

2020 TOM ASSOCIATES OPEN-COURSE CALENDAR

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January

ILORIN CENTRE

20 – 24	Office Management Training for Officers and Managers	N180,000
20 – 24	Pre-Retirement Course - <i>Preparing to Manage a New Beginning</i>	N180,000

January

LAGOS CENTRE

13 – 15	Credit Sales Management and Debt Recovery	N130,000
13 – 17	Administrative Functions & Office Management	N180,000
13 – 17	Complete Salesperson - <i>The Seven Traits</i>	N180,000
13 – 17	Building Financial Models	N180,000
15 – 17	Fundamentals of Stakeholder Engagement Process and Management	N130,000
15 – 17	Financial Statement Analysis Course	N130,000
15 – 17	Leading with Emotional Intelligence	N130,000
15 – 17	Banking Services and Marketing Strategies Workshop	N130,000
15 – 17	HR Knowledge for Non Human Resources Professionals	N130,000
16 – 17	How to Create Positive Customer Experience - <i>Service as an Art and a Science</i>	N110,000
20 – 22	Building Trust and Inspiring Followers - <i>Small Behaviours that Create Positive Change</i>	N110,000
20 – 22	Account Reconciliation & Management of Suspense Account	N130,000
20 – 24	Competencies in Human Resources Management - <i>Basic Human Resources Management</i>	N180,000
20 – 24	Credit Analysis for Commercial Lending	N180,000
20 – 24	Alternative Dispute Resolution - <i>Dispute Management and Negotiation Skills</i>	N180,000

21 – 24	Big Data Analysis and Dashboard with Microsoft Excel for Business Analysts	N155,000
21 – 24	Strategic Managerial Accounting: <i>Cost Behaviours, Systems and Analysis</i>	N155,000
22 – 24	Growing Distribution Channels Effectively	N130,000
22 – 24	Stores Keeping and Inventory Management	N130,000
22 – 24	Operational Excellence Practices for Work Efficiency & Reduced Cost	N130,000
27 – 29	Front Desk and Customer Relations Skills	N130,000
27 – 29	Frontline Leadership - <i>Emerging Leadership Course</i>	N130,000
27 – 31	Intermediate Skills for Effective Office Administration	N180,000
27 – 31	Marketing that Creates Results	N180,000
28 – 31	Hit the Ground Running As A New Manager - <i>Get Fast on the Right Track</i>	N155,000
28 – 31	Foundation Excel for Financial and Business Analysis	N155,000
29 – 31	Human Resources Business Partnering	N130,000
29 – 31	Managers Personal Effectiveness	N130,000
30 – 31	Managing Conflict and Difficult Situations at Work	N110,000
30 – 31	Occupational Health and Safety Management	N110,000

February

ILORIN CENTRE

3 – 5	Effective Management of Time, Priority & Work Pressure	N130,000
3 – 7	Administrative Functions & Office Management Course	N180,000
17 – 21	Powerful Leadership Communication & Influence Management	N180,000
17 – 21	Finance for Non-Financial Managers	N180,000

February

LAGOS CENTRE

3 – 5	Anti-Money Laundering, Economic Crimes & Counter Terrorism Financing	N130,000
3 – 5	Interpersonal Relations & Effective Communication Skills	N130,000

3 – 5	Essential Knowledge of Bookkeeping	N130,000
3 – 5	Customer Care Essentials	N130,000
3 – 7	Mastering the Digital and Social Media Marketing	N180,000
3 – 7	Advanced Excel Simplified for Management Reporting and Financial Analysis	N180,000
3 – 7	Aggressive Market Penetration - <i>the Battle for Market Share</i>	N180,000
3 – 7	New Approach to Document Control and Records Management	N180,000
3 – 7	Banking Operations Workshop	N180,000
4 – 7	Advancing Performance through Targets Setting & Appraisal Processes - <i>Employee Performance Assurance Training</i>	N155,000
10 – 12	Excessive Bank Charges - <i>Calculation Techniques & Recovery Process</i>	N130,000
10 – 14	Advanced Office Management and Administrative Skills	N180,000
10 – 14	Becoming an Effective Supervisory Manager	N180,000
10 – 14	Intermediate Skills Level for Human Resources Management	N180,000
10 – 14	Modeling for Financial Reporting and Analysis	N180,000
11 – 12	Selling in a Difficult Environment	N110,000
11 – 14	Mastering Tax Administration	N155,000
11 – 14	Competencies in Service Strategy	N155,000
12 – 14	Activation Marketing Master Class	N130,000
13 – 14	Incident Investigation and Reporting	N110,000
17 – 20	Business Process Improvement Programme	N155,000
17 – 19	How to Find and Win New Business - <i>Opening Doors and Converting Opportunities</i>	N130,000
17 – 21	Experienced Auditors Refresher Programme	N180,000
17 – 21	Business Data Analysis and Modeling with Excel	N180,000
17 – 21	Management Development for Personal Assistants and Senior Secretaries	N180,000
18 – 21	Bank Treasury Management Training	N155,000
18 – 21	Facility Maintenance and Management Training	N155,000
19 – 21	Management of the Workforce	N130,000
20 – 21	Innovating for Business - <i>Rethinking Products & Service Success Strategies</i>	N110,000

20 – 21	How to Set Key Performance Indicators (KPI) - <i>For Objective Performance Management</i>	N110,000
24 – 26	Laws Relating to Employment and Regulatory Compliance	N130,000
24 – 26	Customer Experience Management	N130,000
24 – 26	Implementing Field-Force Effectiveness	N130,000
24 – 28	Financial Modeling and Forecasting Techniques Using Advanced Excel Tools	N180,000
24 – 28	Office Management Training for Officers and Managers	N180,000
24 – 29	Experiential Megatrends for the Top Level Executives - <i>How the Future of Businesses are Being Shaped at the C-Suite</i>	N200,000
26 – 28	Fleet Management for Profitability	N130,000
26 – 28	Self Mastery & Personal Effectiveness in a Fast Changing World	N130,000
26 – 28	Business Presentation & Persuasive Public Speaking Skills	N130,000
27 – 28	Optimal Management of Working Capital	N110,000

March

ILORIN CENTRE

9 – 13	Intermediate Skills for Effective Office Administration	N180,000
10 – 14	Becoming an Effective Supervisory Manager	N180,000
23 – 27	Management Development for Personal Assistants and Senior Secretaries	N180,000
23 – 27	New Approach to Document Control & Records Management	N180,000

March

LAGOS CENTRE

2 – 6	Accelerating the Sales Managers Productivity	N180,000
2 – 6	Advanced Human Resources Management	N180,000
2 – 6	Management and Protection of Information (MPI)	N180,000
2 – 6	Finance for Non-Financial Managers	N180,000
2 – 6	Secretaries and Administrative Officers Top-up Competency Programme	N180,000
3 – 6	Building and Sustaining a Successful Enterprise	N155,000
3 – 6	Excellent Operations Management - <i>Value Improvement in Manufacturing & Service Operations</i>	N155,000

4 – 6	Critical Thinking Skills for Decision Making	N130,000
4 – 6	Tax Audit and Investigation	N130,000
5 - 6	Monitoring and Control of Expenditure	N110,000
9 – 11	Business Acumen Master Class - <i>Transformative Learning of How the Business Makes Money</i>	N130,000
9 – 11	Essentials of Sales Administration	N130,000
9 – 11	Behavioural Competencies for Top Performance	N130,000
9 – 13	Comprehensive Basic Accounting Training	N180,000
9 – 13	Managing the Learning & Development Function	N180,000
9 – 13	Powerful Leadership Communication and Influence Management	N180,000
9 – 13	Putting Data to Work - <i>Analyses of Past, Present and Forecast of Business Future</i>	N180,000
9 – 13	Pre-Retirement Course - <i>Preparing to Manage a New Beginning</i>	N180,000
11 – 13	Inventory, Logistics & Distribution Management	N130,000
11 – 13	Managerial Skills Appreciation - <i>First Level Managers Programme</i>	N130,000
16 – 18	Managing the Sales Team for Result	N130,000
16 – 18	Effective Management of Time, Priority and Work Pressure	N130,000
16 – 20	Business Development Programme for Area & Regional Managers	N180,000
16 – 20	Intermediate Course on Procurement and Vendor Management	N180,000
16 – 20	Protocol, Public Relations and Events Management	N180,000
17 – 20	Competency Training for Business Development Executives	N155,000
17 – 20	Mastering & Managing the Corporate Planning Function	N155,000
17 – 20	Mastering Internal Controls - <i>Operations, Financial and Management</i>	N155,000
17 – 20	Intermediate Excel for Financial and Business Analysis	N155,000
18 – 20	Workforce Harmony & Excellent Workplace Collaborations	N130,000
23 – 24	Understanding Business Models - <i>Innovations to Deliver Strategic Goals</i>	N110,000
23 – 25	Managers As Leaders	N130,000

23 – 25	Inventory (Stock) Control	N130,000
23 – 27	Superior Competencies in Human Resources Management	N180,000
23 – 27	Methods of Efficiency Management Procedures, Reporting and Implementation	N180,000
24 – 27	Training on Bids and Tenders Management	N155,000
25 – 27	How to Turn Around an Underperforming Business – <i>Five Steps to Breathing New Life into a Difficult Business</i>	N130,000
25 – 27	Employees Exposure to Methods of Fraud Prevention	N130,000
26 – 27	How to Manage Workloads and Multiple Tasks	N110,000
26 – 27	The Other Side of Leadership - <i>Great Followership</i>	N110,000

April

ILORIN CENTRE

6 – 10	Advanced Office Management and Administrative Skills	N180,000
6 – 10	Crucial Written Communication Skills for Public Service Officers	N180,000
20 – 23	Competencies in Service Strategy	N155,000
20 – 24	Comprehensive Basic Accounting Training	N180,000

April

LAGOS CENTRE

1 – 3	Building Trust and Inspiring Followers - <i>Small Behaviours that Create Positive Change</i>	N130,000
1 – 3	Strategic Warehousing Course	N130,000
1 – 3	Line Managers Classroom Training Delivery Skills	N130,000
1 – 3	Designing Effective Distribution Channels	N130,000
1 – 3	Fundamentals of Risks Associated with Commercial Contracts Administration	N130,000
1 – 3	Preventive Maintenance Course	N130,000
1 - 3	Relationship Management and Marketing Skills	N130,000
2 – 3	Starting Your New Business - <i>Develop All You Need in 2 Days</i>	N110,000
6 – 8	Front Desk and Customer Relations Skills	N130,000
6 – 8	Bank Tellers Course	N130,000

6 – 8	Basic Management Process - <i>Early Stage Managers Development Programme</i>	N130,000
6 – 9	Corporate Communications and Media Relations Management	N155,000
6 – 9	The Approach to Turning Mid-level Managers into Great Leaders	N155,000
6 – 9	Current Good Manufacturing Practices (cGMP)	N155,000
6 – 9	Advanced Selling Skills	N155,000
6 – 9	Budgeting, Forecasting & Budgetary Control	N155,000
6 – 9	Investment Analysis and Portfolio Management	N155,000
14 – 17	Making Your Business Blossom in a Suppressive Market - <i>Groundbreaking Action Plans for Cutting-Edge Companies</i>	N155,000
14 – 17	Report & Proposal Writing/Crucial Communications	N155,000
14 – 17	Contract Management Course	N155,000
14 – 17	Strategic Brand Management Course - <i>Success with Product Management Functions</i>	N155,000
15 – 17	Coaching and Mentoring Skills Training	N130,000
15 – 17	Management of Non-Current Assets – <i>Fixed Assets Management Training</i>	N130,000
15 – 17	Payroll Management, Compensation & Benefits Administration	N130,000
15 – 17	Managers Personal Effectiveness	N130,000
16 – 17	Occupational Health and Safety Management	N110,000
20 – 24	Administrative Functions & Office Management	N180,000
20 – 24	Building Financial Models	N180,000
21 – 24	Internal Audit Course	N155,000
21 – 24	Business Literacy - <i>Mastering the Dynamics of Business Drivers</i>	N110,000
22 – 24	Human Resources Business Partnering	N130,000
22 – 24	Leading with Emotional Intelligence	N130,000
22 – 24	The Techniques of Consultative Selling	N130,000
23 – 24	How to Create Positive Customer Experience - <i>Service as an Art and a Science</i>	N110,000

27 – 29	Operational Excellence Practices for Work Efficiency & Reduced Cost	N130,000
27 – 29	Managing Employees for Strategic Advantage	N130,000
27 – 29	Growing Distribution Channels Effectively	N130,000
27 – 29	Mastering Competitive Positioning, Blue Ocean Strategy & Value Chain Management	N130,000
27 – 29	Delivering Results through Teams	N130,000
27 – 30	Big Data Analysis and Dashboard with Microsoft Excel for Business Analysts	N155,000
27 – 30	Key-Account Managers Training	N155,000
27 – 30	Forensic Auditing Competence	N155,000
28 – 30	Essential Knowledge of Bookkeeping	N130,000

May

ILORIN CENTRE

4 – 8	Blue Ocean Strategy & Value Chain Management for Ministries, Departments & Agencies	N180,000
4 – 8	Change Leadership and People Management	N180,000
18 - 20	Effective Management of Time, Priority and Work Pressure	N130,000
18 – 22	Protocol, Public Relations and Events Management	N180,000

May

LAGOS CENTRE

4 – 8	Guides to Setting Up a New HR Department	N180,000
4 – 8	Intermediate Skills for Effective Office Administration	N180,000
4 – 8	Supply Chain and Logistics Management	N180,000
4 – 8	Marketing that Creates Results	N180,000
5 – 8	Foundation Excel for Financial and Business Analysis	N155,000
6 – 8	Excessive Bank Charges – <i>Calculation Techniques & Recovery Process</i>	N130,000
6 – 8	Risk Assessment and Emergency Management Course	N130,000
7 – 8	Root Cause Analysis Training - <i>Diagnosing Underlying Causes of Problems & Undesired Events</i>	N110,000

11 – 13	Account Reconciliation & Management of Suspense Account	N130,000
11 – 13	Mastering Managerial Competencies at the Work Place	N130,000
11 – 15	Bank Lending and Credit Administration Workshop	N180,000
11 – 15	Monitoring and Evaluation (M&E) of Government Projects	N180,000
11 – 15	Alternative Dispute Resolution - <i>Dispute Management and Negotiation Skills</i>	N180,000
12 – 15	Talent Optimization - <i>Pillars of Talent Management Practices</i>	N155,000
12 – 15	Value Added Marketing – <i>Advanced Marketing Strategies</i>	N155,000
13 – 15	Stores Keeping and Inventory Management	N130,000
13 – 15	Taxation of Properties in Nigeria - <i>The Laws & Practice</i>	N130,000
18 – 20	Mastering Negotiations - <i>The Principles and Practice</i>	N130,000
18 – 20	Customer Care Essentials	N130,000
18 – 20	Fundamentals of Stakeholder Engagement Process & Management	N130,000
18 – 22	Office Management Training for Officers and Managers	N180,000
18 – 22	Business Data Analysis and Modeling with Excel	N180,000
18 – 22	Credit Analysis For Commercial Lending	N180,000
18 – 22	Competencies in Human Resources Management - <i>Basic Human Resources Management</i>	N180,000
20 – 22	Managers As Leaders	N130,000
20 – 22	Managing the Sales Team for Result	N130,000

June

ILORIN CENTRE

8 – 12	Powerful Leadership Communication & Influence Management	N180,000
8 – 12	Management and Protection of Information (MPI)	N180,000
22 - 26	Administrative Functions & Office Management Course	N180,000
22 - 26	Finance for Non-Financial Managers	N180,000

June

LAGOS CENTRE

2 – 5	Business Process Improvement Programme	N155,000
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1 – 5	Advanced Office Management and Administrative Skills	N180,000
1 – 5	Becoming an Effective Supervisory Manager	N180,000
1 – 5	Complete Salesperson - <i>The Seven Traits</i>	N180,000
2 – 5	Competencies in Service Strategy	N155,000
2 – 5	Facility Maintenance and Management Training	N155,000
2 – 5	Internal Audit Course	N155,000
3 – 5	Financial Statement Analysis Course	N130,000
4 – 5	The Other Side of Leadership - <i>Great Followership</i>	N110,000
8 – 10	Behavioural Competencies for Top Performance	N130,000
8 – 10	Business Presentation & Persuasive Public Speaking Skills	N130,000
8 - 10	Fleet Management for Profitability	N130,000
8 - 10	Mastering the Crucial Roles in Senior Marketing Functions	N130,000
8 – 11	Mastering Tax Administration	N155,000
8 – 11	Strengthening Your Business Model and Competitive Advantage	N155,000
9 – 11	How to Profile and Manage Your Sales Territory for Productivity	N130,000
9 - 11	Relationship Management and Marketing	N130,000
10 - 11	The Art of Crisis Management	N110,000
10 – 11	How to Set Key Performance Indicators (KPI) - <i>For Objective Performance Management</i>	N110,000
15 – 17	Frontline Leadership - <i>Emerging Leadership Course</i>	N130,000
15 - 19	Management of the Contemporary Public Sector – <i>the Pressure to Change</i>	N180,000
15 – 19	Management Development for Personal Assistants and Senior Secretaries	N180,000
15 – 19	Aggressive Market Penetration - <i>the Battle for Market Share</i>	N180,000
15 – 19	Modeling for Financial Reporting and Analysis	N180,000
15 – 19	New Approach to Document Control & Records Management	N180,000
16 – 19	Hit the Ground Running As A New Manager - <i>Get Fast on the Right Track</i>	N155,000
17 – 19	Effective Management of Time, Priority and Work Pressure	N130,000
17 – 19	Cost Reduction & Management Guides	N130,000
22 – 24	Interpersonal Relations & Effective Communication Skills	N130,000

22 – 26	Advanced Excel Simplified for Management Reporting and Financial Analysis	N180,000
22 – 26	Blue Ocean Strategy and Value Chain Management for Ministries, Departments and Agencies	N180,000
23 – 26	Advancing Performance through Targets Setting & Appraisal Processes - <i>Employee Performance Assurance Training</i>	N155,000
24 – 26	Customer Experience Management	N130,000
24 – 26	How to Find and Win New Business – <i>Opening Doors & Converting Opportunities</i>	N130,000
24 – 26	Implementing Field-Force Effectiveness	N130,000
24 – 26	Business Development Programme for Area & Regional Managers	N180,000
25 – 26	Inventory Accounting	N110,000

July

ILORIN CENTRE

6 – 10	Intermediate Skills for Effective Office Administration	N180,000
6 – 10	Becoming an Effective Supervisory Manager	N180,000
20 – 24	Management Development for Personal Assistants and Senior Secretaries	N180,000
20 – 24	New Approach to Document Control & Records Management	N180,000

July

LAGOS CENTRE

1 - 3	Managing Employees for Strategic Advantage	N130,000
1 - 3	Essential Knowledge of Bookkeeping	N130,000
1 - 3	Self Mastery & Personal Effectiveness in a Fast Changing World	N130,000
1 – 3	Activation Marketing Master Class	N130,000
1 – 3	How to Turn Around an Underperforming Business - <i>Five Steps to Breathing New Life into a Difficult Business</i>	N130,000
1 – 3	Managerial Skills Appreciation - <i>First Level Managers Programme</i>	N130,000

2 – 3	Selling in a Difficult Environment	N110,000
6 – 8	Finance for Sales & Marketing Professionals - <i>Financial Aspects of the Sales & Marketing Process</i>	N130,000
6 – 10	Supply Chain and Logistics Management	N180,000
6 – 10	Protocol, Public Relations and Events Management	N180,000
6 – 10	Managing the Learning & Development Function	N180,000
6 – 10	Financial Modeling and Forecasting Techniques Using Advanced Excel Tools	N180,000
7 – 10	Key-Account Managers Training	N155,000
7 - 10	Competency Training for Business Development Executives	N155,000
7 – 10	Bank Treasury Management Training	N155,000
8 – 10	Credit Sales Management and Debt Recovery	N130,000
8 – 10	Management of Non-Current Assets - <i>Fixed Assets Management Training</i>	N130,000
13 – 15	Critical Thinking Skills for Decision Making	N130,000
13 – 15	Business Acumen Master Class - <i>Transformative Learning of How the Business Makes Money</i>	N130,000
13 – 17	Mastering the Digital and Social Media Marketing	N180,000
13 - 17	Superior Competencies in Human Resources Management	N180,000
13 – 17	Comprehensive Basic Accounting Training	N180,000
13- 17	Pre-Retirement Course - <i>Preparing to Manage a New Beginning</i>	N180,000
13 – 17	Intermediate Course on Procurement & Vendor Management	N180,000
13 – 17	Accelerating the Sales Managers Productivity	N180,000
14 – 17	Intermediate Excel for Financial & Business Analysis	N155,000
16 – 17	How to Manage Workloads and Multiple Tasks	N110,000
20 – 22	Essentials of Sales Administration	N130,000
20 - 24	Finance for Non-Financial Managers	N180,000
20 - 24	Growing as an Entrepreneur - <i>What Set Successful Entrepreneurs Apart</i>	N180,000
20 - 24	Experienced Auditors Refresher Programme	N180,000
20 – 24	Putting Data to Work - <i>Analysis of Past, Present & Forecast of Business Future</i>	N180,000
21 - 24	Corporate Communication and Media Relations Management	N155,000
21 - 24	Mastering & Managing the Corporate Planning Function	N155,000

21 – 24	Training on Bids and Tenders Management	N155,000
21 – 24	Excellent Operations Management - <i>Value Improvement in Manufacturing & Service Operations</i>	N155,000
22 – 24	Workforce Harmony & Excellent Workplace Collaboration	N130,000
27 – 29	Public-Private Partnership	N130,000
27 – 29	Inventory, Logistics & Distribution Management	N130,000
27 - 29	Mastering Competitive Positioning, Blue Ocean Strategy & Value Chain Management	N130,000
27 – 30	Mastering Internal Controls - <i>Operations, Financial, Management</i>	N155,000
29 - 30	Managing Conflict and Difficult Situations at Work	N110,000
29 – 30	Succeeding in the Management of Sales Outlets	N110,000

August

ILORIN CENTRE

10 - 14	Advanced Office Management and Administrative Skills	N180,000
10 - 14	Protocol, Public Relations and Events Management	N180,000
24 – 27	Competencies in Service Strategy	N155,000
24 - 28	Comprehensive Basic Accounting Training	N180,000

August

LAGOS CENTRE

4 - 7	The Approach to Turning Mid-level Managers into Great Leaders	N155,000
4 – 7	Strategic Brand Management Course - <i>Success with Product Management Functions</i>	N155,000
4 – 7	Report & Proposal Writing/Crucial Communications	N155,000
5 - 7	Basic Management Process - <i>Early Stage Managers Development Programme</i>	N130,000
5 - 7	The Techniques of Consultative Selling	N130,000
5 - 7	Strategic Warehousing Course	N130,000
5 – 7	Preventive Maintenance Course	N130,000

5 – 7	Payroll Management, Compensation & Benefits Administration	N130,000
6 – 7	Optimal Management of Working Capital	N110,000
10 – 12	Fundamentals of Risks Associated with Commercial Contracts Administration	N130,000
10 - 14	Advanced Human Resources Management	N180,000
10 - 14	Powerful Leadership Communication and Influence Management	N180,000
10 – 14	Secretaries and Administrative Officers Top-up Competency Programme	N180,000
10 – 14	Methods of Efficiency Management Procedures, Reporting & Implementation	N180,000
11 – 14	Big Data Analysis and Dashboard with Microsoft Excel for Business Analysts	N155,000
11 – 14	Current Good Manufacturing Practices (cGMP)	N155,000
11 – 14	Strategic Managerial Accounting - <i>Cost Behaviours, Systems and Analysis</i>	N155,000
12 – 14	Tax Audit and Investigation	N130,000
12 - 14	Front Desk and Customer Relations Skills	N130,000
17 – 19	Leading with Emotional Intelligence	N130,000
17 - 21	Administrative Functions & Office Management	N180,000
17 – 21	Sustainability - <i>How to Enhance the Enterprise Stakeholders Value</i>	N180,000
17 – 21	Intermediate Skills Level for Human Resources Management	N180,000
17 - 21	Management and Protection of Information (MPI)	N180,000
18 - 19	Monitoring and Control of Expenditure	N110,000
18 – 21	Investment Analysis and Portfolio Management	N155,000
19 – 21	Managers As Leaders	N130,000
19 – 21	Managing the Sales Team for Result	N130,000
19 – 21	Operational Excellence Practices for Work Efficiency & Reduced Cost	N130,000
24- 28	Crucial Written Communication Skills for Public Service Officers	N180,000
24 – 28	Building Financial Models	N180,000
25 – 28	Contract Management Course	N155,000

26 – 28	Human Resources Business Partnering	N130,000
25 – 28	Advanced Selling Skills	N155,000
26 – 28	Delivering Results through Teams	N130,000
26 – 28	Anti-money Laundering, Economic Crimes & Countering Terrorism Financing	N130,000
27 – 28	How to Create Positive Customer Experience - <i>Service as an Art and a Science</i>	N110,000
27 – 28	Occupational Health and Safety Management	N110,000

September

ILORIN CENTRE

7 - 11	Blue Ocean Strategy & Value Chain Management for Ministries, Departments & Agencies	N180,000
7 - 11	Change Leadership and People Management	N180,000
21 - 25	Crucial Written Communication Skills for Public Service Officers	N180,000
21 – 25	Pre-Retirement Course - <i>Preparing to Manage a New Beginning</i>	N180,000

September

LAGOS CENTRE

1 – 4	Business Literacy – <i>Mastering the Dynamics of Business Drivers</i>	N155,000
1 – 4	Forensic Auditing Competence	N155,000
2 - 4	Employees Exposure to Methods of Fraud Prevention	N130,000
2 - 4	Bank Tellers Course	N130,000
2 - 4	Line Managers Classroom Training Delivery Skills	N130,000
2 – 4	Customer Care Essentials	N130,000
2 – 4	Managers Personal Effectiveness	N130,000
2 – 4	Designing Effective Distribution Channels	N130,000
2 – 4	Mastering Negotiations - <i>the Principles and Practice</i>	N130,000
2 – 4	Stores Keeping and Inventory Management	N130,000

3 – 4	Understanding Business Models - <i>Innovations to Deliver Strategic Goals</i>	N110,000
7 – 11	Intermediate Skills for Effective Office Administration	N180,000
7 - 11	Aggressive Market Penetration - <i>Battles for Market Share</i>	N180,000
7 – 11	Competencies in Human Resources Management - <i>Basic Human Resources Management</i>	N180,000
7 – 11	Business Development Programme for Area & Regional Managers	N180,000
7 – 11	The Public Sector Leaders of the Future	N180,000
7 – 11	Supply Chain and Logistics Management	N180,000
8 – 11	Competencies in Service Strategy	N155,000
8 – 11	Strengthening Your Business Model and Competitive Advantage	N155,000
9 – 11	Coaching and Mentoring Skills Training	N130,000
9 – 11	Taxation of Properties in Nigeria - <i>The Laws & Practice</i>	N130,000
14 - 16	Risk Assessment and Emergency Management Course	N130,000
14 – 16	How to Profile and Manage Your Sales Territory for Productivity	N130,000
14 – 18	Office Management Training for Officers and Managers	N180,000
14 - 18	Public Finance Refresher and Appropriation Programme	N180,000
14 - 19	Experiential Megatrends for the Top Level Executives - <i>How the Future of Businesses are Being Shaped at the C-Suite</i>	N200,000
15 – 18	Value Added Marketing - <i>Advanced Marketing Strategies</i>	N155,000
15 – 18	Budgeting, Forecasting and Budgetary Control	N155,000
15 – 18	Talent Optimization - <i>Pillars of Talent Management Practices</i>	N155,000
17 – 18	Starting Your New Business - <i>Develop All You Need in 2 Days</i>	N110,000
21 - 23	Interpersonal Relations & Effective Communication Skills	N130,000
21 – 23	Relationship Management and Marketing Skills	N130,000
21 – 23	Inventory (Stock) Control	N130,000
21 – 23	Fundamentals of Stakeholder Engagement Process & Management	N130,000
21 – 23	Mastering Competitive Positioning, Blue Ocean Strategy & Value Chain Management	N130,000
21 – 25	Business Data Analysis and Modeling with Excel	N180,000
21 – 25	Guides to Setting Up a New HR Department	N180,000

21 – 25	Monitoring and Evaluation (M&E) of Government Projects	N155,000
24 – 25	Root Cause Analysis Training - <i>Diagnosing Underlying Causes of Problems & Undesired Events</i>	N110,000
24 – 25	Innovating for Business - <i>Rethinking Products & Service Success Strategies</i>	N110,000
28 – 30	HR Knowledge for Non Human Resources Professionals	N130,000
28 – 30	Effective Management of Time, Priority and Work Pressure	N130,000
28 – 30	Mastering Managerial Competencies at the Work Place	N130,000
29 - 30	The Other Side of Leadership - <i>Great Followership</i>	N110,000

October

ILORIN CENTRE

5 - 9	Powerful Leadership Communication & Influence Management	N180,000
5 - 9	Finance for Non-Financial Managers	N180,000
19 – 21	Effective Management of Time, Priority & Work Pressure	N130,000
19 – 23	Administrative Functions & Office Management Course	N180,000

October

LAGOS CENTRE

6 – 9	Business Process Improvement Programme	N155,000
5 – 7	Managing Employees for Strategic Advantage	N130,000
5 – 7	Management of Non-Current Assets - <i>Fixed Assets Management Training</i>	N130,000
5 – 9	Alternative Dispute Resolution - <i>Dispute Management and Negotiation Skills</i>	N180,000
5 – 9	Becoming an Effective Supervisory Manager	N180,000
5 – 9	Complete Salesperson - <i>The Seven Traits</i>	N180,000
5 – 9	Public Sector Service Transformation - <i>The Enablers of Service Modernization</i>	N180,000
5 – 9	Management Development for Personal Assistants and Senior Secretaries	N180,000
6 – 9	Facility Maintenance and Management Training	N155,000
6 – 9	Foundation Excel for Financial and Business Analysis	N155,000

7 – 9	Account Reconciliation & Management of Suspense Account	N130,000
12 – 14	Frontline Leadership - <i>Emerging Leadership Courses</i>	N130,000
12 – 16	Banking Operations Workshop	N180,000
12 – 16	Marketing that Creates Results	N180,000
12 – 16	Advanced Excel Simplified for Management Reporting and Financial Analysis	N180,000
12 – 16	Advanced Office Management and Administrative Skills	N180,000
13 – 16	Internal Audit Course	N155,000
13 – 16	Advancing Performance through Targets Setting & Appraisal Processes - <i>Employee Performance Assurance Training</i>	N155,000
14 – 16	Behavioural Competencies for Top Performance	N130,000
19 – 21	Mastering the Crucial Roles in Senior Marketing Functions	N130,000
19 – 23	Modeling for Financial Reporting and Analysis	N180,000
19 – 23	Bank Lending and Credit Administration Workshop	N180,000
19 – 23	New Approach to Document Control & Records Management	N180,000
20 – 23	Mastering Tax Administration	N155,000
21 – 23	Business Presentation & Persuasive Public Speaking Skills	N130,000
22 – 23	The Art of Crisis Management	N110,000
22 – 23	How to Set Key Performance Indicators (KPI) - <i>For Objective Performance Management</i>	N110,000
22 – 23	Incident Investigation and Reporting	N110,000
26 - 28	Building Trust and Inspiring Followers - <i>Small Behaviours that Create Positive Change</i>	N130,000
26 - 28	Banking Services and Marketing Strategies	N130,000
26 – 28	Customer Experience Management	N130,000
26 – 28	Fleet Management for Profitability	N130,000
26 – 28	Financial Statement Analysis Course	N130,000
26 – 28	How to Find and Win New Business – <i>Opening Doors & Converting Opportunities</i>	N130,000
26 – 28	Laws Relating to Employment and Regulatory Compliance	N130,000
26 – 28	Implementing Field-Force Effectiveness	N130,000
26 – 28	Cost Reduction & Management Guides	N130,000

November

ILORIN CENTRE

9 – 13	Intermediate Skills for Effective Office Administration	N180,000
9 – 14	Becoming an Effective Supervisory Manager	N180,000
23 – 27	Management Development for Personal Assistants and Senior Secretaries	N180,000
23 – 27	New Approach to Document Control & Records Management	N180,000

November
LAGOS CENTRE

2 – 3	Inventory Accounting	
2 – 4	Growing Distribution Channels Effectively	N130,000
2 – 4	Inventory, Logistics & Distribution Management	N130,000
2 – 6	Managing the Learning & Development Function	N180,000
2 – 6	Protocol, Public Relations and Events Management	N180,000
2 – 6	Financial Modeling and Forecasting Techniques Using Advanced Excel Tools	N180,000
3 – 6	The Approach to Turning Mid-level Managers into Great Leaders	N155,000
3 – 6	Training on Bids and Tenders Management	N155,000
3 – 6	Hit the Ground Running as a New Manager - <i>Get Fast on the Right Track</i>	N155,000
4 – 6	Self Mastery & Personal Effectiveness in a Fast Changing World	N130,000
5 – 6	Selling in a Difficult Environment	N130,000
9 – 11	Public-Private Partnership	N130,000
9 – 11	Leading with Emotional Intelligence	N130,000
9 – 13	Change Leadership and People Management	N180,000
9 – 13	Mastering the Digital and Social Media Marketing	N180,000
9 – 13	Intermediate Course on Procurement & Vendor Management	N180,000
9 – 13	Superior Competencies in Human Resources Management	N180,000
9 – 13	Putting Data to Work - <i>Analysis of Past, Present & Forecast of Business Future</i>	N180,000
9 – 13	Medium Term Sector Strategies for Ministries, Departments & Agencies	N180,000

9 – 13	Pre-Retirement Course - <i>Preparing to Manage a New Beginning</i>	N180,000
10 – 13	Key-Account Managers Training	N155,000
11- 13	Critical Thinking Skills for Decision Making	N130,000
16 – 20	Enhancement of Public Service Officers Commercialization Talent	N180,000
16 – 20	Finance for Non-Financial Managers	N180,000
17 – 20	Mastering Internal Controls - <i>Operations, Financial, Management</i>	N155,000
17 – 20	Mastering & Managing the Corporate Planning Function	N155,000
17 – 20	Excellent Operations Management - <i>Value Improvement in Manufacturing & Service Operations</i>	N155,000
17 - 20	Competency Training for Business Development Executives	N155,000
18 – 20	Basic Management Process - <i>Early Stage Managers Development Programme</i>	N130,000
18 – 20	Activation Marketing Master Class	N130,000
19 – 20	Managing Conflict and Difficult Situations at Work	N110,000
23 – 24	How to Manage Workloads and Multiple Tasks	N110,000
23 – 27	Growing as an Entrepreneur - <i>What Sets Successful Entrepreneurs Apart</i>	N180,000
23 – 27	Crucial Written Communication Skills for Public Service Officers	N180,000
23 – 27	Advanced Human Resources Management	N180,000
24 – 27	Intermediate Excel for Financial & Business Analysis	N155,000
25 – 27	Workforce Harmony & Excellent Workplace Collaboration	N130,000
25 – 27	Excessive Bank Charges - <i>Calculation Techniques & Recovery Process</i>	N130,000
25 – 27	Finance for Sales & Marketing Professionals - <i>Financial Aspects of the Sales & Marketing Process</i>	N130,000
25 – 27	Strategic Warehousing Course	N130,000
26 – 27	Succeeding in the Management of Sales Outlets	N110,000

December

ILORIN CENTRE

7 – 11	Office Management Training for Officers and Managers	N180,000
7 – 11	Managing the Learning & Development Function	N180,000

December

LAGOS CENTRE

1 – 4	Big Data Analysis and Dashboard with Microsoft Excel for Business Analysts	N155,000
1 – 4	Building and Sustaining a Successful Enterprise	N155,000
1 – 4	Contract Management Course	N155,000
1 – 4	Report & Proposal Writing/Crucial Communications	N155,000
2 – 4	Managerial Skills Appreciation - <i>First Level Managers Programme</i>	N130,000
2 – 4	Delivering Results through Teams	N130,000
2 – 4	Credit Sales Management and Debt Recovery	N130,000
2 – 4	Effective Management of Time, Priority & Work Pressure	N130,000
2 – 4	Front Desk and Customer Relations Skills	N130,000
2 – 4	Management of the Workforce	N130,000
7 – 11	Comprehensive Basic Accounting Training	N180,000
7 – 11	Powerful Leadership Communication and Influence Management	N180,000
7 – 11	Advanced Office Management and Administrative Skills	N180,000
7 – 11	Aggressive Market Penetration - <i>Battles for Market Share</i>	N180,000
7 – 11	Intermediate Skills Level for Human Resources Management	N180,000
8 – 11	Corporate Communications and Media Relations Management	N155,000
8 – 11	Strategic Brand Management Course - <i>Success with Product Management Functions</i>	N155,000
8 – 11	Making Your Business Blossom in a Suppressive Market - <i>Groundbreaking Action Plans for Cutting-Edge Companies</i>	N155,000
8 – 11	Investment Analysis and Portfolio Management	N155,000
8 – 11	Current Good Manufacturing Practices (cGMP)	N155,000
14 – 16	Coaching and Mentoring Skills Training	N130,000

14 – 16	Essentials of Sales Administration	N130,000
14 – 18	Experienced Auditors Refresher Programme	N180,000
14 – 18	Sustainability - <i>How to Enhance the Enterprise Stakeholders Value</i>	N180,000
14 – 18	Becoming an Effective Supervisory Manager	N180,000
14 – 18	Building Financial Models	N180,000
14 – 18	Management and Protection of Information (MPI)	N180,000
14 – 18	Administrative Functions & Office Management Course	N180,000
15 – 18	Budgeting, Forecasting and Budgetary Control	N155,000
17 – 18	How to Create Positive Customer Experience - <i>Service as an Art and a Science</i>	N110,000

COURSES TO BE DELIVERED ON REQUEST ONLY IN 2020

Durations and Fees are Negotiable

Advanced Mechanical Drives System Maintenance

Attaining Shop Floor and Office Excellence Using the "5-S System"

Basic Mechanical Drives System Maintenance

Bearing Maintenance and Lubrication

Business Lifecycle Management - *Innovative Ways to Control a Business Life's Upheavals through its Five Zones*

Comprehensive Training on MS Word

Cultural Integration for Company Expatriates - The Business Case

Developing Leadership Competencies

Enterprise Proficiency for Small & Medium Size Business Owners

Fundamental Selling Skills

Fundamentals of Microsoft Excel - Basic Excel Training

Future-Ready Director - *Dynamic Board for Young Businesses*

Getting Up to Speed in Marketing of Financial Service

Guides to Successful Trade Marketing

Industrial Relations Practice for Productivity Improvement

Influencing Skills

Integrated Risk Assurance Training for Business Continuity

Job Hazard Analysis - Health & Safety Hazards at SMEs Worksites

Making Management Meetings Productive

Managers as Corporate Entrepreneurs

Managing the Millennials and the Generation Divide Evolving in the Workplace

Managing Your Business for the Long Term - *Practical Steps to Sustained Shareholder Value*

Marketing Knowledge Training for Beginners

Multi-Year Budgeting for Public Sector Officers

Parish Administrators Training

Power of Positive Reinforcement - *The Leadership Character Definitions*

Procurement of Goods, Works and Non Consulting Services

Professional Selling - *The Foundation Skills*

Project Management Professional (PMP) Training

Prosperous Retail Business: the Essential Salesmanship & Customer Service

Selling High Stake Products

Senior Management Retreat - *The 7 Steps*

Senior Management Strategy Planning Process

Simple Steps to Successful Business Strategies - *Planning Them, Managing Them*

SMEs Combating Production & Service Wastages

Staff Retreat

Successful Business Pitch

The Leadership Domain: *New Global Trends*

Total Quality Management