

2022 TOM ASSOCIATES OPEN-COURSE CALENDAR
Tel 08033019120, 07046085660, 08178591654, 08034078783,
07049904761, 08147481000, 07088212314, 08033834908,
08137221000.

info@tomassociatesng.com, tomassociatetraining@yahoo.com
www.tomassociatesng.com

Month of **JANUARY** 2022

COURSES

- 10 – 12 Coaching and Mentoring Skills
- 10 – 14 Administrative Functions & Office Management
- 10 – 14 Supply Chain and Logistics Management
- 10 – 14 Mastering Digital and Social Media Marketing
- 10 – 14 The Emerging Functions & Tasks for the HR Professionals
- 11 – 14 Foundation Excel for Financial & Business Analysis
- 11 – 14 Service Excellence Processes for Front & Back Office Employees
- 12 – 14 Leading with Emotional Intelligence
- 12 – 14 Banking Services and Marketing Strategies
- 12 – 14 Sales Planning and Forecasting
- 17 - 19 Building Trust and Inspiring Followers - *Small Behaviours that Create Positive Change*
- 17 – 21 Competencies in Human Resources Management - *Basic Human Resources Management Training*
- 17 – 21 Finance for Non-Finance Managers
- 17 – 21 Complete Salesperson - The Seven Traits
- 17 – 21 Intermediate Skills for Effective Office Administration
- 17 – 21 Building Financial Models
- 18 – 21 Building and Sustaining a Successful Enterprise
- 19 – 21 Stores Keeping and Inventory Management
- 19 – 21 Management of the Workforce
- 19 – 21 Mastering Managerial Competencies at the Workplace
- 24 – 26 Front Desk and Customer Relations Skills

KEEP THE QUALITY UP



- 24 - 28 Procurement and Vendor Management Training
- 24 - 28 Document Control & Security, Records Tracking and Management
- 24 - 28 Aggressive Market Penetration – *Battles for Market Share*
- 24 - 28 Guides to Setting up a New HR Department
- 24 - 28 Public Sector Budget Preparation Process
- 25 - 28 Big Data Analysis and Dashboard with Microsoft Excel for Business
- 25 - 28 Making Your Business Blossom in a Suppressive Market - *Groundbreaking Action Plans for Cutting-Edge Companies*
- 25 - 28 Hit the Ground Running as A New Manager - *Get Fast on the right Track*
- 26 - 28 Operational Excellence Practices for Work Efficiency & Reduced Cost

Month of **FEBRUARY** 2022

COURSES

- 1 - 4 Current Good Manufacturing Practices (cGMP)
- 1 - 4 Training on Bids and Tenders Management
- 1 - 4 Competency Training for Business Development Executives
- 1 - 4 Advancing Performance by S.M.A.R.T. Targets Setting and Appraisal Processes
- 1 - 4 Mastering Internal Controls – *Operations, Financial and Management*
- 1 - 4 Competencies in Service Strategy
- 2 - 4 Frontline Leadership (*Emerging Leadership Course*)
- 2 - 4 Preventive Maintenance Course
- 2 - 4 Line Managers Classroom Training Delivery Skills (T-T-T)
- 2 - 4 Innovating for Business - *Rethinking Products & Service Success Strategies*
- 7 - 9 Professional Selling - *The Foundation Skills*
- 7 - 11 Advanced Office Management & Administrative Skills
- 7 - 11 Bank Lending and Credit Administration Workshop

KEEP THE QUALITY UP



- 7 – 11 Modeling for Financial Analysis and Reporting
- 7 – 11 Protocol, Public Relations and Events Management
- 7 – 11 Becoming an Effective Supervisory Manager
- 7 – 11 Business Process Improvement and Management Programme
- 8 – 11 Report and Proposal Writing/Crucial Communications
- 9 - 11 Credit Sales Policy, Debt Recovery and Receivables Management
- 9 – 11 Framework for Implementing Performance Alignment for the Organization
- 14 – 16 Help & Support Desk Capability Training
- 14 – 18 Advanced Human Resources Management
- 14 – 18 Comprehensive Basic Accounting Training
- 14 – 18 Managing the Learning and Development Function
- 14 – 18 Secretaries and Administrative Officers Top-Up Competency Programme
- 15 – 18 Investment Analysis and Portfolio Management
- 16 – 18 How to Find and Win New Business - *Opening Doors and Converting Opportunities*
- 16 – 18 Effective Management of Time, Priority & Work Pressure
- 16 – 18 Fundamentals of Stakeholder Engagement Process & Management
- 16 – 18 Inventory, Logistics and Distribution Management
- 21 – 22 Managing Feedback - *Leading with Courage, Boosting People's Ability & Confidence*
- 21 – 25 Office Management Training for Officers and Managers
- 21 – 25 Management and Protection of Information
- 21 – 25 Financial Modeling and Forecasting Techniques Using Advanced Excel Tools
- 21 – 25 Powerful Leadership Communication and Influence Management
- 21 – 25 Financial Assessments and Reporting
- 22 – 25 Value Added Marketing – *The Advanced Strategies*
- 22 – 25 Strategic Warehousing Course
- 23 – 25 Self Mastery & Personal Effectiveness in a Fast-Changing World
- 24 – 25 Starting Your New Business - *Develop All You Need in 2 Days*

Month of **MARCH** 2022

Courses

- 1 – 2 Managing Conflict and Difficult Situations at Work
- 1 – 2 Continuous Improvements in Projects and Services Using Agile Framework
- 1 – 4 Key-Account Managers Training
- 1 – 4 Intermediate Excel for Financial & Business Analysis
- 1 – 4 Mastering Tax Administration
- 2 – 4 Management of Contract Risks for Successful Contract Closure
- 2 – 4 Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management
- 2 – 4 Support Function Employees Work Ethics & Effectiveness for Improved Productivity
- 2 - 4 Risk Assessment and Emergency Management Course
- 2 – 4 Developing Competent and Functional Communications
- 3 – 4 The Other Side of Great Leadership – *Great Followership*
- 7 – 11 Fleet Management for Profitability
- 7 – 11 Growing as an Entrepreneur – *What Set Successful Entrepreneurs Apart*
- 7 – 11 Monitoring and Evaluation (M&E) of Projects
- 7 – 11 Pre-retirement Course – *Preparing to Manage a New Beginning*
- 7 – 11 Management Development for Personal Assistants and Senior Secretaries
- 7 – 11 Putting Data to Work - *Analyses of Past, Present and Forecast of Business Future*
- 9 – 11 Human Resources Business Partnering
- 9 - 11 Managing the Sales Team for Greater Results
- 9 - 11 Business Acumen Master Class - *Transformative Learning of How the Business Makes Money*
- 9 – 11 Customer Care Essentials
- 14 – 18 Change Leadership and People Management
- 14 – 18 Business Analytics and Data Management
- 14 – 18 Proficiencies in General Office Administration



- 14 – 18 Intermediate Skills Level for Human Resources Management
- 14 – 18 Crucial Written Communication Skills for Public Service Officers
- 15 – 18 Excellent Operations Management – *Value Improvement in Manufacturing Service Operations*
- 15 - 18 Business Literacy – *Mastering Business Foundations & Business Drivers*
- 16 – 18 Relationship Management and Marketing Skills
- 16 – 18 Critical Thinking Skills for Decision Making
- 16 – 18 Final Account & Financial Reporting
- 21 – 22 Optimal Management of Working Capital
- 21 – 25 Superior Competencies in Human Resources Management
- 21 – 25 Credit Analysis for Lending to Business
- 21 – 25 Developing Leadership Competencies
- 21 – 25 Area & Regional Managers Business Development Programme
- 23 – 25 Account Reconciliation and Management of Suspense Account
Science
- 23 – 25 Managers as Leaders
- 23 – 25 Growing Distribution Channels Effectively
- 24 – 25 How to Create Positive Customer Experience - *Service as an Art and a science*
- 28 – 30 The Techniques of Consultative Selling

Month of **APRIL** 2022

Courses

- 4 – 8 Accelerating the Sales Managers Productivity
- 4 – 8 Business Marathon - How to Enhance the Enterprise Continuity – *Practical Steps to Sustained Shareholder Value*
- 4 – 8 Experienced Auditors Refresher Programme
- 4 – 8 Building Financial Models
- 4 – 8 Competencies in Human Resources Management - *Basic Human Resources Management Training*



- 4 – 8 Blue Ocean Strategy and Value Chain Management for Ministries, Departments and Agencies
- 4 – 8 Supply Chain and Logistics Management
- 5 – 8 Corporate Communications and Media Relations Management
- 5 – 8 Problem Loans: Warning Signals, Assessments & Managing Them
- 6 – 8 Workforce Harmony & Excellent Workplace Collaboration
- 11 – 13 Methods of Fraud Prevention
- 11 - 13 Payroll Management, Compensation & Benefits Administration
- 11 – 13 Stores Keeping and Inventory Management
- 11 – 13 Business Presentation & Persuasive Public Speaking Skills
- 11 – 14 Internal Audit Course
- 11 – 14 Basic Bank Treasury Management Training
- 12 – 13 Writing Spectacular Speeches
- 12 – 14 Inventory/Stock Control
- 13 – 14 Root Cause Analysis Training – *Diagnosing Underlying Causes of Problems & Events*
- 13 - 14 Occupational Health and Safety Management
- 19 – 22 Strategic Managerial Accounting – *Cost Behaviours, Systems and Analysis*
- 19 - 22 Strategic Brand Management Course - *Success with Product Management Functions*
- 19 - 22 Big Data Analysis and Dashboard with Microsoft Excel for Business Analysts
- 19 - 22 Mastering & Managing the Corporate Planning Function
- 20 – 22 Anti-Money Laundering, Economic Crimes and Counter Terrorism Financing Course

- 20 – 22 How to Turn Around an Underperforming Business
- 20 – 22 Interpersonal Relations & Effective Communication Skills
- 20 – 22 How to Profile and Manage Your Sales Territory for Profitability
- 20 – 22 Basic Management Process - *Early Stage Managers Development Programme*
- 20 – 22 Fundamentals of Risks Associated with Commercial Contracts Administration
- 25 – 27 Delivering Happiness through Customer Experience Management



- 25 – 27 Management of Non-Current Assets - *Fixed Assets Management*
- 25 – 27 Managing Employees for Strategic Advantage
- 25 – 29 Efficiency Management Procedures, Reporting & Implementation
- 25 – 29 Administrative Functions & Office Management
- 26 – 29 Talent Optimization – *Pillars of Talent Management Practices*
- 26 – 29 Advanced Selling Skills
- 27 – 29 Alternative Dispute Resolution - *Dispute Management and Negotiation Skills*
- 28 – 29 Incident Investigation and Reporting
- 28 – 29 How to Manage Workloads and Multiple Tasks

Month of **MAY** 2022

Courses

- 9 – 13 Advanced Excel Simplified for Financial Analysis and Management Reporting
- 9 – 13 Advanced Office Management & Administrative Skills
- 10 – 13 Strengthening Your Business Model and Competitive Advantage
- 10 – 13 Value Added Marketing – *The Advanced Strategies*
- 10 – 13 Forensic Auditing Competence
- 11 – 13 Effective Management of Time, Priority & Work Pressure
- 11 – 13 HR Knowledge for Non-Human Resources Professionals
- 11 – 13 Front Desk and Customer Relations Skills
- 11 – 13 Excessive Bank Charges – *Calculation Techniques & Recovery Process*
- 11 – 13 Managers Personal Effectiveness
- 11 – 13 Essentials of Sales Administration
- 16 – 18 Behavioural Competencies for Top Performances
- 16 – 20 Office Management Training for Officers and Managers



- 16 – 20 Marketing that Creates Results
- 16 – 20 Financial Assessments and Reporting
- 16 – 20 Learning Programming with Microsoft Excel Macros and VBA
- 16 – 20 Management and Protection of Information (MPI)
- 16 – 20 Intermediate Skills for Effective Office Administration
- 16 – 20 The Public Sector Leaders of the Future
- 17 – 20 Contract Management Course
- 17 – 20 Facility Maintenance and Management Training
- 23 – 25 Delivering Results through Teams
- 23 – 27 Project Competency, Administration & Office Management Skills
- 23 – 27 Succession Planning, Mentoring and Coaching Programme
- 23 – 27 Procurement and Vendor Management Training
- 23 – 27 Finance for Non-Finance Managers
- 23 – 27 Public Sector Service Transformation - *The Enablers of Service Modernization*
- 24 – 27 Mastering the Crucial Roles in Senior Marketing Positions
- 25 – 27 Laws Relating to Employment and Regulatory Compliance
- 25 – 27 Banking Services and Marketing Strategies

Month of **JUNE** 2022

Courses

- 1 – 3 Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management
- 1 – 3 Mastering Negotiations – *The Principles and Practice*
- 1 – 3 Cost Reduction & Management Guides
- 1 – 3 Inventory, Logistics and Distribution Management
- 1 – 3 Basic Knowledge of Finance for Sales & Marketing Professionals – *The Financial Aspects of the Sales & Marketing Process*



- 1 – 3 Mastering Managerial Competencies at the Workplace
- 2 – 3 The Art of Crisis Management
- 6 – 9 Key-Account Managers Training
- 6 – 10 Protocol, Public Relations and Events Management
- 6 – 10 The Emerging Functions & Tasks for the H R Professionals
- 6 – 10 Becoming an Effective Supervisory Manager
- 6 – 10 Administrative Functions & Office Management
- 6 – 10 Financial Modeling and Forecasting Techniques Using Advanced Excel Tools
- 7 – 10 Training on Bids and Tenders Management
- 7 – 10 Problem Loans - *Warning Signals, Assessments & Managing Them*
- 8 – 10 Financial Statement Analysis Course
- 8 – 10 Relationship Management and Marketing Skills
- 14 - 17 Strategic Managerial Accounting – *Cost Behaviours, Systems and Analysis*
- 15 – 17 Fundamentals of Stakeholder Engagement Process & Management
- 15 – 17 Customer Care Essentials
- 15 – 17 Tax Audit and Investigation
- 15 – 17 Implementing Field-Force Effectiveness
- 15 – 17 Critical Thinking Skills for Decision Making
- 15 – 17 Operational Excellence Practices for Work Efficiency and Reduced Cost
- 15 – 17 Innovating for Business – *Rethinking Products & Service Success Strategies*
- 16 – 17 How to Set Key Performance Indicators (KPI)
- 20 – 24 Business Process Improvement and Management Programme
- 20 – 24 Financial Analysis and Investments Fundamentals with Python Programming
- 20 – 24 Public Sector Budget Preparation Process
- 21 – 22 Optimal Management of Working Capital
- 21 - 24 Budgeting, Forecasting & Budgetary Control
- 27 – 29 Risk Assessment and Emergency Management Course
- 27 – 30 Report and Proposal Writing/Crucial Communications
- 27 – 30 The Design, Development and Management of Effective Distribution Channels
- 27 – 30 Competencies in Service Strategy
- 27 – 30 Competency Training for Business Development Executives
- 28 – 29 Managing Conflict and Difficult Situations at Work



- 28 – 30 Activation & Consumer Experiential Marketing Master Class
- 28 – 30 Managerial Skills Appreciation – *First Level Manager Programme*
- 29 – 30 Selling in a Difficult Environment
- 29 – 30 Understanding Business Models – *Innovations to Deliver Strategic Goals*

Month of **JULY** 2022

Courses

- 4 - 6 Essential Knowledge of Bookkeeping
- 4 - 6 Payroll Management, Compensation and Benefits Administration
- 4 - 6 How to Find and Win New Business – *Opening Doors & Converting Opportunities*
- 4 - 8 Powerful Leadership Communication & Influence Management
- 4 - 8 Management Development for Personal Assistants and Senior Secretaries
- 4 - 8 Business Analytics and Data Management
- 4 - 8 Advanced Human Resources Management
- 4 - 8 Pre-Retirement Course - *Preparing to Manage a New Beginning*
- 4 - 8 Bank Lending and Credit Administration Workshop
- 7 - 8 Succeeding in the Management of Sales Outlets
- 13 – 15 People Management in the Workplace
- 13 – 15 Fundamentals of Risks Associated with Commercial Contracts
- 13 – 15 Framework for Implementing Performance Alignment for the Organization
- 13 – 15 Sales Planning and Forecasting
- 13 - 15 Credit Sales Policy, Debt Recovery and Receivables Management
- 13 – 15 Inventory/Stock Control
- 13 – 15 Basic Management Process - *Early Stage Managers Development Programme*
- 14 - 15 Root Cause Analysis Training – *Diagnosing Underlying Causes of Problems & Events*



- 14 - 15 Starting Your New Business - *Develop All You Need in 2 Days*
- 14 - 15 The Other Side of Great Leadership – *Great Followership*
- 18 - 22 Credit Analysis for Lending to Business
- 18 - 22 Developing Leadership Competencies
- 18 - 22 Fleet Management for Profitability
- 18 - 22 Aggressive Market Penetration – *Battles for Market Shares*
- 18 - 22 Proficiencies in General Office Administration
- 18 - 22 Growing as an Entrepreneur - *What Sets Successful Entrepreneurs Apart*
- 19 - 22 The Approach to Turning Mid-Level Functional Managers into Great Leaders
- 20 - 22 Business Acumen Master Class - *Transformative Learning of How the Business Makes Money*
- 20 - 22 Taxation of Properties in Nigeria - *The Laws & Practice*
- 25 - 27 Delivering Results Through Teams
- 25 - 29 Monitoring and Evaluation (M&E) of Projects
- 25 - 29 Blue Ocean Strategy and Value Chain Management for Ministries, Departments and Agencies
- 25 - 29 Accelerating the Sales Managers Productivity
- 25 - 29 Change Leadership and People Management
- 25 - 29 Intermediate Skills for Effective Office Administration
- 26 - 29 Excellent Operations Management – *Value Improvement in Manufacturing Service Operations*
- 27 - 29 Human Resources Business Partnering
- 27 - 29 Self Mastery & Personal Effectiveness in a Fast-Changing World
- 28 - 29 How to Create Positive Customer Experience – *Service as an Art and a Science*

Month of **AUGUST** 2022

KEEP THE QUALITY UP



Courses

- 1 - 3 Line Managers Classroom Training Delivery Skills (T-T-T)
- 1 - 3 Business Presentation & Persuasive Public Speaking Skills
- 1 - 3 Managing the Sales Team for Greater Results
- 1 - 5 Document Control & Security, Records Tracking and Management
- 2 - 5 Mastering Tax Administration
- 2 - 5 Big Data Analysis and Dashboard with Microsoft Excel for Business Analysts
- 3 - 5 Management of Contract Risks for Successful Contract Closure
- 3 - 5 Delivering Happiness through Customer Experience Management
- 3 - 5 Stores Keeping & Inventory Management
- 3 - 5 How to Turn Around an Underperforming Business
- 8 - 9 Managing Feedback - *Leading with Courage & Boosting People's Ability & Confidence*
- 8 - 12 Building Financial Models
- 8 - 12 Experienced Auditors Refresher Programme
- 8 - 12 Advanced Office Management and Administrative Skills
- 8 - 12 Efficiency Management Procedures, Reporting & Implementation
- 8 - 12 Mastering Digital and Social Media Marketing
- 9 - 12 Talent Optimization – Pillars of Talent Management Practices
- 9 - 12 Strategic Warehousing Course
- 10 - 12 Front Desk and Customer Relations Skills
- 10 - 12 Developing Competent and Functional Communications
- 15 - 19 Finance for Non-Finance Managers
- 15 - 19 Complete Salesperson - *The Seven Traits*
- 15 - 19 Supply Chain and Logistics Management
- 16 - 19 Foundation Excel for Financial and Business Analysis
- 17 - 19 Alternative Dispute Resolution - *Dispute Management and Negotiation Skills*
- 17 - 19 Behavioural Competencies for Top Performance
- 17 - 19 Managers as Leaders
- 17 - 19 The Techniques of Consultative Selling
- 17- 19 Anti-Money Laundering, Economic Crimes and Counter Terrorism Financing Course
- 17 - 19 Support Function Employees Work Ethics & Effectiveness for Improved Productivity



- 22 - 26 The Public Sector Leaders of the Future
- 22 - 26 Marketing that Creates Results
- 22 - 26 Comprehensive Basic Accounting Training
- 23 - 26 Facility Maintenance and Management Training
- 23 - 26 Mastering & Managing the Corporate Planning Function
- 23 - 26 Investment Analysis and Portfolio Management
- 23 - 26 Current Good Manufacturing Practices (cGMP)
- 23 - 26 Advancing Performance by S.M.A.R.T. Targets Setting and Appraisal Processes
- 23 - 26 Corporate Communications and Media Relations Management
- 24 - 26 Leading with Emotional Intelligence
- 24 - 26 Growing Distribution Channels Effectively

Month of **SEPTEMBER** 2022

Courses

- 5 - 7 Cost Reduction & Management Guides
- 5 - 7 Interpersonal Relations & Effective Communication Skills
- 5 - 7 Preventive Maintenance Course
- 5 - 7 Operational Excellence Practices for Work Efficiency & Reduced Cost
- 5 - 7 Excessive Bank Charges - *Calculation Techniques & Recovery Process*
- 5 - 9 Project Competency, Administration & Office Management Skills
- 5 - 9 Learning Programming with Microsoft Excel Macros and VBA
- 6 - 9 The Design, Development and Management of Effective Distribution Channels
- 6 - 9 Value Added Marketing – *The Advanced Strategies*
- 7 - 9 Workforce Harmony & Excellent Workplace Collaboration
- 12 - 14 Account Reconciliation and Management of Suspense Account
- 12 - 16 Secretaries and Administrative Officers Top-up Competency Programme

- 12 – 16 Business Marathon - How to Enhance the Enterprise Continuity – *Practical Steps to Sustained Shareholder Value*
- 12 – 16 Financial Modeling and Forecasting Techniques Using Advanced Excel Tools
- 12 – 16 Procurement and Vendor Management Training
- 12 – 16 Managing the Learning and Development Function
- 13 – 16 Hit the Ground Running As A New Manager - *Get Fast on the Right Track*
- 13 – 16 Competencies in Service Strategy
- 13 – 16 Strategic Brand Management Course - *Success with Product Management Functions*
- 19 – 23 Protocol, Public Relations and Events Management
- 19 – 23 Financial Assessments and Reporting
- 19 – 23 Financial Analysis and Investments Fundamentals with Python Programming
- 19 – 23 Guides to Setting Up a New HR Department
- 19 – 23 Office Management Training for Officers and Managers
- 19 – 23 Change Leadership and People Management
- 21 – 23 Effective Management of Time, Priority & Work Pressure
- 21 – 23 Professional Selling - *The Foundation Skills*
- 22 – 23 Root Cause Analysis Training – *Diagnosing Underlying Causes of Problems & Events*
- 22 – 23 Starting Your New Business - *Develop All You Need in 2 Days*
- 26 – 28 How to Find and Win New Business – *Opening Doors & Converting Opportunities*
- 26 – 28 Frontline Leadership - *Emerging Leadership Course*
- 26 – 30 Public Sector Service Transformation
- 26 – 30 Crucial Written Communication Skills for Public Service Officers
- 27 – 30 Intermediate Excel for Financial & Business Analysis
- 27 – 30 Mastering the Crucial Roles in Senior Marketing Positions
- 27 – 30 Making Your Business Blossom in a Suppressive Market - *Groundbreaking Action Plans for Cutting-Edge Companies*
- 27 – 30 Contract Management Course
- 28 – 30 Payroll Management, Compensation and Benefits Administration
- 28 – 30 Coaching and Mentoring Skills

Month of **OCTOBER** 2022

Courses

KEEP THE QUALITY UP



- 5 - 7 Inventory, Logistics and Distribution Management
- 5 - 7 Managers Personal Effectiveness
- 5 - 7 Customer Care Essentials
- 5 - 7 Essential Knowledge of Bookkeeping
- 5 - 7 Managing the Sales Team for Greater Results
- 5 - 7 Basic Management Process - *Early Stage Managers Development Programme*
- 5 - 7 Laws Relating to Employment and Regulatory Compliance
- 5 - 7 Managing Employees for Strategic Advantage
- 6 - 7 Occupational Health and Safety Management
- 12 - 14 Essentials of Sales Administration
- 12 - 14 Building Trust and Inspiring Followers - *Small Behaviours that Create Positive Change*
- 12 - 14 Basic Knowledge of Finance for Sales & Marketing Professionals – *The Financial Aspects of the Sales & Marketing Process*
- 12 - 14 Delivering Happiness through Customer Experience Management
- 12 - 14 Methods of Fraud Prevention
- 12 - 14 People Management in the Workplace
- 12 - 14 Risk Assessment and Emergency Management Course
- 13 - 14 How to Manage Workloads and Multiple Tasks
- 13 - 14 Incident Investigation and Reporting
- 17 - 19 Inventory/Stock Control
- 17 - 19 Tax Audit and Investigation
- 17 - 21 Superior Competencies in Human Resources Management
- 17 - 21 Growing as an Entrepreneur - *What Sets Successful Entrepreneurs Apart*
- 17 - 21 Modeling for Financial Analysis and Reporting
- 17 - 21 Fleet Management for Profitability
- 18 - 21 Budgeting, Forecasting & Budgetary Control
- 18 - 21 The Approach to Turning Mid-level Functional Managers into Great Leaders
- 18 - 21 Basic Bank Treasury Management Training
- 18 - 21 Advanced Selling Skills
- 18 - 21 Strengthening Your Business Model and Competitive Advantage
- 19 - 21 Credit Sales Policy, Debt Recovery and Receivables Management



- 24 - 26 Financial Statement Analysis Course
- 24 - 28 Advanced Human Resources Management
- 24 - 28 Putting Data to Work - *Analyses of Past, Present and Forecast of Business Future*
- 24 - 28 Management and Protection of Information (MPI)
- 24 - 28 Intermediate Skills Level for Human Resources Management
- 24 - 28 Administrative Functions & Office Management
- 24 - 28 Pre-Retirement Course - *Preparing to Manage a New Beginning*
- 25 - 28 Report and Proposal Writing/Crucial Communications
- 25 - 28 Training on Bids and Tenders Management
- 26 - 28 Relationship Management and Marketing Skills

Month of **NOVEMBER** 2022

Courses

- 1 - 2 Succeeding in the Management of Sales Outlets
- 1 - 3 Managers As Leaders
- 1 - 4 Building and Sustaining a Successful Enterprise
- 1 - 4 Investment Analysis and Portfolio Management
- 2 - 4 Help & Support Desk Capability Training
- 2 - 4 Activation & Consumer Experiential Marketing Master Class
- 2 - 4 Implementing Field-Force Effectiveness
- 3 - 4 How to Set Key Performance Indicators (KPI) - *for Objective Performance Management*
- 3 - 4 The Other Side of Great Leadership - *Great Followership*
- 7 - 11 Advanced Human Resources Management
- 7 - 11 Proficiencies in General Office Administration
- 7 - 11 Business Process Improvement Programme



- 7 - 11 Succession Planning, Mentoring & Coaching Programme For Organizations
- 7 - 11 Aggressive Market Penetration - *Battles for Market Share*
- 7 - 11 Complete Salesperson - *The Seven Traits*
- 8 - 11 Competency Training for Business Development Executives
- 8 - 11 Internal Audit Course
- 9 - 11 Fundamentals of Stakeholder Engagement Process & *Management*
- 10 - 11 Optimal Management of Working Capital
- 14 - 18 Managing the Learning and Development Function
- 14 - 18 Document Control & Security, Records Tracking and Management
- 14 - 18 Developing Leadership Competencies
- 15 - 18 Service Excellence Processes for Front & Back Office
- 15 - 18 Excellent Operations Management - *Value Improvement in Manufacturing and Service Operations*
- 15 - 18 Facility Maintenance and Management Training
- 15 - 18 Key-Account Managers Training
- 16 - 18 HR Knowledge for Non-Human Resources Professionals
- 16 - 18 Taxation of Properties in Nigeria - *The Laws & Practice*
- 16 - 18 Delivering Results through Teams
- 16 - 18 Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management
- 21 - 25 Advanced Office Management and Administrative Skills
- 21 - 25 Competencies in Human Resources Management - *Basic Human Resources Management Training*
- 21- 25 Area & Regional Managers Business Development Programme
- 21 - 25 Management Development for Personal Assistants and Senior Secretaries
- 22 - 25 Forensic Auditing Competence
- 23 - 25 Managerial Skills Appreciation - *First Level Managers Programme*
- 23 - 25 Fundamentals of Risks Associated with Commercial Contracts
- 23 - 25 How to Profile and Manage Your Sales Territory for Profitability
- 24 - 25 Managing Conflict and Difficult Situations at Work



- 28 – 30 Business Acumen Master Class - *Transformative Learning of How the Business Makes Money*
- 28 – 30 Front Desk and Customer Relations Skills
- 28 – 30 Leading with Emotional Intelligence
- 28 – 30 Developing Competent and Functional Communications
- 28 – 30 Growing Distribution Channels Effectively
- 29 – 30 The Art of Crisis Management

Month of **DECEMBER** 2022

Courses

- 1 - 2 Monitoring and Control of Expenditures
- 1 – 2 Continuous Improvements in Projects and Services Using Agile Framework
- 1 - 2 How to Create Positive Customer Experience - *Service as an Art and a Science*
- 1 – 2 Understanding Business Models - *Innovations to Deliver Strategic Goals*
- 1 - 2 Selling in a Difficult Environment
- 1 – 2 Writing Spectacular Speeches
- 5 – 7 Business Presentation & Persuasive Public Speaking Skills
- 5 - 7 Management of the Workforce
- 5 - 7 Mastering Negotiations - *The Principles and Practice*
- 5 - 9 Crucial Written Communication Skills for Public Service Officers
- 5 – 9 Mastering Digital and Social Media Marketing
- 5 - 9 Advanced Excel Simplified for Financial Analysis & Management Reporting
- 5 - 9 Becoming an Effective Supervisory Manager
- 5 - 9 Comprehensive Basic Accounting Training
- 5 - 9 Administrative Functions & Office Management
- 6 – 9 Mastering Internal Controls - *Operations, Financial and Management*



TOM ASSOCIATES

Training

- 7 - 9 Critical Thinking Skills for Decision Making
- 12 - 14 Final Account & Financial Reporting
- 12 - 16 Intermediate Skills for Effective Office Administration
- 12 - 16 Powerful Leadership Communication and Influence Management
- 12 - 16 Blue Ocean Strategy and Value Chain Management for
Ministries, Departments and Agencies
- 12 - 16 Business Analytics and Data Management
- 13 - 16 Business Literacy – *Mastering the Dynamics of Business Drivers*
- 13 - 16 Strategic Warehousing Course
- 14 - 16 Management of Non-Current Assets - *Fixed Assets Management
Training*
- 14 - 16 The Techniques of Consultative Selling
- 14 - 16 Managers Personal Effectiveness