 or 4 people attract 5% discount. Feedback and Complaints McTimothy Associates actively believes in continuous improvement. To this effect, we welcome feedback related to our people, products/services or processes. If you have comments and/or suggestions which will ultimately help us improve in any way, please write to us on [info@mctimothyassociates.com](mailto:info@mctimothyassociates.com) and we commit to respond to you within 2 business days – at the most.

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# SOME OF OUR CORPORATE CLIENTS



Call Us Now

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