

2018 TOM ASSOCIATES OPEN-COURSE CALENDAR

info@tomassociatesng.com

www.tomassociatesng.com

**Tel: 08033019120, 07046085660, 08033053518, 08055600325,
08178591654, 08034078783, 08051877355, 08032064640**

January

- 15-16 Innovating for Business - *Rethinking Products & Service Success Strategies*
- 15-17 Financial Statement Analysis Course
- 15-19 Administrative Functions & Office Management
- 17-19 Building Trust and Inspiring Followers - *Small Behaviours that Create Positive Change*
- 17-19 Stores Keeping and Inventory Management
- 17-19 Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management
- 17-19 How to Find & Win New Business - *Opening Doors and Converting Opportunities*
- 17-19 Mastering Digital and Social Media Marketing
- 22-26 Growing as an Entrepreneur - *What Set Successful Entrepreneurs Apart*
- 23-26 Making Your Business Blossom in a Suppressive Market - *Groundbreaking Action Plans for Cutting-Edge Companies*
- 24-26 Frontline Leadership - *Emerging Leadership Course*
- 24-26 Quality Proposal & Report Writing and Crucial Communications
- 24-26 Key-Account Managers Training
- 24-26 Strategic Managerial Accounting: *Cost Behaviours, Systems and Analysis*
- 29-31 Operational Excellence Practices for Work Efficiency & Reduced Cost



- 29-31 Managing the Sales Team for Result
- 30-31 Discover and Master Your Emotional Energy for Maximum Accomplishments
- 30-31 Managing Conflict and Difficult Situations at Work

February

- 5-9 New Approach to Document Control and Records Management
- 6-9 Converting Invested Asset into Profitable Business Outcomes
- 6-9 Beginners Training on Bids and Tenders Management
- 6-9 Advancing Performance through Targets Setting & Appraisal Processes
- 6-9 Aggressive Market Penetration - *the Battle for Market Share*
- 7-9 Mastering Negotiations - *the Principles and Practice*
- 7-9 SMEs Combating Production & Service Wastages
- 8-9 Job Hazard Analysis - *Health & Safety Hazards at SMEs Worksites*
- 8-9 Successful Business Pitch
- 8-9 The Art of Crisis Management
- 12-13 Optimal Management of Working Capital
- 12-16 Credit Analysis for Commercial Lending
- 12-16 Advanced Office Management and Administrative Skills
- 12-16 Competencies in Human Resources Management
- *Basic Human Resources Management*
- 12-16 Enterprise Proficiency for Small & Medium Size Business Owners
- 13-16 Becoming an Effective Supervisory Manager
- 15-16 Coaching for Peak Performance
- 14-16 Mastering Tax Administration
- 15-16 Incident Investigation and Reporting
- 19-23 Management Development for Personal Assistants and Senior Secretaries



- 20-23 Bank Treasury Management Training
- 21-23 Cost Reduction & Management Guides
- 21-23 Problem Solving & Decision Making Techniques
- 21-23 Financial Aspects of the Sales & Marketing Process - *Finance for Sales & Marketing Professionals*
- 21-23 Laws Relating to Employment and Regulatory Compliance
- 21-23 Fleet Management for Profitability
- 21-23 Facility Maintenance and Management Training
- 22-23 How to Set Key Performance Indicators (KPI) - *For Objective Performance Management*
- 22-23 Attaining Shop Floor and Office Excellence Using the "5-S System"
- 26-28 Implementing Field-Force Effectiveness
- 26-28 Excessive Bank Charges – *Calculation Techniques & Recovery Process*
- 26-28 Customer Experience Management

March

- 5-9 Managing the Millenials and the Generation Divide Evolving in the Workplace
- 5-9 Advanced Human Resources Management
- 5-9 Management and Protection of Information (MPI)
- 5-9 How to Enhance the Enterprise Shareholder Value
- 6-9 Excellent Operations Management - *Value Improvement in Manufacturing & Service Operations*
- 6-9 The Leadership Domain - New Global Trends
- 7-9 Pumps and Valves Operation and Maintenance
- 7-9 Smarter Presentation & Persuasive Public Speaking Skills
- 7-9 Leading with Emotional Intelligence
- 12-14 Business Process Improvement



- 12-16 Comprehensive Basic Accounting Training
- 12-16 Banking Operations Workshop
- 12-16 Medium Term Sector Strategies for Ministries, Department and Agencies
- 12-16 Powerful Leadership Communication and Influence Management
- 12-16 Managing the Learning & Development Function
- 13-16 Advanced Mechanical Drives System Maintenance
- 14-16 Inventory, Logistics & Distribution Management
- 14-16 Managerial Skills Appreciation - *First Level Manager Programme*
- 19-23 Strategic Procurement and Vendor Management Course
- 20-23 Mastering Internal Controls - *Operations, Financial and Management*
- 21-23 Basic Mechanical Drives System Maintenance
- 21-23 Customer Care Essentials
- 21-23 Workforce Harmony & Excellent Workplace Collaborations
- 21-23 Effective Management of Time, Priority and Work Pressure
- 21-23 Mastering & Managing the Corporate Planning Function
- 22-23 Understanding Business Models - *Innovations to Deliver Strategic Goals*
- 26-27 Selling in a Difficult Environment
- 26-27 Starting Your New Business - *Develop All You Need in 2 Days*
- 26-28 Prosperous Retail Business - *the Essential Salesmanship & Customer Service*
- 26-28 Delivering Results through Teams
- 26-28 Risk Assessment and Emergency Management Course

April

- 3-6 Business Literacy - *Mastering the Dynamics of Business Drivers*
- 3-6 Pre-Retirement Course - *Preparing to Manage a New Beginning*



- 4-6 Building Trust and Inspiring Followers - *Small Behaviours that Create Positive Change*
- 4-6 Advanced Strategic Warehousing Course
- 4-6 Relationship Management & Marketing Skills
- 5-6 Future-Ready Directors – *Dynamic Board for Young Businesses*
- 9-11 Bearing Maintenance and Lubrication
- 9-13 Finance for Non-Financial Managers
- 9-13 Bank Lending and Credit Administration Workshop
- 9-13 Administrative Functions & Office Management
- 10-13 Current Good Manufacturing Practices
- 10-13 Advanced Selling Skills
- 10-13 Contract Management Course
- 10-13 Budgeting & Budgetary Control
- 11-13 How to Turn Around an Underperforming Business
- 11-13 Competency Training for Business Development Executives
- 11-13 Front Desk & Customer Relations Skills
- 17-20 Financial Modeling and Forecasting Techniques Using Advanced Excel Tools
- 17-20 Making Your Business Blossom in a Suppressive Market - *Groundbreaking Action Plans for Cutting-Edge Companies*
- 18-20 Management of Non-Current Assets - *Fixed Assets Management*
- 18-20 Debt Recovery and Credit Management
- 18-20 Taking People With You to Achieve Big Goals
- 18-20 Basic Management Process - *Early Stage Managers Development Programme*
- 18-20 Payroll Management, Compensation & Benefits Administration
- 18-20 Guides to Trade Marketing Methods, Tools and Strategies
- 23-27 Management of the Contemporary Public Sector – *the Pressure to Change*
- 23-27 Marketing that Creates Results
- 24-27 Competencies in Service Strategy



- 25-27 Growing Distribution Channels Effectively
- 25-27 The Techniques of Consultative Selling

May

- 2-4 Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management
- 2-4 A Managers' Personal Effectiveness
- 2-4 How to Find & Win New Business - *Opening Doors and Converting Opportunities*
- 2-4 Banking Services and Marketing Strategies
- 2-4 Excessive Bank Charges – *Calculation Techniques & Recovery Process*
- 7-11 Protocol, Public Relations and Events Management
- 7-11 The Public Sector Leaders of the Future
- 7-11 Management Development for Personal Assistants & Senior Secretaries
- 7-11 Internet Security Awareness Training
- 8-11 Talent Optimization - *Pillars of Talent Management Practices*
- 8-11 Value Added Marketing – *Advanced Marketing Strategies*
- 8-11 Internal Audit Course
- 8-11 Strengthening Your Business Model and Competitive Advantage
- 9-11 Facility Maintenance & Management Training
- 9-11 Fundamentals of Risks Associated with Contracts
- 10-11 Managing Conflict and Difficult Situations at Work
- 14-18 Office Management Training for Officers and Managers
- 14-18 Enhancement of Public Sector Commercial Talent
- 15-18 Forensic Auditing Competence
- 15-18 Business Data Analysis and Modeling with Excel
- 16-18 Operational Excellence Practices for Work Efficiency & Reduced Cost



- 16-18 Managers As Leaders
- 16-18 Mastering Negotiations - *The Principles and Practice*
- 17-18 Occupational Health and Safety
- 21-25 Public Finance Refresher and Appropriation Programme
- 22-23 Discover and Master Your Emotional Energy for Maximum Accomplishments
- 23-25 Strategic Brand Management Course - *Success with Product Management*
- 23-25 Key-Account Managers Training
- 24-25 Root Cause Analysis Training
- 24-25 How to Create Positive Customer Experience - *Service as an Art and a Science*

June

- 4-6 Foundation Excel for Financial and Business Analysis
- 4-6 Frontline Leadership - *Emerging Leadership Course*
- 4-8 Advanced Office Management and Administrative Skills
- 4-8 Strengthening the Skills of Officers in Public Administration
- 5-6 Innovating for Business - *Rethinking Products & Service Success Strategies*
- 5-8 Beginners Training on Bids and Tenders Management
- 5-8 Becoming an Effective Supervisory Manager
- 6-8 Stock Control and Management Training
- 7-8 Coaching for Peak Performance
- 7-8 Attaining Shop Floor and Office Excellence Using the "5-S System"
- 7-8 Succeeding in Outlet Sales & Management
- 11-13 Strategic Managerial Accounting - *Cost Behaviours, Systems and Analysis*
- 11-13 Financial Statement Analysis Course
- 11-13 Managing the Sales Team for Result



- 12-13 The Art of Crisis Management
- 19-22 Converting Invested Asset into Profitable Business Outcomes
- 20-22 Credit Analysis for Commercial Lending
- 20-22 Fleet Management for Profitability
- 20-22 Effective Management of Time, Priority and Work Pressure
- 20-22 Mastering Tax Administration
- 20-22 Business Process Improvement
- 25-29 Competencies in Human Resources Management
- *Basic Human Resources Management*
- 25-29 Excellent English for Public Service Officers
- 25-29 Monitoring and Evaluation (M&E) of Government Projects
- 26-29 Aggressive Market Penetration - *the Battle for Market Share*
- 26-29 Building and Sustaining a Successful Enterprise
- 27-29 Customer Experience Management
- 27-29 Problem Solving and Decision Making Techniques
- 27-29 Implementing Field-Force Effectiveness
- 27-29 Risk Assessment and Emergency Management Course

July

- 2-4 Preventive Maintenance Course
- 2-6 New Approach to Document Control and Records Management
- 2-6 Management in the Contemporary Public Sector – *the Pressure to Change*
- 3-6 The Leadership Domain- New Global Trends
- 4-6 Customer Care Essentials
- 4-6 Quality Proposal & Report Writing and Crucial Communications
- 4-6 Big Data Analysis and Dashboard with Microsoft Excel for Business Analysts
- 5-6 Successful Business Pitch
- 5-6 How to Set Key Performance Indicators (KPI) - *For Objective Performance Management*



- 9-13 Complete Salesperson - *The Seven Traits*
- 9-13 Multi-Year Budgeting for Public Sector Officers
- 10-13 Pre-Retirement Course - *Preparing to Manage a New Beginning*
- 10-13 Modeling for Financial Reporting and Analysis
- 11-13 Stores Keeping and Inventory Management
- 11-13 SMEs Combating Production & Service Wastages
- 16-20 Banking Operations Workshop
- 16-20 Managing the Learning & Development Function
- 16-20 Enterprise Proficiency for Small and Medium Size Business Owners
- 16-20 Finance for Non-Financial Managers
- 17-20 Advancing Performance through Targets Setting & Appraisal Processes
- 17-20 Supply Chain & Logistics Management
- 18-20 Debt Recovery and Credit Management
- 18-20 Mastering & Managing the Corporate Planning Function
- 18-20 Advanced Strategic Warehousing Course
- 18-20 Smarter Presentation & Persuasive Public Speaking Skills
- 23-27 Growing as an Entrepreneur - *What Set Successful Entrepreneurs Apart*
- 24-27 Bank Treasury Management Training
- 25-27 Business Acumen Master Class - *Transformative Learning of How the Business Makes Money*
- 25-27 Leading with Emotional Intelligence
- 25-27 Prosperous Retail Business - *the Essential Salesmanship & Customer Service*
- 25-27 Delivering Results through Teams
- 25-27 Inventory, Logistics and Distribution Management
- 25-27 Financial Aspects of the Sales & Marketing Process - *Finance for Sales & Marketing Professionals*

August

- 1 Managing the Millenials and the Generation Divide Evolving in the Workplace
- 1-3 How to Turn Around an Underperforming Business
- 1-3 Basic Management Process - *Early Stage Managers Development Programme*
- 1-3 Banking Services and Marketing Strategies
- 1-3 The Techniques of Consultative Selling
- 2-3 Job Hazard Analysis - *Health & Safety Hazards at SMEs Worksites*
- 6-10 How to Enhance the Enterprise Shareholder Value
- 6-10 Public Sector Service Transformation
- 7-10 Making Your Business Blossom in a Suppressive Market - *Groundbreaking Action Plans for Cutting-Edge Companies*
- 8-10 Management of Non-Current Assets - *Fixed Assets Management*
- 8-10 Managerial Skills Appreciation - *First Level Managers Programme*
- 8-10 Competency Training for Business Development Executives
- 8-10 Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management
- 9-10 Incident Investigation and Reporting
- 9-10 Selling in a Difficult Environment
- 13-17 Advanced Human Resources Management
- 13-17 Comprehensive Basic Accounting Training
- 13-17 Excellent English for Public Service Officers
- 13 -17 Powerful Leadership Communication and Influence Management
- 13-17 Medium Term Sector Strategies for Ministries, Department and Agencies
- 14-17 Excellent Operations Management - Value Improvement in Manufacturing and Service Operations
- 15-17 Front Desk & Customer Relations Skills
- 15-17 A Manager's Personal Effectiveness



- 16-17 Starting Your New Business - *Develop All You Need in 2 Days*
- 27-31 Strategic Procurement and Vendor Management Course
- 27-31 Administrative Functions & Office Management
- 27-31 Bank Lending and Credit Administration Workshop
- 27-31 Protocol, Public Relations and Events Management
- 27-31 Marketing that Creates Results
- 28-31 Becoming an Effective Supervisory Manager
- 28-31 Current Good Manufacturing Practices
- 29-31 Basic Mechanical Drives System Maintenance

September

- 3-4 Future-Ready Directors – *Dynamic Board for Young Businesses*
- 3-5 Guides to Trade Marketing Methods, Tools and Strategies
- 3-7 Advanced Office Management & Administrative Skills
- 4-7 Business Literacy – *Mastering the Dynamics of Business Drivers*
- 4-7 Talent Optimization - *Pillars of Talent Management Practices*
- 10-14 Monitoring and Evaluation (M&E) of Government Projects
- 10-14 Management and Protection of Information (MPI)
- 10-14 Finance for Non-Financial Managers
- 10-14 Credit Analysis for Commercial Lending
- 11-14 Competencies in Service Strategy
- 11-14 Aggressive Market Penetration - *the Battle for Market Share*
- 11-14 Mastering Internal Controls - *Operations, Financial and Management*
- 12-14 Business Process Improvement
- 12-14 Building Financial Models
- 12-14 Risk Assessment and Emergency Management Course
- 17-19 Strategic Managerial Accounting - *Cost Behaviours, Systems and Analysis*



- 17-21 Management Development for Personal Assistants & Senior Secretaries
- 18-21 Budgeting & Budgetary Control
- 19-21 Facility Maintenance & Management Training
- 19-21 Payroll Management, Compensation & Benefits Administration
- 19-21 Managers as Leaders
- 20-21 How to Create Positive Customer Experience - *Service as Art and Science*
- 20-21 Understanding Business Models - *Innovations to Deliver Strategic Goals*
- 24-26 Laws Relating to Employment and Regulatory Compliance
- 24-26 Bearing Maintenance and Lubrication
- 24-28 Office Management Training for Officers and Managers
- 24-28 New Approach to Document Control and Records Management
- 24-28 The Public Sector Leaders of the Future
- 25-28 Forensic Auditing Competence
- 25-28 Strengthening Your Business Model and Competitive Advantage
- 26-28 Delivering Results through Teams
- 26-28 Relationship Management & Marketing Skills

October

- 2-5 Advanced Selling Skills
- 3-5 Taking People With You to Achieve Big Goals
- 3-5 Smarter Presentation & Persuasive Public Speaking Skills
- 3-5 Key-Account Managers Training
- 3-5 Mastering Digital and Social Media Marketing
- 3-5 Fundamentals of Risks Associated with Contracts
- 8-12 Competencies in Human Resources Management
- *Basic Human Resources Management*
- 8-12 Banking Operations Workshop



- 8-12 Enhancement of Public Sector Commercial Talent
- 8-12 Multi-Year Budgeting for Public Sector Officers
- 8-12 Complete Salesperson - *The Seven Traits*
- 10-12 Stock Control and Management Training
- 10-12 Cost Reduction & Management Guides
- 10-12 Frontline Leadership - *Emerging Leadership Course*
- 10-12 Mastering Negotiations - *The Principles and Practice*
- 11-12 Coaching for Peak Performance
- 15-16 Optimal Management of Working Capital
- 15-16 The Art of Crisis Management
- 17-19 Operational Excellence Practices for Work Efficiency
& Reduced Cost
- 17-19 Business Acumen Master Class - *Transformative Learning of
How the Business Makes Money*
- 17-19 Financial Statement Analysis Course
- 17-19 Inventory, Logistics and Distribution Management
- 17-19 Problem Solving and Decision Making Process
- 17-19 How to Find & Win New Business - *Opening Doors and
Converting Opportunities*
- 17-19 Mastering Tax Administration
- 17-19 Customer Care Essentials
- 18-19 Managing Conflict and Difficult Situations at Work
- 22-26 Public Finance Refresher and Appropriation Programme
- 23-26 Advanced Mechanical Drives System Maintenance
- 23-26 Converting invested Asset into Profitable Business Outcome
- 23-26 Building and Sustaining a Successful Enterprise
- 25-26 Root Cause Analysis Training
- 25-26 Discover and Master Your Emotional Energy for Maximum
Accomplishments
- 29-31 Building Trust and Inspiring Followers - *Small Behaviours that
Create Positive Change*
- 29-31 Mastering & Managing the Corporate Planning Function



- 29-31 Prosperous Retail Business - *the Essential Salesmanship & Customer Service*
- 29-31 Excellent *English Communication - Report & Proposal Writing and Crucial Communications*
- 30-31 Attaining Shop Floor and Office Excellence Using the "5-S System"

November

- 1-2 Selling in a Difficult Environment
- 1-2 Occupational Health & Safety
- 1-2 Job Hazard Analysis - *Health & Safety Hazards at SMEs Worksites*
- 1-2 How to Set Key Performance Indicators (KPI) - *For Objective Performance Management*
- 5-7 Implementing Field-Force Effectiveness
- 5-7 Banking Services and Marketing Strategies
- 5-7 How to Turn Around an Underperforming Business
- 5-9 Bank Lending and Credit Administration Workshop
- 5-9 Administrative Functions & Office Management
- 5-9 Strengthening The Skills Of Officers In Public Administration
- 6-9 Beginners Training On Bids And Tenders Management
- 6-9 Becoming an Effective Supervisory Manager
- 7-9 Fleet Management for Profitability
- 7-9 Managing the Sales Team for Result
- 12-16 Advanced Human Resources Management
- 12-16 Management of the Contemporary Public Sector – *The Pressure to Change*
- 12-16 Strategic Procurement and Vendor Management Course
- 13-16 The Leadership Domain- New Global Trend
- 13-16 Pre-Retirement Course - *Preparing to Manage a New Beginning*



- 13-16 Value Added Marketing - *Advanced Marketing Strategies*
- 13-16 Putting Data to Work - Analyses of Past, Present and Forecast of Business Future
- 14-16 Financial Aspects of the Sales & Marketing Process - *Finance for Sales & Marketing Professionals*
- 14-16 Customer Experience Management
- 14-16 Excessive Bank Charges – Calculation Techniques & Recovery Process
- 26-30 Protocol, Public Relations and Events Management
- 26-30 Internet Security Awareness Training
- 26-30 Excellent English for Public Service Officers
- 27-30 Bank Treasury Management Training
- 27-30 Supply Chain and Logistics Management
- 28-30 Management of Non-Current Assets - *Fixed Assets Management*
- 28-30 Pumps and Valves Operation and Maintenance
- 28-30 Leading with Emotional Intelligence
- 28-30 Growing Distribution Channels Effectively
- 28-30 Workforce Harmony & Excellent Workplace Collaborations
- 29-30 Succeeding in Outlet Sales & Management

December

- 3-5 Preventive Maintenance Course
- 3-7 Growing as an Entrepreneur - *What Set Successful Entrepreneurs Apart*
- 3-7 Office Management Training for Officers and Managers
- 4-7 Contract Management Course
- 4-7 Competencies in Service Strategy
- 4-7 Aggressive Market Penetration - *the Battle for Market Share*
- 4-7 Budgeting & Budgetary Control
- 5-7 Big Data Analysis and Dashboards with Microsoft Excel For Business Analysts



- 5-7 Stores Keeping and Inventory Management
- 6-7 Incident Investigation and Reporting
- 10-14 Comprehensive Basic Accounting Training
- 10-14 Banking Operations Workshop
- 10-14 Management and Protection of Information (MPI)
- 10-14 Management Development for Personal Assistants and Senior Secretaries
- 10-14 Advanced Office Management and Administrative Skills
- 11-14 Internal Audit Course
- 12-14 Strategic Brand Management Course – *Success with Product Management*
- 12-14 Intermediate Excel for Financial and Business Analysis
- 12-14 Advanced Strategic Warehousing Course
- 12-14 Effective Management of Time, Priority.