



[www.mctimothyassociates.com](http://www.mctimothyassociates.com)

DRIVING  
GROWTH.  
BUILDING  
CHAMPIONS.  
DELIVERING  
RESULTS.



2026

training calendar/brochure



Accredited  
Provider

[www.mctimothyassociates.com](http://www.mctimothyassociates.com)

# WHO WE ARE?

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 brochure does not represent the full courses we run. You can therefore request for specific training from our academy anytime. All courses can be requested as in-plant (in-house) fully customized or open workshop

## OUR SERVICE

### 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 drawn 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.

### Service 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.

# 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  
Institute



American Institute of  
Extended Studies?



Central Board of  
Education Canada



Conseil Central de  
Education Canada

# ENTERPRISE LEARNING SOLUTIONS

DEVELOPED BY  
**FIRST-CLASS**  
**CORPORATE TRAINING**  
**PROVIDERS**

*Get started with 5 Easy Steps*



#### Search for Course

Search for Course you desire you take



#### Choose Course

Choose course, read through the course details and add to cart



#### Checkout, Register & Pay

Proceed to checkout, register (or login if you already have an account) and pay online.



#### 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



## 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.

## 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

# OUR EXPERTISE:

## WORKFORCE MANAGEMENT

### LEARNING & DEVELOPMENT

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

- 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

## SOME CORPORATE CLIENTS



Heirs Holdings





# HOW WE DO IT

***Learning and Development  
at its Best!***

## OUR SPECIALIZATION:

- **Corporate Training**
- **Class-Room Courses**
- **Live Virtual Classes**
- **McTimothy E-Learning**
- **Customize Training**
- **Management Retreat**
- **Sales BootCamp Training**
- **Executive Education™**
- **Global Learning**

## CONNECT WITH US:

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9B, Ololade Odeyemi Close,  
Anthony Village, Lagos.

**Every Professional Needs Training.....**

- ELUCHIE AMAH

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# UNLEASHING POTENTIAL THROUGH STRATEGIC TRAINING EXCELLENCE

**McTimothy**<sup>TM</sup>  
ASSOCIATES



**2026 LAGOS  
SELECTED TRAINING COURSES**  
*every professional needs training.....*

## ACCOUNTING, FINANCE &amp; RISK MANAGEMENT

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Accounting & Book-Keeping Skills for Non-Accountant & SMEs Owners	3 days	320,000	193,750		5-7			7-9			4-6				
Accounting & Finance Policies and Procedures	3 days	230,000	193,750				23-25				4-6	3-5			
Forensic Accounting & Fraud Control	3 days	230,000	193,750	15-17		5-7		21-23	4-6						
Practical IFRS Conversion Workshop	5 days	230,000	220,000				14-18			14-18	27-29		13-17		
Understanding Credit Risk Analysis (Basic Credit Risk)	3 days	230,000	193,750		12-14				25-27						12-14
Effective Budgeting and Budgetary Control Methods	3 days	230,000	193,750			11-13		4-6				10-12			
Credit Risk Analysis & Management (Intermediate & Advanced)	3 days	230,000	193,750				16-18		18-20						12-14
Designing Budgets and Controls for Strategy Execution	3 days	230,000	193,750		19-21	4-6					27-29		22-24		
Financial Statement Analysis Workshop	3 days	230,000	193,750				2-4			16-18					19-21
Advanced Financial Statement Analysis & Management	3 days	230,000	193,750			4-6			4-6			3-5			
Inventory Accounting- Becoming an Efficient Warehouse/Stores Manager	3 days	230,000	193,750		12-14		23-25			2-4					
International Public Sector Accounting Standards (IPSAS) Workshop	3 days	230,000	193,750					28-30			20-22				
Advance Management Accounting Practice	3 days	230,000	193,750			4-6		7-9	4-6			10-12	1-3		
Finance Skills for Non-Finance Managers (Basic & Advanced)	3 days	230,000	193,750		12-14		16-18			23-25					12-14
Certificate in Fixed Assets Accounting & Management	3 days	230,000	193,750					7-9				3-5			3-5
Fast-Closing Monthly and Year-End Accounts	3 days	230,000	193,750		5-7	21-24					20-22				
Accounting and Comparison of IFRS and GAAP	3 days	230,000	193,750			19-21	9-11		18-20						
Accounting for Investment and Financial Instruments Workshop	3 days	230,000	193,750			5-7					16-18				
Accounts Payable: From Accounting to Management	3 days	230,000	193,750				23-25	21-23		2-4			15-17		10-12
Accounts Receivable and Effective Credit Policies Management	3 days	230,000	193,750			5-7					4-6				19-21
Cash Flow Statement Workshop: Preparation & Analysis	3 days	230,000	193,750		12-14				25-27			24-26			
Consolidation of Financial Statement Workshop	3 days	230,000	193,750			5-7	23-25						22-24	5-7	
Enterprise Risk Management	3 days	230,000	193,750			12-14				9-11	13-15				17-19
Advance Excel for Accountants & Business Professionals	3 days	230,000	193,750				16-18	4-6					10-12		
Essential Finance/Accounting Skills for Non-Finance Professionals (Basic)	3 days	230,000	193,750						18-20				22-24	26-28	
Fundamentals of Accounting for Administrative and Support Staff	3 days	230,000	193,750		12-14		9-11					10-12	22-24		
Essentials of Internal Audit and Compliance Workshop	3 days	230,000	193,750			12-14		7-9			6-8				
International Financial Reporting Standards (IFRS) and 2021 Updates	5 days	360,000	221,000			19-21	14-18		4-6						12-14

## ADMINISTRATION &amp; SECRETARIAL

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Essential Administrative Functions and Office Management Best Practice & Technologies	2 days	218,000	250,000			13-14			12-13			4-5			
Certified Executive & Personal Assistant Masterclass	4 days	260,000	280,000					7-9				3-5			
Business Communications and Presentation Skills	2 days	218,750	250,000			20-21					17-18				9-10
Becoming Highly Productive and Effective Administrator	3 days	230,000	280,000					14-16			6-8				
Effective Business & Report Writing Skills Masterclass	3 days	230,000	280,000		20-21						2-4				12-14
Business Writing Skills for Office Administrators and Managers	3 days	230,000	280,000			20-21					17-18				18-19
The Executive and Personal Assistant Maserclass	3 days	230,000	280,000		5-7						23-25				12-14
Becoming a Highly-Productive and Effective/Successful Administrator	3 days	230,000	280,000	8-10			2-4								3-5
Effective Administration and Office Management: Best Practices & Technologies	3 days	230,000	280,000		19-21						2-4				19-21
Management Development for Executive Assistants and Senior Secretaries	3 days	230,000	280,000	22-24			23-25								22-24
Efficient Administrative Functions and Modern Office Management	3 days	230,000	280,000			19-21					18-20				13-15
Managing Multiple Priorities, Time, Task & Stress Management	3 days	230,000	280,000			19-21					12-13				3-4
Effective HR Administration Skills	3 days	230,000	280,000		19-21						2-4				15-17



### ARTIFICIAL INTELLIGENCE (AI) AND DIGITAL TRANSFORMATION COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Artificial Intelligence (AI) Fundamentals Course	3 days	1,120,000	280,000	28-30	10-13			6-8			19-21			18-20	
Artificial Intelligence in Banking and Financial Services (AI in B&F)	4 days	1,440,000	340,000	27-30				19-22		7-9	11-14			4-7	
Certified Artificial Intelligence Compliance Professional (CAICP)	3 days	1,120,000	280,000	13-16					3-5						
Certified Artificial Intelligence Professional (CAIP)	3 days	1,120,000	280,000		17-19	8-10				15-17					16-18
Artificial Intelligence Enabled Human Resources (AI-HR)	3 days	1,120,000	280,000		11-13		12-14			5-7					10-12
Governance of Artificial Intelligence (G-AI)	3 days	1,120,000	280,000							9-11					11-13
Mastering Advanced Generative Artificial Intelligence (GenAI): Beyond ChatGPT	3 days	1,120,000	280,000		24-26			14-16							14-16
Certificate Course in Digital Transformation	3 days	1,120,000	280,000						24-26		9-11				9-11
Digital Transformation Strategies	3 days	1,120,000	280,000					20-22							28-30
Leading Digital Transformation Change	3 days	1,120,000	280,000		17-19										2-4
Artificial Intelligence for Finance, Accounting, and Audit Managers/Professionals	3 days	1,120,000	280,000		26-28			6-8			23-25				

### BANKING/FINANCE & INSURANCE COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	VIRTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Best Practice in Banking Operations Management	4 days	250,000	225,000		17-21				24-27						
Banking & Financial Intermediation Global Best Practice	5 days	270,000	275,000					13-16							
Anti-Money Laundering and Financial Crime Workshop	5 days	270,000	275,000		18-21										
Private Banking and Wealth Management	5 days	270,000	275,000				15-18								
Strategic Management Best Practices in Banking	5 days	270,000	275,000		16-20										
Sustainability Banking & Global Best Practice in Banking	5 days	270,000	275,000					26-30			12-16				
Law and Best Practices in International Banking and Commercial Payments	5 days	270,000	275,000	13-17											
Foreign Exchange, Money Markets, and Derivatives	4 days	320,000	225,000				15-18								
Managing the Collections and Credit Control Team	4 days	320,000	225,000	21-24											14-17
Mastering the Essentials of the Global Financial Industry	5 days	350,000	275,000							14-17					
Advanced Financial Analysis for Banking and Finance Professionals	4 days	250,000	225,000						16-19						
Basel III, Risk Assessment and Stress Testing	4 days	250,000	225,000		25-28										
Credit Risk Assessment, Modelling and Management	4 days	250,000	210,000	21-24											
Financial Analysis, Modelling and Forecasting	4 days	250,000	225,000	ON DEMAND ONLY							16-19				
Best Practice in Managing Equity Portfolios	4 days	250,000	230,000	ON DEMAND ONLY											16-19
FinTech: Key Concepts and Applications	4 days	250,000	225,000	ON DEMAND ONLY											25-28
Embracing Digital Banking Innovations & Transformation	4 days	250,000	230,000	19-22		13-16									
Regulatory & Compliance in FinTech and Blockchain	4 days	250,000	230,000	ON DEMAND ONLY											
Artificial Intelligence in Banking	4 days	250,000	225,000	ON DEMAND ONLY											
Governance, Risk Management, and Banking	5 days	270,000	275,000	ON DEMAND ONLY											

## COMPUTER AND ICT COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Excel Simplified For Financial Analysis	3 days	230,000	280,000			12-14			18-20			24-26			
Comprehensive Training On Micro Soft Word (MS Word)	3 days	230,000	280,000							ON DEMAND					
Financial Modeling And Forecasting Techniques Using Advanced Excel Tools	3 days	230,000	280,000				2-4		4-6				23-25		
Fundamentals of Microsoft Excel (Basic MS Excel Training)	2 days	230,000	260,000		17-18			8-9				11-12			
Modeling For Financial Reporting and Analysis	3 days	230,000	280,000			26-28			11-13						
Next Generation Excel: Advanced Business and Financial Reporting	4 days	280,000	300,000			4 - 7							21-24		
Oracle Business Intelligence Enterprise Edition (OBIEE) - 6 Saturdays)	6 days	300,000	350,000	8-10	14 Dec							ON DEMAND			
Oracle Business Intelligence Publisher	3 days	230,000	280,000				10-11		5-6						3-5
SQL Programming	4 days	280,000	300,000			25-28					5-8				
Tableau Fundamentals - (5 Saturdays)	5 days	320,000	350,000						11-13	15-17	12-14		Oct	Nov	Dec
Introduction to Data Analysis Using Excel	4 days	280,000	300,000		4 - 7				18-20				8-10		
Artificial Intelligence for Business - (Saturdays Only)	5 days	320,000	350,000		5 SAT	MAR	APR			JUL	AUG	SEPT			
Data Analysis and Graphics with R Programming - (5 Saturdays)	5 days	320,000	350,000		5 SAT	MAR	APR		25-27	JUL	AUG	SEPT			
Big Data with Hadoop - (5 Saturdays)	5 days	320,000	350,000	ON DEMAND					4-6						
Analysis Big Data with Hive	4 days	280,000	300,000		18-21		1 - 4					16-19			
Intermediate Excel For Financial and Business Analysis	3 days	230,000	280,000				23-24		11-13		13-15				10-12
Comprehensive Training On Micro Soft PowerPoint	2 days	230,000	280,000		20-21		3 - 4				7-8				
Document Control and Records Management	3 days	230,000	280,000			26-28				9-11				5-7	
Internet Marketing & Social Media Management Masterclass	2 days	230,000	280,000			13-14			5-6				23-24		
Cyber Security Essentials for Business	2 days	230,000	280,000		27-28										10-12
IT Auditing & IT Fraud Detection	3 days	230,000	280,000			5-7			11-13	23-25				26-28	
Microsoft Excel for Reporting and Business Analysis	3 days	230,000	280,000	15-17			16-18		18-20		4-6				3-5
Data Analysis and Visualization with Power BI	3 days	230,000	280,000		5-7			4-6				17-19			
Advanced Tableau Business Intelligence	3 days	230,000	280,000			12-14			25-27					8-10	
Microsoft Excel Business Intelligence	3 days	230,000	280,000				14-16		4-6	16-18					12-14
Statistical Data Analysis with SPSS	3 days	230,000	280,000				9-11	7-9			13-15				
HR Data Analysis with Excel and Power BI	3 days	230,000	280,000				23-25		11-13	9-11					5-7
Statistical Analysis in MS Excel	3 days	230,000	280,000			5-7								15-17	3-5
Business Analytics with Excel	3 days	230,000	280,000		19-21			14-16				3-5			
Basic Tableau Business Intelligence	3 days	230,000	280,000	1-3			23-25		4-6		20-22				
Intermediate Tableau Business Intelligence	2 days	230,000	280,000		17-18			15-16				18-19			
Advanced Tableau Business Intelligence	3 days	230,000	280,000			26-28			11-13				22-24		
Tableau Data Visualizations	3 days	230,000	280,000				16-18	7-9		2-4					19-21
Power BI for Excel Users	3 days	230,000	280,000								13-15				
Power BI Advanced Analytics with R	3 days	230,000	280,000				9-11			23-25					19-21
Intermediate Power BI for Data Analysis	3 days	230,000	280,000			12-14		21-23			4-6				10-12
Introduction to Python Programming	3 days	230,000	280,000		5-7					9-11				5-7	
Python Data Analysis with NumPy and Pandas	3 days	230,000	280,000	15-17					18-20				15-17		
Data Analysis Fundamentals Using Excel	3 days	230,000	280,000					4-6				24-26			10-12
Big Data Analytics with Microsoft R	3 days	230,000	280,000				23-25				6-8				
Project Analysis Tools & Techniques for Managing Risk & Uncertainty	3 days	230,000	280,000			4-6				2-4			22-24		3-5
Power BI Advanced Analytics with Python	3 days	230,000	280,000	22-24								3-5			
Service Management (ITIL)	3 days	230,000	280,000				2-4				13-15				
ITIL® Intermediate Continual Service Improvement 2011 Edition	3 days	230,000	280,000			12-14				9-11			22-24		24-26
ITIL® Intermediate Service Strategy 2011 Edition	3 days	230,000	280,000	22-24				28-30					22-24		
ITIL® Intermediate Service Design 2011 Edition	3 days	230,000	280,000				7-9	18-20							10-12
PRINCE2® Foundation	3 days	230,000	280,000			4-6				2-4					12-14



## COMPUTER AND ICT COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Email Best Practices For Employees Training/Workshop	2 days	230,000	280,000			27-28			25-27						
Service Desk Manager Course	3 days	230,000	280,000				6-8		4-6	23-25			15-17		
Professional IT and Business Admin	3 days	230,000	280,000			19-21	2-4						24-26		
Professional Digital Marketing Certification Workshop	3 days	230,000	280,000				2-4		11-13						17-19
Professional Social Marketing Certification Workshop	3 days	230,000	280,000					21-23		23-25					
Installing and Configuring Windows Server 2016	3 days	230,000	280,000								27-29		22-24		
Networking with Windows Server 2016	3 days	230,000	280,000	8-10					4-6	9-11		10-12			
Financial Modelling and Forecasting Techniques Using Advanced Excel	3 days	230,000	280,000								13-15				3-5
Core Solutions of Skype for Business	3 days	230,000	280,000						11-13			3-5		5-7	
Programming in HTML5 with JavaScript and CSS3	3 days	230,000	280,000	15-17				4-6							
Database Administration Fundamentals (MsSQL Server)	3 days	230,000	280,000				23-25						8-10	12-14	
Querying Data with Transact-SQL	3 days	230,000	280,000							18-20			22-24		
Managing IT Project Effectively	3 days	230,000	280,000	ON DEMAND											
Cloud Management & Security: Principles & Best Practice	3 days	230,000	280,000			4-6									3-5

## CONTRACT MANAGEMENT

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Contract Administration: Understanding & Implementing Contractual Obligations	3 days	320,000	193,750			12-14				9-11	4-6			19-21	
Effective Contract Preparation & Execution	3 days	320,000	193,750		12-14			4-6					8-10		
Certificate in Contract Bidding, Tender and Proposal Administration - Specialization in Oil, Gas, Energy and Government Contracts.	3 days	320,000	193,750				23-25				27-29			5-7	
Managing Contractual Claims Effectively						5-7				2-4		10-12			
Successful Contract Negotiation Strategies	3 days	320,000	193,750			5-7				23-25				5-7	
Project Management for Contract Professional	3 days	320,000	193,750		19-21				4-6				15-17		
Tendering Procedures and Bid evaluation	3 days	320,000	193,750					14-16			27-29		22-24		

## CUSTOMER MANAGEMENT COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE (LAGOS)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Fundamentals of Customer Service Workshop	3 days	690,000	240,000			26-28			25-27			17-19			
Customer Handling Skills for Call Centre Representatives	3 days	690,000	240,000			4-6				2-4			4-6		
Front Office Management & Customer Relation Skills	2 days	690,000	240,000		6-7			2-3				1-2			2-3
Advanced Customer Service Skills & Relationship Management	3 days	690,000	240,000			13-15			19-21				23-25		
Creating Positive Customer Experience & Service Culture Management	2 days	690,000	240,000	23-24				15-16				19-20			
Strategic Customer Servicing & Key Account Management	3 days	690,000	240,000			19-22			26-28				9-11		
Maximizing Customer Relationship	3 days	690,000	240,000			6-8			5-7				9-11		
Attaining Excellence in Customer Service Delivery	3 days	690,000	240,000		20-22					10-12				6-8	
Social Customer Service Management Masterclass	2 days	690,000	240,000			14-15			13-14				12-13		
Effective Customer Complaints Handling Skills	3 days	690,000	240,000			20-22				10-12				13-15	
Outbound Call Centre (Tele Sales Skills) Masterclass Training	2 days	690,000	240,000		13-14			16-17					4-5		
Customer Complaints System: A Tool for Customer Service Improvement	4 days	710,000	240,000			26-29			5-7				6-9		
Effective Telephone Skills & Customer Care Effectiveness	3 days	690,000	240,000	24-25		28-29						11-12			
Effective Client Retention and Satisfaction Strategies	3 days	690,000	240,000	29-31		26-28				23-25		24-26		19-21	
Building and Sustaining Customer Service Culture	3 days	690,000	240,000		19-21			21-23			20-22				

## HEALTH, SAFETY &amp; ENVIRONMENT COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
IOSH Managing Safely	3 days	230,000	218,750				16-18			2-4	27-29		15-17		
Effective Crisis Management	3 days	230,000	193,750					14-16					24-26		
Advanced Occupational Safety and Health	3 days	230,000	218,750			12-14			25-27		13-15				
Health, Safety & Environment in the Workplace	3 days	230,000	193,750				23-25			9-11					
Work Place Fire Safety & Evacuation Admin	3 days	230,000	245,750	ON DEMAND	ONLY										
Hazardous Waste Management Workshop	3 days	230,000	245,750				23-25				13-15				
OSHA: Occupational Safety & Health Administration Standard	3 days	230,000	246,750			5-7				23-25			15-17		
Effective Waste Management: A modern Sustainable Approach	3 days	230,000	226,550	ON DEMAND	ONLY										
Leading and Sustaining A Safety Culture in Your Organisation	2 days	195,000	210,000					15-16			3-4			27-28	

## HUMAN RESOURCE MANAGEMENT

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Strategic Human Capital Management (Competitive Positioning Through HCM)	4 days	320,000	225,000		11-14			13-16		8-11			21-24		
Essential Competencies in Human Resource Management (Basic HRM Course)	3 days	230,000	193,750			3-5		14-16			27-29				
Effective HR Practice & People Management for Line Managers	3 days	230,000	193,750			12-14	23-25			16-18				19-21	
Developing Advanced Competencies in Human Resource Management	4 days	230,000	193,750			19-21			10-13				21-24		
e-HR Management: Modern Trends and Applications (Digital HR)	3 days	230,000	193,750		12-14	5-7		14-16				3-5			
Managing Organizational Productivity for Workplace Success	3 days	230,000	193,750				2-4			23-25			8-10		
Advanced Recruitment, Interviewing and Selection Skills	3 days	230,000	193,750		6-8	19-21			4-6				8-10		
Managing Expatriate Employment in Line With Nigeria Immigration Act 2015	3 days	230,000	193,750			12-14	23-25			2-4				10-12	
Effective Compensation, Payroll Planning & Total Benefits Management	3 days	230,000	193,750		12-14						6-8			26-28	
Developing HR Competencies: Design, Development and Implementation	3 days	230,000	193,750	15-17				21-23		16-18			1-3		
Effective Employee Engagement and Motivation	3 days	230,000	193,750			26-28	16-18		25-27			24-26			
How to Write & Implement Human Resources Policies and Procedures	3 days	230,000	193,750			5-7				23-25				4-6	
Human Resources KPIs: Benchmarking HR Performance	3 days	230,000	193,750			26-28				6-8		1-3			
Mastering HR Data Analytics & Metrics	3 days	230,000	193,750			5-7		7-9				3-5			
Fundamentals of Effective Interviewing & Selection Skills	2 days	230,000	193,750		13-14			22-23			13-15	10-12		13-14	
Knowledge & Talent Management: How to Create an Effective Learning Organization	3 days	230,000	193,750				23-25		18-20				15-17		
Employee On-Boarding Program: Induction & Job Orientation Techniques	3 days	230,000	193,750			12-14				2-4					10-12
Managing Redundancy & Outplacement Effectively	3 days	230,000	193,750		12-14				25-27				15-17		
Performance Management & Appraisals Skills: Setting Objectives and Conducting Appraisals	3 days	230,000	193,750		5-7		23-25		4-6	16-18				12-14	
Understanding Labour Laws & Employee Relations (For HR Managers & Legal Advisers)	3 days	230,000	193,750			19-21					13-15				3-5
Managing Staff Grievance, Discipline & Dismissal At Workplace	3 days	230,000	193,750			5-7		14-16				17-19		19-21	
Certified Human Resource Professional (CHRP)	3 days	230,000	193,750	22-24				7-9				17-19			
Certified Compensation and Benefits Management Professional (CBMP)	3 days	230,000	193,750				9-11			16-18			15-17		
Certified Talent Acquisition Professional (CTAP)	3 days	230,000	193,750			26-28		28-30	4-6		13-15				
Certified Talent Management Professional (CTMP)	3 days	230,000	193,750				9-11			16-18			22-24		
Effective HR Planning & Due Diligence in Mergers & Acquisitions	3 days	230,000	193,750		19-21			14-16	11-13						
HR Business Partner: Roles, Responsibilities & Competencies	4 days	230,000	225,000					ON DEMAND	ONLY						
Certified Organisational Development Professional (CODP)	3 days	230,000	280,000			12-14		14-16	25-27			10-12			



## LEADERSHIP COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Becoming a Leader: Basic Leadership Development Course	2 days	196,200	161,250		3-4				12-13				23-24		
Talents Development & Succession Planning	3 days	230,000	193,750				23-25			9-11		17-19			
Advanced Leadership Development and Team Building	3 days	230,000	193,750			5-7			18-20				1-3		
Situational Leadership & Relationship Management	3 days	230,000	193,750				2-4				27-29			12-14	
Developing Leadership Excellence	3 days	230,000	193,750		3-5					22-25			1-3		
Coaching with Insight and Executive Team Leadership	3 days	230,000	193,750			19-21						17-19			
Emotional Intelligence: Becoming A Better & Transformative Leader	3 days	230,000	193,750		19-21			14-16		2-4		17-19			
Building and Leading High-Performance Team	3 days	230,000	193,750				2-4		18-20		13-15			4-6	
Leading a Team of Champions	3 days	230,000	193,750			17-19				23-25					
Effective Leadership & Entrepreneurship Master Class	3 days	ON DEMAND	193,750			19-21									
Effective Leadership & Communication	3 days	230,000	193,750		5-7			14-16		9-11	4-6				
Exceptional Leadership Development Skills	3 days	230,000	193,750			4-6			18-20			10-12	15-17		
Advanced Management Development Principles & Best Practise	3 days	230,000	193,750			12-14		14-16						12-14	
Corporate Governance Principles & Practice	3 days	230,000	193,750			19-21						3-5	22-24		
Inspirational and High-Performance Leadership Skills	3 days	230,000	193,750			5-7		7-9		2-4	14-16				
Managing and Building Effective Team	3 days	230,000	193,750		19-21				18-20				22-24		
Powerful, Purposeful and Visionary Leadership	3 days	230,000	193,750			24-26			18-20			10-12			
Mastering Situational Leadership	3 days	230,000	193,750		24-26		23-24			9-11					
Leadership Morale and Employee Turnover Management	3 days	230,000	193,750		12-14		23-25				20-22				
Developing Ethical Leadership for Excellence	3 days	230,000	193,750		5-7			14-16							3-5

## MICROFINANCE BANKING COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Innovations in Microfinance Products and Services	3 days	230,000	195,000	14-16						4-6		10-12			
Leadership Excellence in Microfinance Institutions: Strategies for Growth	3 days	230,000	195,000			11-13				8-10					
Comprehensive System Auditing and Compliant for Microfinance Banks	3 days	230,000	195,000					27-29						26-28	
Cybersecurity Essentials for Microfinance Banks: Safeguarding Digital Assets	3 days	230,000	195,000												
Advanced Microfinance Credit Analysis and Loan Portfolio Management	4 days	250,000	210,000		18-21			13-16					14-17		
Compliance and Regulatory Frameworks for Microfinance Banks	3 days	230,000	195,000	29-31			23-25				27-29			3-5	
Marketing Microfinance Services: Strategies for Client Acquisition and Retention	3 days	230,000	195,000												
Risk Management in Microfinance Banking: Identifying, Assessing, and Mitigating Risks	4 days	250,000	210,000	21-24		25-28								25-28	
Credit Administration in Microfinance: Policies, Monitoring, and Recovery Strategies	4 days	250,000	210,000		18-21					22-25				16-19	
Effective Microfinance Banking Operations Management	4 days	250,000	210,000	21-24					17-20		2-5				
Human Resource Management in Microfinance Banks: Building High-Performance Teams	4 days	230,000	210,000		25-28			13-16			19-22				16-19
Delivering Exceptional Customer Service in Microfinance Banking	3 days	230,000	195,000		18-21		13-15			12-14				9-11	
Effective Sales and Credit Management Techniques in Microfinance Banking															

**MANAGEMENT COURSES**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Developing Key Managerial Skills for New Managers and Supervisors	4 days	280,000	193,750			3-5			4-6						
Corporate Immigration Coordination and Management Services	3 days	320,000	193,750	15-17				21-23					15-17	5-7	
Advanced Managerial Competence & Strategy Development Masterclass	4 days	260,000	193,750		12-14					23-25					10-12
Managing Performance: Setting KPIs, Tracking Progress & Providing Feedback	4 days	260,000	225,000			5-7					12-15				2-5
Creative Problem Solving and Decision Making Techniques	3 days	230,000	193,750				2-4			16-18			22-24		
Developing Analytical Competence to Manage Operations	4 days	260,000	193,750		27-28			22-23			28-29				
Mastering Executive Negotiation Techniques and Strategies	3 days	230,000	193,750			5-7			18-20			10-12			
Assertiveness & Self-Confidence Masterclass	2 days	230,000	131,250		6-7			15-16							6-7
Competitive Intelligence Masterclass (Gaining Strategic Competitive Advantage)	5 days	280,000	270,000			24-28			16-20				20-24		
Business Process Improvement (BPI) & Benchmarking Training	3 days	230,000	193,750		19-21	12-14				2-4			1-3		
Lean Process Improvement Training	3 days	230,000	193,750								6-8				
Advanced Administrative Functions and Office Management: Best Practice & Tech	4 days	260,000	193,750					7-9				24-26			
Team Building Workshop: Developing Effective Workforce	3 days	230,000	193,750		12-14				4-6						
Management Skills for Secretaries and Administrative Professionals	3 days	230,000	193,750				23-25					3-5			
Leading Change & Creative Innovation Management	3 days	230,000	193,750			4-7			23-25				26-28		
Business Innovation Masterclass- Rethinking Products and Services Success Strategies	4 days	260,000	193,750	22-24							6-8				3-5
The Executive/Personal Assistant Masterclass	3 days	230,000	193,750					7-9				24-26			
Becoming an Effective Supervisory Manager	3 days	230,000	193,750								27-29			5-7	
Advanced Supervisory & People Management Skills	3 days	230,000	193,750		12-14			4-6				10-12			
Leading with Agility & Resilience	3 days	230,000	193,750			5-7			4-6				4-6		
Managing Workplace Conflict: Power Through Influence	3 days	230,000	225,000			12-14			16-18				26-28		
Effective Coaching & Counseling Skills	3 days	230,000	193,750	22-24							13-15		15-17		
How to Conduct Effective Meetings	3 days	230,000	193,750	15-17	19-21					9-11				5-7	
Senior Management Skills and Competence Development	3 days	230,000	193,7500				9-11				21-23				
Essentials of Business Etiquette and Protocol Management	3 days	230,000	193,750			12-14			18-20			17-19			
Strategic Management Best Practice	4 days	260,000	225,000				22-25			22-25			14-17		
Advanced Management Strategies and Financial Acumen for Oil & Gas Professionals	5 days	280,000	280,000	27-31				26-30							8-12
Corporate Governance Principles and Best Practice	3 days	230,000	200,000				8-10			16-18			15-17		
Management Skills for Engineers & Technical Professionals/Managers	3 days	230,000	193,750	13-15					16-18						10-12
Powerful Leadership: Driving Corporate Vision, Mission & Values Development Workshop	3 days	230,000	200,000		12-14				18-20				1-3		
Managerial Decision-Making and Problem-Solving	4 days	260,000	225,000			4-7			3-6			16-19			
Pre-retirement Course: Managing a New Beginning	5 days	280,000	250,000				6-10					15-19			

**MAINTENANCE & TECHNICAL MANAGEMENT**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Maintenance Management Workshop	3 days	320,000	193,750			27-28				9-11			15-17		
Effective Facility & Maintenance Management Best Practice	3 days	320,000	193,750		12-14									12-14	
Reliability Engineering Excellence Workshop		243,750	218,750												AVAILABLE ON DEMAND
Facility Planning and Management	2 days	198,750	176,250			27-28							18-19		
Maintenance Planning, Scheduling and Control	3 days	320,000	193,750				16-18						15-17	4-6	

**OIL & GAS AND ENERGY COURSES**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Mastering the Oil & Gas Business Essentials	2 days	1,100,000	350,000		18-21			20-23			19-22				16-19
Financial Management in Oil & Gas and Petrochemical Industry	3 days	1,100,000	350,000	20-24			15-18		17-20					25-28	
Emergency Response Planning: Crisis Management for Hazardous Environments	3 days	1,100,000	350,000		17-21			19-23				15-19			15-19
Managing Oil & Gas Field Operations	3 days	1,100,000	350,000			17-21					25-29			24-28	
Best Practice in Wellsites Operations	3 days	1,100,000	350,000	13-17			15-18		16-20					13-17	
Reliability Centred Maintenance (RCM)	3 days	1,100,000	350,000		17-21				14-18					18-21	
Oil & Gas Movement, Storage, and Marine Terminal Operation	3 days	1,100,000	350,000		17-21			19-23				15-19			
Global Best Practice in Petroleum Refinery Operations	3 days	1,100,000	350,000			17-21				15-18			14-17		16-19
Managing Security Risk in the Oil and Gas Industry	3 days	1,100,000	350,000	13-17			21-25							18-21	
Emergency Response Management in the Oil & Gas Industry	3 days	1,100,000	350,000			24-28				14-18			13-17		
Exploration and Production Fundamentals: Basic Petroleum Technology	3 days	1,100,000	350,000				14-18							15-19	
Corrosion Management in the Oil & Gas Industry	3 days	1,100,000	350,000		17-21	17-21								13-17	
Petroleum Projects Economics and Risk Analysis	3 days	1,100,000	350,000									18-22			
Floating Production Storage and Offloading (FPSO)	3 days	1,100,000	350,000		17-21				16-20						
Integrated Production Modelling (IPM)	4 days	950,000	280,000		17-21					21-25					
Competency Excellence for Supervisory Excellence Maintenance Professionals	3 days	1,100,000	350,000				14-18				25-29				
Flare Gas Monetization and Commercialization	3 days	1,100,000	350,000			17-21						15-19			
Oil & Gas Procurement and Supply Chain Management	3 days	1,100,000	350,000		24-28					21-25					
Transportation of Dangerous Goods	3 days	1,100,000	350,000	13-17				19-23							
Integrated Reservoir Modelling	3 days	1,100,000	350,000				14-18							17-21	
Project Management for Non-Project Professionals	3 days	1,100,000	350,000		17-21							15-19			
Safe Handling, Storage and Transportation of Crude Oil and Petroleum Products	3 days	1,100,000	350,000			24-28				15-18				21-25	
Gas Explosion and Other Hazards of LNG Facilities	3 days	1,100,000	350,000					26-30						27-31	
Managing Petroleum Refinery Operations	3 days	1,100,000	350,000			24-28					18-22				
Oil & Gas Business Management: Understanding International Best Practices	3 days	1,100,000	350,000	20-24					16-20						21-25
Renewable Energy and Sustainability	3 days	1,100,000	350,000	ON DEMAND											
Managing Oil Production and Processing Facilities	3 days	1,100,000	350,000	ON DEMAND											
Mini MBA in Oil & Gas and Energy Management	7 days	1,950,000	350,000												

**PROJECT MANAGEMENT TRAINING**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Certificate in Advanced Project Management	3 days	230,000	193,750			12-14	9-11								
Essential Project Management Skills	3 days	230,000	193,750		19-21					2-4		10-12		12-14	
Projects Management Workshop Using Microsoft Project	3 days	230,000	193,750					21-23			13-15		8-10	19-21	
Preparation for Project Management Professional (PMP® Certification Course):	3 days	230,000	193,750				23-25			23-25			22-24		
Applied Project Control & Cost Management	3 days	230,000	193,750		12-14	5-7			18-20						
Establishing and Managing the Project Management Office (PMO)	3 days	230,000	193,750									ON DEMAND ONLY			
Managing Project Stakeholders	3 days	230,000	193,750			12-14				16-18					
Project Management for Contract Professional	3 days	230,000	193,750		12-14	26-28			4-6				15-17		
Prince 2® Project Management Skills	3 days	230,000	193,750			26-28			11-13			17-19			
Project Risk Management	3 days	230,000	193,750		5-7					2-4	4-6			12-14	

**PERSONAL DEVELOPMENT & EFFECTIVENESS**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Microsoft Excel Skills	3 days	196,200	193,750		12-14										5-7
Personal Effectiveness and Business Mastery	2 days	218,000	131,250			27-28				10-11		11-12	2-3		
Effective Business Report Writing and Presentation Skills	2 days	218,000	131,250		6-7			1-2							
Effective Executive Negotiation Skills & Techniques	3 days	230,000	193,750					14-16	4-6		6-8			26-28	3-5
Advance Microsoft Power Point & Presentation for Sales/Marketing Executives	3 days	230,000	193,750			12-14				9-11			22-24		
Interpersonal Relations and Conflict Management	3 days	230,000	193,750		13-14			14-16	11-13						
Poise and Powerful Public Speaking Training	3 days	230,000	193,750			27-28									12-14
Advanced & Technical Report Writing	3 days	230,000	193,750		12-14		23-25	7-9					15-17		
Effective Stress & Time Management in the Workplace	3 days	230,000	193,750			27-28			18-20				26-28		
The Art of Effective Business Presentations Delivery	3 days	193,750	193,750		19-21					23-25		24-26	4-6		
Emotional Intelligence for Workplace Success	2 days	218,750	131,250	16-17		13-14				24-25			23-24		
Advanced MS Excel for Professional Use	3 days	230,000	193,750		27-28		17-18								12-14
Advanced MS PowerPoint for Professional Use	2 days	195,000	131,250		17-18		3-4		5-6		28-29	10-12			
Improved Communication Skills for Secretaries/PA	2 days	195,000	131,250			27-28				17-18			23-24	6-7	
Developing Assertiveness Skills & Self Confidence	2 days	195,000	131,250			13-14						10-12	23-24		
Business & Corporate Etiquettes	3 days	230,000	193,750		20-21				9-10	4-5					
Effective Communication Skills Development	2 days	218,750	131,250		20-21	17-18									
Creative Thinking and Innovation Techniques	2 days	218,750	125,000		27-28			22-23							2-3
Emotional Intelligence: Strategies for Success in NGOs Management	2 days	218,750	115,000		6-7			15-16							6-7
Entrepreneurship Development Workshop: Be Your Own Boss	3 days	230,000	193,750		12-14			21-23			27-29	17-19			
Personal Productivity & Development Program	2 days	218,750	131,250			27-28	24-25			3-4					
Business Mastery & Personality Development Program	2 days	218,750	131,250					22-23				4-5	15-17	12-14	
Mastering Public Speaking & Presentation Skills	2 days	218,750	131,250						12-13	24-25					20-21
Telephone Behavior & Office Etiquette	2 days	218,750	131,250			27-28						18-19			
Becoming An Effective Negotiator	2 days	218,750	131,250			27-28		4-5		10-11	14-15				13-14
Work-Life Balance: Maximizing Productivity and Quality of Life	3 days	230,000	193,750		3-4				19-20			11-12	23-24		

**PLANNING, STRATEGY & STRATEGIC MANAGEMENT**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advance Strategic Management for Competitive Positioning	4 days	350,000	225,000			18-21				1-4	19-22				4-7
Developing Senior Management Capacity & Strategy Development	4 days	350,000	225,000			15-18						16-19			
Strategy Management Master Class	4 days	350,000	225,000				13-16								25-28
Strategic Procurement & Outsourcing Management	5 days	350,000	275,000			10-14			4-6	9-11					
Advanced Strategic Brand Development & Management	4 days	350,000	225,000			9-11						17-19	8-10		
Strategic Contract Management Principles & Practice	3 days	320,000	225,000		4-6			11-13				3-5			
Strategic Planning & Execution BootCamp	3 days	320,000	225,000		12-14				2-4			15-17			
Managing Contractors and Supplier: Effective Contract Management & Negotiation Skills	3 days	320,000	200,000		5-7		4-6		23-25	13-15					10-12
Advanced Operations Management for Executive Secretaries and PAs	3 days	320,000	200,000	5-7				18-20							
Operations Management for Competitive Advantage	3 days	320,000	195,000			19-21									19-21
Strategic Business Intelligence and Data Mining	4 days	350,000	200,000			12-14	15-18		24-27	22-25		9-12			
Strategic Marketing Management Practice for Business Growth	3 days	320,000	195,000	5-7		17-19							8-10		
Strategic Fleet & Transport Management	3 days	320,000	195,000	12-14						9-11	27-29				
Business Continuity Planning and Crisis Management	4 days	350,000	225,000			25-28		5-8				16-19			
Corporate Entrepreneurship: Creating Business Opportunities from Existing Capabilities	4 days	350,000	195,000						10-13				21-24		
Corporate Strategies and Value Innovation Masterclass	3 days	320,000	195,000			19-21					27-29				19-21
Strategic Thinking and Planning Masterclass	4 days	350,000	225,000		5-7		20-23				12-15		5-8		
Blue Ocean Strategy Masterclass	4 days	350,000	225,000						24-27				14-17		
Mastering Balanced Scorecard: Achieving Performance Excellence	3 days	320,000	195,000		12-14		28-30						5-7		
Creative Thinking & Innovation Techniques	3 days	320,000	195,000				7-9			4-6					



## PROCUREMENT, LOGISTICS & SUPPLY CHAIN MANAGEMENT

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Certificate in Purchasing & Procurement Management	3 days	230,000	193,750		19-21					16-18			22-24		
Certificate in Supply Chain & Logistics Management	3 days	230,000	193,750			4-6			25-27				5-7		
Corporate Drivers' Defensive Driving Training Skills	2 days	218,250	193,750				16-18			24-25			1-2		
Procurement Planning, Specifications & Tender Management	3 days	230,000	193,750				23-25				6-8				
Inventory, Logistics and Distributions Management	3 days	230,000	193,750	12-14						2-4					
Corporate Travels and Protocol Management	3 days	230,000	193,750				4-6	4-6					22-24		
Certificate in Logistics Management	3 days	230,000	193,750				21-23			6-8			5-7		
Developing Purchasing Policies, Processes & SLAs	3 days	230,000	193,750		5-7			18-20	23-25		17-19				
Certificate in Supply Chain Risk Management	3 days	230,000	193,750			9-11			16-18						
Materials and Supply Chain Management	3 days	230,000	193,750			9-11							13-15		
Negotiation Strategies for Better Purchasing Value	3 days	230,000	193,750	12-14			14-16		2-4	13-15		1-3	21-24		
Strategic Logistics & Supply Chain Management	3 days	230,000	193,750			23-25							19-21		
Production Management & Material Requirement Planning	3 days	230,000	193,750		5-7			11-13			25-27				
Purchasing Management and Cost Saving Techniques	3 days	230,000	193,750			24-26				21-23					
Corporate Immigration Coordination & Protocol Management	3 days	230,000	193,750			17-19									
Effective Fleet and Transport Management	3 days	230,000	193,750	20-22			15-17		24-26		10-12				
Fundamentals of Best -Practice & Cost-Effective Procurement Management	3 days	230,000	193,750	15-17			2-4			20-22		15-17			
Trucks Drivers Safety & Defensive Driving Skills	2 days	230,000	193,750	21-22			22-23			19-20		21-22			
Commercial Driving: Safe Driving and Defensive Driving Techniques for Drivers	2 days	218,250	193,750	21-22			22-23			19-20		21-22			
Executive Course in Procurement & Supply Chain Management (PSCM)	3 days	230,000	193,750			9-11				13-15			12-14		

## PUBLIC RELATIONS

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Events & Conferences Management	2 days	230,000	280,000	ON	DEMAND	ONLY						ON	DEMAND	ONLY	
Effective Business Etiquette and Protocol	3 days	230,000	280,000							2-4	13-15		22-24		
Public Relations and Media Management Skills	3 days	230,000	280,000			12-14								12-14	
Certified Public Relations Professional (CPRP)	3 days	230,000	280,000	5-7	26-28			20-22							
Corporate Social Responsibility: Planning & Execution	3 days	230,000	280,000							23-25					
Effective Crisis Communication & Management Skills	3 days	230,000	280,000	13-14			8-9		16-18				4-6		
Advanced Digital Marketing Management	3 days	230,000	280,000		12-14			4-6				1-3			
Effective Public Relations Campaigns: From Planning to Execution	3 days	230,000	280,000				21-23		2-4				12-14		

## QUALITY &amp; PRODUCTION MANAGEMENT TRAINING

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Improving Productivity through Quality & Cost Reduction	3 days	230,000	193,750	22-24				14-16							26-28
Lean Principles Practitioner Course	2 days	218,250	150,000				6-7				21-22				11-12
Lean Six Sigma Green Belt Training	3 days	230,000	193,750			12-14				9-11		3-5	22-24		
Process Management: Mapping and Improvement	3 days	230,000	193,750	22-24	12-14			2-4			20-22		1-3		
QMS Auditor Programs	3 days	230,000	206,250				23-25			2-4					
The Internal Consultant: Fundamental Consulting Skills	3 days	230,000	206,250			26-28									5-7
Total Quality Management (TQM): Tool Box for Continual Improvement	3 days	230,000	193,750		19-21		2-4			2-4			22-24		
Quality Assurance & Quality Control using ISO 9001:2015	2 days	230,000	206,250			27-28			5-6						
Understanding and Implementing Six Sigma	3 days	230,000	193,750		19-21			7-9			6-8				12-14
Certified Quality Management Professional	2 days	218,250	131,250			27-28	28-29					4-5			17-18
Attaining Excellence in Good Manufacturing Practices (GMP)	AVAILABLE	ON DEMAND	193,750												
Strategic Quality Management	AVAILABLE	ON DEMAND	193,750												
Optimizing Efficiency & Productivity in Manufacturing	3 days	320,000	193,750			12-14			18-20			17-19			
Advanced Process Management: Advanced Process Mapping & Improvement	3 days	320,000	193,750		12-14				18-20						
Workshop on Advanced Strategic Quality Management	3 days	320,000	193,750	15-17				7-9							22-24
Workshop on Waste Reduction in Manufacturing Environment	3 days	320,000	193,750	15-17						9-11					
Workshop on Strategy for Operational Excellence Using Lean Principle	3 days	320,000	193,750				2-4				20-22				26-28
Workshop on Simplification of Processes and Procedures	3 days	320,000	193,750	22-24		26-28						17-19			
Effective Production Supervision for Optimal Output	3 days	320,000	193,750		14-16			4-6		23-25					
Workshop on Production and Operations Management	3 days	320,000	193,750		19-21	23-25						3-5			
Workshop on Poor Quality and Waste Reduction Techniques	3 days	320,000	193,750	8-10						9-11					

## SALES LEADERSHIP PROGRAMS

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Managing Distributors & Sales People Effectively	3 days	1,120,000	280,000							3-5					19-21
Strategic Sales Leadership: Moving from Manager to Business Leader	3 days	1,120,000	280,000												
Cross-Functional Leadership: Collaborating with Marketing, Operations & Finance	2 days	840,000	280,000												
Building and Leading High-Performance Sales Teams	2 days	840,000	280,000												
Sales Forecasting, Pipeline Management & Revenue Growth Strategies	3 days	1,120,000	280,000												
Coaching and Developing Salespeople for Peak Performance	2 days	840,000	280,000												
The Future of Sales Leadership: Trends, Challenges & Global Best Practices	1 day	560,000	280,000												
Driving Sales Through Data Analytics and CRM	1 day	560,000	280,000												
Emotional Intelligence and Leadership Agility for Sales Leaders	1 day	560,000	280,000												
Leading Remote & Hybrid Sales Teams Effectively	1 day	560,000	280,000												
Key Account Management & Strategic Client Leadership	2 days	1,120,000	280,000												
Handling Underperformance and Difficult Conversations with Sales Teams	1 day	560,000	280,000												
Innovation in Sales: AI, Automation, and Digital Selling Leadership	1 day	560,000	280,000												
Territory Design, Market Penetration & Sales Expansion Strategies	2 days	1,120,000	280,000												
Cross-Functional Leadership: Collaborating with Marketing, Operations & Finance	1 day	560,000	280,000												
Ethical Leadership & Governance in Sales Management	1 day	560,000	280,000												
Effective Compensation, Motivation & Incentive Structures That Drive Results	1 day	560,000	280,000												



# 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, aims 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 LC. 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  
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Training Academy**



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**SALES BOOTCAMP ACADEMY™ COURSES**

COURSE	DURATION	COURSE FEE (3-5 TEAM)	INDIVIDUAL FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Professional Selling Skills and Strategies	3 Days	920,000	240,000	21 - 24			2 - 4		25 - 27			24 - 26			
Managing Sales Team for Effective Results	3 Days	920,000	240,000		20 - 21			22 - 23				21 - 22			
Advanced Selling Skills & Strategies for Senior	3 Days	920,000	240,000				24 - 25			3 - 4			21 - 23		
Professional Manager - Key Account Management Skills & Strategies	3 Days	920,000	240,000		26 - 27			15 - 16					16 - 17		
The Strategic Marketing Plan and Execution	3 Days	920,000	240,000				23 - 25			24 - 26		17 - 19			
The Art of Closing the Sales and Handling Objections	2 Days	850,000	240,000	28 - 29			3 - 4			17 - 18			28 - 29		21 - 22
Actionable Selling Skills: Tools and Techniques	3 Days	920,000	240,000				17 - 18					14 - 15		3 - 4	18 - 19
Certified Brand Manager Course	3 Days	920,000	240,000						19 - 20		14 - 15			13 - 14	
Marketing Management Appreciation Course	3 Days	920,000	240,000		19 - 21			14 - 16					15 - 17		
How to Find And Win New Business	3 Days	920,000	240,000					13 - 15			13 - 15				
Essential Marketing Strategy Development for Managers	3 Days	920,000	240,000			18 - 21			17 - 19				22 - 24		
Effective Trade Marketing & Distribution Strategies	3 Days	920,000	240,000	29 - 30				14 - 15			17 - 18				13 - 14
Workshop Marketing and Selling Financial Services	3 Days	920,000	240,000												
Strategic Marketing Management Practice	3 Days	920,000	240,000				16 - 18			15 - 17			15 - 17		
Strategies and Tactics for Selling to Key Decision	3 Days	920,000	240,000						25 - 27					26 - 28	
Makers and Winning Complex Deals								15 - 17		18 - 20			12 - 14		
<b>SALES BOOTCAMP SUMMIT</b>	3 Days														
Marketing Communication and Brand Management	3 Days	920,000	240,000		19 - 21			21 - 23			20 - 22				
Strategic Selling and Sales Territory Management	3 Days	920,000	240,000				17 - 18			24 - 25			23 - 24		
Aggressive Market Penetration Strategies	3 Days	920,000	240,000			19 - 21			3 - 5			16 - 18			
Strategic Sales & Channel Development	3 Days	920,000	240,000					22 - 23			14 - 15			13 - 14	
Essential Digital Marketing Strategies for Business	3 Days	920,000	240,000		24 - 25				19 - 20				13 - 14		
Advanced Digital Marketing Masterclass	3 Days	920,000	240,000	22 - 24			16 - 18			23 - 25		17 - 19			
Managing your Media (Advertising) Effectively	3 Days	920,000	240,000			19 - 21			25 - 27					19 - 21	
Product Launch and Management	3 Days	920,000	240,000				23 - 25			29 - 31		24 - 26			
Effective Social Media Marketing	2 Days	850,000	210,000			20 - 21					20 - 21			13 - 14	
Retail Sales Skills & Personal Effectiveness Skills	2 Days	850,000	210,000				13 - 14		19 - 20						
Selling and Marketing Financial Services	2 Days	820,000	210,000	10 - 11				22 - 23			28 - 29				
Effective Tele-Sales & Marketing Skills	2 Days	850,000	210,000			26 - 28				15 - 16			22 - 23		
Van Salesmanship & Merchandising Skills	2 Days	850,000	210,000				16 - 18		18 - 20			2 - 3			
Advanced Key Account Management & Business Development	3 Days	920,000	240,000	22 - 26				14 - 16			13 - 15			26 - 28	
Creative Retail Selling and Visual Merchandising	3 Days	920,000	240,000				16 - 18		25 - 27			17 - 19			
Certificate in Retail Operations Store Management	3 Days	920,000	240,000			20 - 21				24 - 25			16 - 17		
Developing Effective Distribution Channels: Optimizing Market Penetration	3 Days	920,000	240,000				23 - 25				20 - 22			4 - 6	
FMCG Selling: Effective Skills & Strategies for Market Penetration	3 Days	920,000	240,000		17 - 18			14 - 16				25 - 26			
Internet Marketing and Social Media Management (Planning & Implementations)	3 Days	920,000	240,000			20 - 21			17 - 18				23 - 24		
Managing Distributors & Sales People Effectively	3 Days	920,000	240,000				14 - 16			24 - 25			4 - 5		

**SALES & MARKETING MANAGEMENT COURSES**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Professional Selling Skills and Strategies	2 days	1,120,000	280,000	27-29		26-28	9-11		11-13				15-17		
Managing Sales Team for Effective Results	3 days	1,120,000	280,000			26-28					4-6	10-12	15-17		
Advanced Selling Skills & Strategies for Senior Professionals/Manager	3 days	1,120,000	280,000		12-14					24-25					
Key Account Management Skills & Strategies	3 days	1,120,000	280,000										22-24		
The Strategic Marketing Plan	3 days	1,120,000	280,000			12-14		28-30		9-11					
The Art of Closing the Sales	2 days	1,120,000	280,000		19-21		17-18	8-9			7-8		9-10		
Actionable Selling Skills: Tools and Techniques	3 days	1,120,000	280,000	1-3									5-7	11-12	
Certified Business Development Professional	3 days	1,120,000	280,000	22-24		19-21			18-20			17-19	5-7	3-5	
Certified Brand Manager Course	3 days	1,120,000	280,000			12-14				23-25			5-7	11-12	
Marketing Management Appreciation Course	3 days	1,120,000	280,000		12-14	5-7					14-16		22-24		
How to Find And Win New Business	3 days	1,120,000	280,000			5-7						24-26		26-28	
Essential Marketing Strategy Development for Managers	3 days	1,120,000	280,000						11-13				1-3		
Effective Trade Marketing & Distribution Strategies	3 days	1,120,000	280,000			26-28		21-23			4-6				
Marketing Financial Services	3 days	1,120,000	280,000			26-28						10-12		12-14	
Strategic Marketing Management Practice	3 days	1,120,000	280,000	15-17	5-7		23-25						15-17		
Strategies and Tactics for Selling to Key Decision Makers and Winning Complex Deals	3 days	1,120,000	280,000						18-20			10-12			
<b>2026 SALES BOOTCAMP SUMMIT</b>	<b>2 days</b>	<b>Annual Event</b>	<b>155,000</b>												
Marketing Communication and Brand Management	3 days	230,000	280,000				16-18	4-6							
Strategic Selling and Sales Territory Management	3 days	230,000	280,000	22-24							27-29		22-24	12-14	
Aggressive Market Penetration Strategies	3 days	1,120,000	280,000		19-21				23-25						
Strategic Sales & Channel Development	3 days	1,120,000	280,000				9-11			16-18		17-19		5-7	
Essential Digital Marketing Strategies for Business	3 days	1,120,000	280,000	22-24		4-6							15-17		
Advanced Digital Marketing Certification Course	3 days	1,120,000	280,000	22-24			23-25			2-4		3-5			
Managing your Media (Advertising) Effectively	3 days	1,120,000	280,000					14-16							
Product Launch and Management	3 days	1,120,000	280,000		12-14				11-13			17-19			
Effective Social Media Marketing	2 days	1,120,000	280,000	30-31		13-14					21-22			5-7	
Retail Sales Skills & Personal Effectiveness Skills	3 days	1,120,000	280,000									10-12			
Selling and Marketing Financial Services	3 days	1,120,000	280,000		3-5		16-18			23-25	20-22				
Effective Tele-Sales & Marketing Skills	3 days	1,120,000	280,000			12-14							15-17	14-16	
Van Salesmanship & Merchandising Skills	2 days	1,120,000	280,000		13-14		9-11		11-13					23-25	
Advanced Key Account Management and Business Development	3 days	1,120,000	280,000						18-20		20-22			5-7	
Creative Retail Selling and Visual Merchandising	3 days	1,120,000	280,000	15-17											
Customer Relationship Management: CRM Strategic Roadmap	3 days	1,120,000	280,000			12-14				25-27			1-3		
Developing Effective Distribution Channels: Optimizing Market Penetration	3 days	1,120,000	280,000						4-6		13-15	17-19		26-28	
FMCG Selling: Effective Skills & Strategies for Market Penetration	3 days	1,120,000	280,000		5-7					9-11					
Internet Marketing and Social Media Management (planning & implementations)	3 days	1,120,000	280,000	22-24		12-14			11-13				22-24		

**SCRUM AGILE**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Agile Scrum Master	3 days	320,000	193,750			19-21			11-13				15-17		
Agile Business Leader	3 days	320,000	193,750			12-14		14-16			20-22				
The Agile Manager/Supervisor	3 days	320,000	193,750					28-30					15-17		3-5
Scrum Agile Framework for Business Executives	3 days	320,000	193,750				2-4				27-29				19-21
The Agile HR Certified Professional	3 days	320,000	193,750				23-25			9-11					3-5
Scrum Agile Coach	3 days	320,000	193,750	5-7					11-13				22-24		
Understanding & Executing the Scrum Agile Framework	3 days	320,000	193,750			26-28				23-25					



## TRAINING &amp; DEVELOPMENT COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE (LAGOS)	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Training Needs Analysis (TNA) and Methods Workshop	3 days	230,000	193,750		19-21						4-6	17-19			
e-Learning Workshop: A New Training & Development Approach	2 days	230,000	193,750			12-14	16-18		4-6						
Succession Planning and Mentoring Workshop	2 days	230,000	193,750		7-9			16-17		24-26				15-17	
Managing and Coordinating In-House Training Proactively	2 days	230,000	193,750			13-14			11-13						
Train the Trainer: From Design to Delivery	3 days	230,000	193,750								6-8			5-7	
Certified Instructional Design Practitioner	3 days	230,000	193,750			5-7								22-24	
Certified Training and Development Professional	3 days	230,000	193,750		12-14	12-14									
Identifying Training Needs and Evaluating Training	3 days	230,000	193,750			5-7					13-15			12-14	
Effective Learning & Development: Tools & Strategies	3 days	230,000	193,750		12-14	5-7		4-6				10-12		19-21	
Managing your Internal Training Academy	3 days	230,000	193,750		3-5	19-21					9-11			15-17	
Measuring ROI of Training	AVAILABLE	ON DEMAND	193,750	ON	DEMAND	ONLY									
Mastering Public Speaking & Presentation Skills	3 days	230,000	193,750				16-18		18-20			17-19			
Certified Training Manager	3 days	230,000	193,750					7-9							3-5
Developing and Implementing Structured On-The-Job Training Programme	3 days	230,000	193,750			26-28					23-25				

## WAREHOUSING &amp; INVENTORY MANAGEMENT

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Strategic Warehousing & Stores Management	3 days	230,000	195,000			24-26				23-25				4-6	
Certificate in Warehouse Management	3 days	230,000	195,000			19-21		14-16			13-15				
Effective Warehouse Operations Management	2 days	230,000	195,000						4-6				15-17	12-14	
Business Management Skills for Warehouse Supervisors	3 days	230,000	195,000		19-21			7-9				17-19			
Inventory Accounting & Efficient Warehouse Management	3 days	230,000	195,000				16-18		11-13	16-18				5-7	
Warehouse Management Skills for Supervisors	3 days	230,000	195,000						4-6			3-5			3-5
Essential Warehousing, Stores Management & Stock Control	3 days	230,000	195,000			26-28				9-11	13-15		22-24		
Effective Fleet and Transport Management	3 days	230,000	195,000			5-7		28-30				17-19			

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**GLOBAL LEARNING COURSES AVAILABLE IN UK, UAE, & USA**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Strategic Thinking & Planning- CPD ENDORSED	5 days	3,500 USD	CLASS												
Corporate Governance & Effective Leadership	5 days	3,500 USD	CLASS												
Total Quality Management	4 days	3,200 USD	CLASS												
Leading & Managing Change for Business Success	5 days	3,500 USD	CLASS												
Certified Human Resources Management Professionals	5 days	3,500 USD	CLASS												
Advanced Public Speaking and Presentation Masterclass	4 days	3,200 USD	CLASS												
Developing Leadership & Powerful Communication Skills	5 days	3,500 USD	CLASS												
Advanced Financial Accounting & Reporting	5 days	3,500 USD	CLASS												
Managerial Problem-Solving & Decision Making	5 days	3,500 USD	CLASS												
Senior Management Skills for Middle Manager	5 days	3,500 USD	CLASS												
Effective Corporate Communications Practice	5 days	3,500 USD	CLASS												
High Performance Leadership Management	5 days	3,500 USD	CLASS												
Service Quality Competency & Customer Satisfaction	4 days	3,200 USD	CLASS												
Management Skills for New Managers & Supervisors	5 days	3,500 USD	CLASS												
Certified PKIs Professionals & Practitioner	5 days	3,500 USD	CLASS												
Executive & Personal Assistant Masterclass for Senior Professionals	5 days	3,500 USD	CLASS												
Finance for Non-Finance Managers	5 days	3,500 USD	CLASS												
Marketing Strategies Planning & Execution	5 days	3,500 USD	CLASS												
Creative Thinking & Innovation Workshop	4 days	3,200 USD	CLASS												
Developing Leadership Performance	5 days	3,500 USD	CLASS												
International Mini MBA in Oil & Gas and Energy Management	5 days	4,600 USD	CLASS												

**GLOBAL LEARNING COURSES FOR PUBLIC SECTOR**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Government Policies Planning and Implementation	10 days	4,800 USD	CLASS												
National Security and Intelligence	10 days	5,500 USD	CLASS												
Maximising Human Resources in the Public Sector	10 days	5,500 USD	CLASS												
Public Governance & The Art of Politicking	10 days	5,500 USD	CLASS												
Effective Tax Management System & Implementation	10 days	5,500 USD	CLASS												
Effective Administrative of Local Government Affairs	10 days	5,500 USD	CLASS												
Corporate Legislative Practice	10 days	5,500 USD	CLASS												
Budget Preparation, Allocation & Control	10 days	4,800 USD	CLASS												
Advanced Project Monitoring & Evaluation for Peak Performance	10 days	5,500 USD	CLASS												
Performance Appraisals for Public Sector Organizations	10 days	5,500 USD	CLASS												
Implementing Public-Private Partnerships	10 days	5,500 USD	CLASS												
Strategy Management in the Government & Public Sector Organizations	10 days	4,500 USD	CLASS												
Performance Management in Government & Public Sector	10 days	4,500 USD	CLASS												



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## COMPUTER AND ICT COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Excel Simplified For Financial Analysis	3 days	1,520,000	380,000	22-24		26-28	9-11		11-13				15-17		
Comprehensive Training On Micro Soft Word (MS Word)	3 days	1,520,000	380,000			26-28					4-6	10-12	15-17		
Financial Modeling And Forecasting Techniques Using Advanced Excel Tools	3 days	1,520,000	380,000		12-14					23-25					
Fundamentals of Microsoft Excel (Basic MS Excel Training)	2 days	1,520,000	350,000										22-24		
Modeling For Financial Reporting and Analysis	3 days	1,520,000	380,000			12-14		28-30		9-11					
Next Generation Excel: Advanced Business and Financial Reporting	4 days	1,600,000	410,000		19-21		17-18	7-9			6-8		8-10		10-12

## CONTRACT MANAGEMENT

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Contract Administration: Understanding and Implementing Contractual Obligations	4 days	1,600,000	380,000			11-14				9-11	5-8			18-21	
Effective Contract Preparation & Execution	3 days	1,520,000	380,000		12-14			4-6					8-10		
Certificate in Contract Bidding, Tender and Proposal Administration - Specialization in Oil, Gas, Energy and Government Contracts.	3 days	1,520,000	380,000				23-25				27-29			5-7	
Managing Contractual Claims Effectively	3 days	1,520,000	380,000			5-7				2-4		10-12			
Successful Contract Negotiation Strategies	3 days	1,520,000	380,000			5-7				23-25				5-7	
Project Management for Contract Professional	3 days	1,520,000	380,000	19-21				4-6					15-17		
Tendering Procedures and Bid evaluation	3 days	1,520,000	380,000				14-16			27-29		22-24			

## LEADERSHIP DEVELOPMENT COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Becoming a Leader: Basic Leadership Development Course	3 days	1,520,000	380,000		3-4				12-13				23-24		
Talents Development & Succession Planning	3 days	1,520,000	380,000			23-25			9-11		17-19				
Advanced Leadership Development & Team Building	3 days	1,520,000	380,000		5-7				18-20				1-3		
Situational Leadership & Relationship Management	3 days	1,520,000	380,000			2-4				27-29				12-14	
Developing Leadership Excellence	3 days	1,520,000	380,000	3-5					23-25				1-3		
Coaching with Insight & Executive Team Leadership	3 days	1,520,000	380,000		19-21						17-19				
Emotional Intelligence: Becoming A Better & Transformative Leader	3 days	1,520,000	380,000	19-21			14-16		2-4		17-19				
Building and Leading High-Performance Team	3 days	1,520,000	380,000			2-4		18-20		13-15				4-6	
Leading a Team of Champions	3 days	1,520,000	380,000		17-19				23-25						
Effective Leadership & Entrepreneurship Master Class	3 days	1,520,000	380,000		19-21										
Effective Leadership & Communication	3 days	1,520,000	380,000	5-7			14-16		9-11	4-6					
Exceptional Leadership Development Skills	4 days	1,600,000	410,000		4-7			18-21			9-12	14-17			
Advanced Management Development Principles & Best Practise	3 days	1,520,000	380,000		12-14		14-16							12-14	
Corporate Governance Principles & Practice	3 days	1,520,000	380,000		19-21							3-5	22-24		
Inspirational and High-Performance Leadership Skills	4 days	1,600,000	410,000		4-7		6-9		1-4	12-15				2-5	

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## MANAGEMENT COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Key Managerial Skills for New Managers and Supervisors	3 days	1,520,000	380,000			3-5			4-6						
Corporate Immigration Coordination & Management Services	3 days	1,520,000	380,000	15-17				21-23					15-17	5-7	
Advanced Managerial Competence & Strategy Development	3 days	1,520,000	380,000		12-14					23-25					10-12
Managing Performance: Setting KPIs, Tracking Progress & Providing Feedback	3 days	1,520,000	380,000			4-7					12-15				2-5
Creative Problem Solving and Decision Making Techniques	3 days	1,520,000	380,000				2-4			16-18			22-24		
Mastering Executive Negotiation Techniques and Strategies	3 days	1,520,000	380,000			5-7			18-20			10-12			
Competitive Intelligence Master Class	3 days	1,520,000	380,000			24-28			16-20				20-24		
Business Process Improvement (BPI) Training	3 days	1,520,000	380,000		19-21	12-14				2-4			1-3		
Lean Process Improvement Training	3 days	1,520,000	380,000								6-8				
Developing Key Managerial Skills for New Managers and Supervisors	3 days	1,520,000	380,000			3-5			4-6						
Corporate Immigration Coordination & Management Services	3 days	1,520,000	380,000	15-17				21-23					15-17	5-7	
Advanced Managerial Competence & Strategy Development Masterclass	3 days	1,520,000	380,000		12-14					23-25					10-12
Managing Performance: Setting KPIs, Tracking Progress & Providing Feedback	3 days	1,520,000	380,000			5-7					12-15				2-5
Creative Problem Solving and Decision Making Techniques	3 days	1,520,000	380,000				2-4			16-18			22-24		
Developing Analytical Competence to Manage Operations	4 days	1,520,000	410,000		27-28			22-23			28-29				
Mastering Executive Negotiation Techniques and Strategies	3 days	1,520,000	380,000			5-7			18-20			10-12			
Assertiveness & Self-Confidence Masterclass	2 days	1,520,000	380,000		6-7			15-16						6-7	
Competitive Intelligence Masterclass (Gaining Strategic Competitive Advantage)	5 days	1,520,000	380,000			24-28			16-20				20-24		
Business Process Improvement (BPI) & Benchmarking Training	3 days	1,520,000	380,000		19-21	12-14				2-4			1-3		
Lean Process Improvement Training	3 days	1,520,000	380,000								6-8				
Advanced Administrative Functions & Office Management: Best Practice & Tech	4 days	1,520,000	380,000					7-9				24-26			
Team Building Workshop: Developing Effective Workforce	3 days	1,520,000	380,000		12-14				4-6						
Management Skills for Secretaries and Administrative Professionals	3 days	1,520,000	380,000				23-25					3-5			
Leading Change & Creative Innovation Management	3 days	1,520,000	380,000			4-7			23-25				26-28		
Business Innovation Masterclass- Rethinking Products and Services Success Strategies	4 days	1,520,000	410,000	22-24							6-8				3-5
The Executive/Personal Assistant Masterclass	3 days	1,520,000	380,000					7-9				24-26			
Becoming an Effective Supervisory Manager	3 days	1,520,000	380,000								27-29			5-7	
Advanced Supervisory & People Management Skills	3 days	1,520,000	380,000		12-14			4-6				10-12			
Leading with Agility & Resilience	3 days	1,520,000	380,000			5-7			4-6				4-6		
Managing Workplace Conflict: Power Through Influence	3 days	1,520,000	380,000			12-14			16-18				26-28		
Effective Coaching & Counseling Skills	3 days	1,520,000	380,000	22-24							13-15		15-17		
How to Conduct Effective Meetings	3 days	1,520,000	380,000	15-17	19-21					9-11			5-7		
Senior Management Skills & Competence Development	3 days	1,520,000	380,000				9-11				21-23				
Essentials of Business Etiquette & Protocol Management	3 days	1,520,000	380,000			12-14			18-20			17-19			
Strategic Management Best Practice	4 days	1,520,000	380,000				22-25			22-25			14-17		
Advanced Management Strategies Financial Acumen for Oil & Gas Professionals	5 days	1,620,000	380,000	27-31				26-30							8-12
Corporate Governance Principles and Best Practice	3 days	1,520,000	380,000				8-10			16-18			15-17		
Management Skills for Engineers & Technical Professionals/Managers	3 days	1,520,000	380,000	13-15					16-18						10-12
Powerful Leadership: Driving Corporate Vision, Mission & Values Development Workshop	3 days	1,520,000	380,000		12-14				18-20				1-3		
Managerial Decision-Making and Problem-Solving	4 days	1,520,000	380,000			4-7			3-6			16-19			
Pre-retirement Course: Managing A New Beginning	5 days	1,625,000	380,000				6-10					15-19			
Advanced Administrative Functions and Office Management	3 days	1,520,000	380,000					7-9				24-26			

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**PLANNING, STRATEGY & STRATEGIC MANAGEMENT**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advance Strategic Management for Competitive Positioning	4 days	1,640,000	420,000			18-21				1-4	18-22			4-7	
Developing Senior Management Capacity & Strategy Development	4 days	1,640,000	420,000				15-18								
Strategy Management Master Class	4 days	1,640,000	420,000					13-16						25-28	
Strategic Procurement & Outsourcing Management	5 days	1,640,000	500,000			10-14			2-6	9-11					
Advanced Strategic Brand Development & Management	4 days	1,640,000	420,000				8-11					17-19	8-10		
Strategic Contract Management Principles & Practice	3 days	1,520,000	380,000			4-6			11-13			3-5			
Strategic Planning & Execution BootCamp	3 days	1,520,000	380,000			12-14				2-4		15-17			
Managing Contractors and Supplier: Effective Contract Management & Negotiation Skills	3 days	1,520,000	380,000			5-7		4-6		23-25	13-15				10-12
Advanced Operations Management for Executive Secretaries and Pas	3 days	1,520,000	380,000		5-7				18-20						
Operations Management for Competitive Advantage	3 days	1,520,000	380,000			19-21									19-21
Strategic Business Intelligence and Data Mining	4 days	1,640,000	420,000			11-14	15-18		24-27	22-25		9-12			
Strategic Marketing Management Practice for Business Growth	3 days	1,520,000	380,000		5-7		16-18						8-10		
Strategic Fleet & Transport Management	3 days	1,520,000	380,000		12-14					9-11	27-29				
Business Continuity Planning and Crisis Management	4 days	1,640,000	420,000			25-28		5-8				16-19			
Corporate Entrepreneurship: Creating Business Opportunities from Existing Capabilities	4 days	1,640,000	420,000						10-13				21-24		
Corporate Strategies and Value Innovation Masterclass	3 days	1,520,000	380,000			19-21									19-21
Strategic Thinking and Planning Masterclass	4 days	1,640,000	420,000			4-7		20-23			12-15		5-8		
Blue Ocean Strategy Masterclass	4 days	1,640,000	420,000						24-27				14-17		
Mastering Balanced Scorecard: Achieving Performance Excellence	3 days	1,520,000	380,000			12-14		28-30							5-7
Creative Thinking & Innovation Techniques	3 days	1,520,000	380,000					7-9		4-6					

**PROCUREMENT, LOGISTICS & SUPPLY CHAIN MANAGEMENT**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Certificate in Purchasing & Procurement Management	3 days	1,520,000	380,000		19-21					16-18			22-24		
Certificate in Supply Chain & Logistics Management	3 days	1,520,000	380,000			4-6			25-27					5-7	
Corporate Drivers' Defensive Driving Training Skills	3 days	1,520,000	380,000				17-18			24-25			2-3		
Procurement Planning, Specifications & Tender Mgt.	3 days	1,520,000	380,000				23-25				6-8				
Inventory, Logistics and Distributions Management	3 days	1,520,000	380,000		12-14					2-4					
Corporate Travels and Protocol Management	3 days	1,520,000	380,000					4-6					22-24		
Certificate in Logistics Management	3 days	1,520,000	380,000					21-23			6-8			5-7	
Developing Purchasing Policies, Processes & SLAs	3 days	1,520,000	380,000		5-7				18-20	23-25		17-19			
Certificate in Supply Chain Risk Management	3 days	1,520,000	380,000				13-15			16-18					
Materials and Supply Chain Management	3 days	1,520,000	380,000				13-15							12-14	
Negotiation Strategies for Better Purchasing Value	3 days	1,520,000	380,000		12-14			14-16		2-4	13-15		1-3	19-21	
Strategic Logistics & Supply Chain Management	4 days	1,640,000	410,000				22-25							18-21	
Production Management & Material Requirement Planning	3 days	1,520,000	380,000		5-7				11-13			24-26			
Purchasing Management and Cost Saving Techniques	3 days	1,520,000	380,000				23-25			20-22					
Corporate Immigration Coordination & Protocol Mgt.	3 days	1,520,000	380,000				16-18								
Effective Fleet and Transport Management	3 days	1,520,000	380,000		19-21			14-16		23-25		10-12			
Fundamentals of Best -Practice & Cost-Effective Procurement Management	3 days	1,520,000	380,000	15-17			2-4			20-22			15-17		
Executive Course in Procurement & Supply Chain Management (PSCM)	3 days	1,520,000	380,000				9-11			13-15				12-14	

**PUBLIC RELATIONS & MEDIA MANAGEMENT COURSES**

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Events & Conferences Management	3 days	1,520,000	380,000									ON DEMAND ONLY			
Effective Business Etiquette and Protocol	3 days	1,520,000	380,000							2-4	13-15		22-24		
Public Relations and Media Management Skills	3 days	1,520,000	380,000			12-14									12-14
Certified Public Relations Professional (CPRP)	3 days	1,520,000	380,000	5-7	26-28			18-20							
Corporate Social Responsibility: Planning & Execution	3 days	1,520,000	380,000							23-25					
Effective Crisis Communication & Management Skills	3 days	1,520,000	380,000		13-14			8-9		16-18				4-6	
Advanced Digital Marketing Management	3 days	1,520,000	380,000			12-14			4-6					1-3	
Effective Public Relations Campaigns: From Planning to Execution	3 days	1,520,000	380,000					21-23		2-4				12-14	

## SALES &amp; MARKETING MANAGEMENT COURSES

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Professional Selling Skills and Strategies	3 days	1,520,000	380,000	22-24		26-28	9-11		11-13				15-17		
Managing Sales Team for Effective Results	3 days	1,520,000	380,000			26-28					4-6	10-12	15-17		
Advanced Selling Skills & Strategies for Senior Professionals/Manager	3 days	1,520,000	380,000		12-14					23-25					
Key Account Management Skills & Strategies	3 days	1,520,000	380,000										22-24		
The Strategic Marketing Plan	3 days	1,520,000	380,000			12-14		28-30		9-11					
The Art of Closing the Sales	2 days	1,520,000	380,000		19-21		17-18	7-9			6-8		8-10		10-12
Actionable Selling Skills: Tools and Techniques	3 days	1,520,000	380,000	1-3										5-7	3-5
Certified Brand Manager Course	3 days	1,520,000	380,000			12-14				23-25				5-7	
Marketing Management Appreciation Course	3 days	1,520,000	380,000		12-14	5-7					13-15		22-24		
How to Find and Win New Business	3 days	1,520,000	380,000			5-7					24-26		26-28		
Essential Marketing Strategy Development for Managers	3 days	1,520,000	380,000						12-13				1-3		
Effective Trade Marketing & Distribution Strategies	3 days	1,520,000	380,000			26-28		21-23			4-6				

## WAREHOUSING AND INVENTORY MANAGEMENT

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Strategic Warehousing & Stores Management	3 days	1,520,000	380,000			24-26				23-25				4-6	
Certificate in Warehouse Management	3 days	1,520,000	380,000			19-21		14-16			13-15				
Effective Warehouse Operations Management	3 days	1,520,000	380,000						6-8				15-17	12-14	
Business Management Skills for Warehouse Supervisors	3 days	1,520,000	380,000		19-21			7-9				17-19			
Inventory Accounting & Efficient Warehouse Management	3 days	1,520,000	380,000				16-18		11-13	16-18				5-7	
Warehouse Management Skills for Supervisors	3 days	1,520,000	380,000						4-6			3-5			3-5
Essential Warehousing, Stores Management & Stock Control	3 days	1,520,000	380,000			26-28				9-11	13-15		22-24		
Effective Fleet and Transport Management	3 days	1,520,000	380,000		5-7		28-30				17-19				

## GLOBAL/INTERNATIONAL COURSES AVAILABLE IN THE U.K, U.S.A, U.A.E, KENYA, RWANDA &amp; GHANA

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Strategic Thinking & Planning Masterclass - CPD ENDORSED	5 days	3,500 USD													
Corporate Governance & Effective Leadership	5 days	3,500 USD													
Total Quality Management	5 days	3,500 USD													
Leading & Managing Change for Business Success	5 days	3,500 USD													
Developing Leadership & Powerful Communication Skills	5 days	3,500 USD													
Advanced Financial Accounting & Reporting	5 days	3,500 USD													
Managerial Problem-Solving & Decision Making	5 days	3,500 USD													
Senior Management Skills for Middle Manager	5 days	3,500 USD													
Effective Corporate Communications Practice	5 days	3,500 USD													
High Performance Leadership Management	5 days	3,500 USD													
Service Quality Competency & Customer Satisfaction	4 days	3,500 USD													
Management Skills for New Managers & Supervisors	5 days	3,500 USD													
Certified PKIs Professionals & Practitioner	5 days	3,500 USD													Schedules to be sent to interested participants
Executive & Personal Assistant Masterclass for Senior Professionals	5 days	3,500 USD													
Finance for Non-Finance Managers	5 days	3,500 USD													
Marketing Strategies & Planning	5 days	3,500 USD													
Creative Thinking & Innovation Workshop	5 days	3,500 USD													
Developing Leadership Performance	5 days	3,500 USD													
Government Policies planning and Implementation	10 days	5,500 USD													
National Security and Intelligence	10 days	5,500 USD													
Maximising Human Resources in the Public Sector	10 days	5,500 USD													
Public Governance & The Art of Politicking	10 days	5,500 USD													
Effective Tax Management System & Implementation	10 days	5,500 USD													
Effective Administrative of Local Government Affairs	10 days	5,500 USD													
Corporate Legislative Practice	10 days	5,500 USD													
Budget Preparation, Allocation & Control	10 days	5,500 USD													
Advanced Project Monitoring & Evaluation for Peak Performance	10 days	5,500 USD													



### GLOBAL/INTERNATIONAL COURSES AVAILABLE IN THE U.K, U.S.A, U.A.E, KENYA, RWANDA & GHANA

COURSE TITLE	DURATION	TEAM FEE (3-5 TEAM)	SINGLE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Strategic Thinking & Planning Masterclass - CPD ENDORSED	5 days	3,500 USD													
Corporate Governance & Effective Leadership	5 days	3,500 USD													
Total Quality Management	5 days	3,500 USD													
Leading & Managing Change for Business Success	5 days	3,500 USD													
Developing Leadership & Powerful Communication Skills	5 days	3,500 USD													
Advanced Financial Accounting & Reporting	5 days	3,500 USD													
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- *Leading and Managing Change For Business Success*
- *Advanced Public Speaking and Presentation Masterclass*
- *Women Entrepreneur and Business Leaders Development*
- *High Performance Leadership Management Certificate (CPD)*
- *Service Quality Competency and Customer Satisfaction - CPD Endorsed*



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