



**TOM ASSOCIATES**

*Training*

## **2023 TOM ASSOCIATES OPEN-COURSE CALENDAR**

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**[www.tomassociatesng.com](http://www.tomassociatesng.com)**

Month of **JANUARY** 2023

9 – 11 Coaching and Mentoring Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

9 – 11 Cost Reduction and Management Guides

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

9 – 13 Administrative Functions & Office Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

9 – 13 Supply Chain and Logistics Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

9 – 13 Proficiency in Digital Marketing and E-Commerce

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

9 – 13 The Emerging Functions & Tasks for the HR Professionals

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

10 – 13 Foundation Excel for Financial & Business Analysis

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

10 – 13 Service Excellence Processes for Front & Back Office Employees

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

KEEP THE QUALITY UP



11 – 12 Sales Planning and Forecasting

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

11 – 13 Leading with Emotional Intelligence

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

11 – 13 Project Accounting Proficiency

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

11 – 13 Business Planning Strategies and Products Development for Microfinance Banks

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

16 – 18 Building Trust and Inspiring Followers - *Small Behaviors that Create Positive Change*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

16 – 18 Microfinance Banking Distinct Credit & Marketing Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

16 – 18 Customer Care Essentials

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

16 – 20 Competencies in Human Resources Management - *Basic Human Resources Management Training*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

16 – 20 Finance for Non-Finance Managers

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

16 – 20 Management Development for Executive Assistants and Senior Secretaries

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000



16 – 20 Complete Salesperson - *The Seven Traits*

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

16 – 20 Intermediate Skills for Effective Office Administration

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

16 – 20 Building Financial Models

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

17 – 20 Building and Sustaining a Successful Enterprise

TRAINING FEE: ONLINE        N155,000.    CLASSROOM    N195,000

18 – 20 Stores Keeping and Inventory Management

TRAINING FEE: ONLINE        N135,000.    CLASSROOM    N165,000

18 – 20 Mastering Managerial Competencies at the Workplace

TRAINING FEE: ONLINE        N135,000.    CLASSROOM    N165,000

23 – 25 Management of the Workforce

TRAINING FEE: ONLINE        N135,000.    CLASSROOM    N165,000

23 – 25 Front Desk and Customer Relations Skills

TRAINING FEE: ONLINE        N135,000.    CLASSROOM    N165,000

23 – 27 Procurement and Vendor Management Training

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

23 – 27 Document Control & Security, Records Tracking and Management

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

23 – 27 Aggressive Market Penetration – *Battles for Market Share*

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000



23 – 27 Guides to Setting up a New HR Department

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

23 – 27 Powerful Leadership Communication and Influence Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

23 – 27 Management and Protection of Information (MPI)

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

24 – 27 Big Data Analysis and Dashboard with Microsoft Excel for Business

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

24 – 27 Budgeting, Forecasting and Control of Budgets

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

24 – 27 Hit the Ground Running as A New Manager - *Get Fast on the right Track*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

25 – 27 Operational Excellence Practices for Work Efficiency & Reduced Cost

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

30 – 31 Sales Pipeline Management

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

30 – 31 The Art of Crisis Management

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

30 – 31 Monitoring and Control of Expenditures

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

30 – 31 The Challenge and Management of Office Politics

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000



**JANUARY- FEBRUARY 2023**

30 - 3 MS Power BI & Other Financial Reporting/Analytical Tools

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

31 - 3 Excellent Operations Management - *Value Improvement in Manufacturing and Service Operations*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

Month of **FEBRUARY** 2023

1 - 3 Frontline Leadership Course - *Emerging Leadership Course*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 - 3 Preventive Maintenance Course

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 - 3 Management of Non-Current Assets - *Fixed Assets Management Training*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 - 3 Professional Selling - *The Foundation Skills*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 - 3 Framework for Implementing Performance Alignment for the Organization

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 - 3 How to Find and Win New Business - *Opening Doors and Converting Opportunities*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

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1 – 3 Self-Mastery & Personal Effectiveness in a Fast-Changing World

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Contract Bidding and Tendering Course

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

2 – 3 Starting Your New Business - *Develop All You Need in 2 Days*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

2 – 3 Innovating for Business - *Rethinking Products & Service Success Strategies*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

6 – 10 Advanced Office Management & Administrative Skills

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Bank Lending and Credit Administration Workshop

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Strategic Plan Development and Implementation

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Modeling for Financial Analysis and Reporting

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Protocol, Public Relations and Events Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Becoming an Effective Supervisory Manager

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Business Process Improvement and Management Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000



7 – 10 Current Good Manufacturing Practices (cGMP) - *The Design and Maintenance of Manufacturing Facilities*

TRAINING FEE: ONLINE            N155,000.    CLASSROOM    N195,000

7 – 10 Training on Bids and Tenders Management

TRAINING FEE: ONLINE            N155,000.    CLASSROOM    N195,000

7 – 10 Mastering Tax Administration & the Workings of Tax Authorities

TRAINING FEE: ONLINE            N155,000.    CLASSROOM    N195,000

7 – 10 Competency Training for Business Development Executives

TRAINING FEE: ONLINE            N155,000.    CLASSROOM    N195,000

7 – 10 Advancing Performance by S.M.A.R.T. Targets Setting and Appraisal Processes

TRAINING FEE: ONLINE            N155,000.    CLASSROOM    N195,000

7 – 10 Basics of Compliance and Modern Corporate Governance Practices

TRAINING FEE: ONLINE            N155,000.    CLASSROOM    N195,000

13 – 17 Advanced Human Resources Management

TRAINING FEE: ONLINE            N175,000.    CLASSROOM    N215,000

13 – 17 Comprehensive Basic Accounting Workshop

TRAINING FEE: ONLINE            N175,000.    CLASSROOM    N215,000

13 – 17 Financial Analysis and Accounting Processes for Microfinance Banking

TRAINING FEE: ONLINE            N175,000.    CLASSROOM    N215,000

13 – 17 Managing the Learning and Development Function

TRAINING FEE: ONLINE            N175,000.    CLASSROOM    N215,000



13 – 17 Secretaries and Administrative Officers Top-Up Competency Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 Investment Analysis and Portfolio Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

14 – 17 Mastering Internal Controls – *Operations, Financial and Management*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

14 – 17 Competencies in Service Strategy

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

14 – 17 Report and Proposal Writing/Crucial Communications

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

15 – 17 Help & Support Desk Capability Training

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

15 – 17 Effective Management of Time, Priority & Work Pressure

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

16 – 17 Understanding Business Models - *Innovations to Deliver Strategic Goals*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

20 – 22 Advanced Sales Operations Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

20 – 22 Mental Well-being and Psychological Safety

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

20 – 22 Inventory, Logistics and Distribution Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000





20 – 22 Fundamentals of Stakeholder Engagement Process & Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

20 – 22 Taxation of Properties in Nigeria - The Laws and Practice

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

20 – 22 Employee Relations Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

27 – 28 Managing Feedback - *Leading with Courage, Boosting People's Ability & Confidence*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

27 – 28 Business Development Training for Oil and Gas Service Providers *Aggressive Approach & Tendering*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

27 – 28 Root Cause Analysis Training - *Diagnosing Underlying Causes of Problems and Events for Decisions*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

## **FEBRUARY-MARCH 2023**

27 – 3 Mastering Google Sheets for Analysis, Reporting and Modeling

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

27 – 3 Investment Management, Investment Performance Evaluation & Asset Valuation

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

28 – 3 Strategic Warehousing Course

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

KEEP THE QUALITY UP

Month of **MARCH** 2023

1 – 3 Managing Contract Risks for Successful Contract Closure

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Support Function Employees Work Ethics & Effectiveness for Improved Productivity

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Risk Assessment and Emergency Management Course

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Human Resources Business Partnering

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Managing the Sales Team for Greater Results

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Developing Competent and Functional Communications

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 ITIL 4 Foundation Certification for Business Success

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

2 – 3 Managing Conflict and Difficult Situations at Work

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

2 – 3 Continuous Improvements in Projects and Services Using Agile Framework

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

6 – 8 Stepping into New Roles – Discover Your Best Self

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

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6 – 8 Health & Safety Attitudinal Change and Improvement Training

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

6 – 8 Managerial Skills Appreciation – *First Level Managers Programme*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

6 – 8 The Techniques of Consultative Selling

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

6 – 8 Fraud Detection Techniques in Microfinance Banks

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

6 – 8 Business Acumen Master Class - *Transformative Learning of How the Business Makes Money*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

6 – 8 SAP Expenditure

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

6 – 8 Management of the Workforce

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

6 – 8 ITIL Certification for Business Success

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

6 – 8 Financial Statement Analysis Course

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

7 – 8 How to Set Key Performance Indicators (KPI) - *for Objective Performance Management*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

13 – 14 Understanding and Managing Stress for Greater Accomplishments

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

13 – 17 SAP Business Analytics (Cloud)

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 Change Leadership, Policy Transformation and People Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 Developing Proficiency in the Use of Microsoft Office: Word, Excel and PowerPoint

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 SAP Supply Chain

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 Proficiencies in General Office Administration

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 Intermediate Skills Level for Human Resources Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 Crucial Written Communication Skills for Public Service Officers

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

14 – 17 Business Literacy – *Mastering Business Foundations & Business Drivers*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

15 – 17 Relationship Management and Marketing Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

15 – 17 Critical Thinking Skills for Decision Making

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

15 – 17 Transforming a Choking Supply Chain Model

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

20 – 24 Business Analytics and Data Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

20 – 24 Office Management Training for Officers and Managers

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

20 – 24 Superior Competencies in Human Resources Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

20 – 24 Credit Analysis for Lending to Business

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

20 – 24 Developing Leadership Competencies

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

20 – 24 Area & Regional Managers Business Development Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

22 – 24 Final Account & Financial Reporting

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

22 – 24 Growing Distribution Channels Effectively

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

22 – 24 Account Reconciliation and Management of Suspense Account

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000



22 – 24 Managers as Leaders

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

22 – 23 Optimal Management of Working Capital

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

23 – 24 How to Create Positive Customer Experience - *Service as an Art and a Science*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

27 – 29 Tax Audit and Investigation

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

27 – 29 Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

27 – 31 Fleet Management for Profitability

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

27 – 31 Leadership in a Polarized Work Environment

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

27 – 31 Efficiency Improvement Procedures, Reporting and Implementation

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

27 – 31 Proficiency in Microsoft Power BI For Data Analysts

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

28 – 31 Enterprise Quality Assurance and Management

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000



28 – 31      Advanced Selling Skills

TRAINING FEE: ONLINE      N155,000.      CLASSROOM      N195,000

29 – 31      Business Continuity Management

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

29 – 31      Managing Employees for Strategic Advantage

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

29 – 31      Microfinance Banking Principles, Concepts and Guidelines for Success

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

30 – 31      How to Manage Workloads and Multiple Tasks

TRAINING FEE: ONLINE      N115,000.      CLASSROOM      N145,000

Month of **APRIL** 2023

3 – 6      ITIL Managing Professional (MP) Master Program

TRAINING FEE: ONLINE      N155,000.      CLASSROOM      N195,000

3 – 6      Intermediate Excel for Financial and Business Analysis

TRAINING FEE: ONLINE      N155,000.      CLASSROOM      N195,000

3 – 6      Corporate Communications and Media Relations Management

TRAINING FEE: ONLINE      N155,000.      CLASSROOM      N195,000

3 – 6      Problem Loans: *Warning Signals, Assessments & Managing Them*

TRAINING FEE: ONLINE      N155,000.      CLASSROOM      N195,000



3 – 6 Microfinance Bank Operations Management and Information Systems

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

4 – 6 Service Excellence Processes for Front & Back Office Employees

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

4 – 6 Fraudulent Practices, Methods of Investigation and Prevention

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

4 – 6 Stores Keeping and Inventory Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

4 – 6 Payroll Management, Compensation and Benefits Administration

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

4 – 6 Harnessing Your Leadership Power for Constructive Guidance

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

4 – 6 Business Presentation & Persuasive Public Speaking Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

5 – 6 Occupational Health and Safety Management

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

11 – 13 Managers As Influential Transformers

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

11 – 13 Building Trust and Inspiring Followers - *Small Behaviors that Create Positive Change*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000





11 – 14 SAP Business Process

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

11 – 14 Line Managers Classroom Training Delivery Skills (T-T-T)

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

11 – 14 Basic Training on Bank Treasury Management

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

11 – 14 Mastering & Managing the Corporate Planning Function

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

11 – 14 Strategic Managerial Accounting – *Cost Behaviors, Systems and Analysis*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

11 – 14 Strategic Brand Management Course - *Success with Product Management Functions*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

12 – 14 Alternative Dispute Resolution - Dispute Management and Negotiation Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

12 – 14 Working with Emotional Intelligence

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

13 – 14 Speech Writers Competency Programme

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

13 – 14 Incident Investigation and Reporting

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000



17 – 18 The Other Side of Great Leadership - Great Followership

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

17 – 19 Government Relations Strategy – *Lobbying, Ethics & Influence Management*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

17 – 21 Corporate Governance, Business Ethics & CSR

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 Accelerating the Sales Managers Productivity

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 Enhancing the Enterprise Continuity - *Practical Steps to Sustained Shareholder Value*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 Administrative Functions & Office Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 Strategy Officers Development Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 Experienced Auditors Refresher Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 Intermediate Level Data Analytics Workshop

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 Competencies in Human Resources Management - *Basic Human Resources Management Training*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000



17 – 21 Supply Chain and Logistics Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 SAP Digital Marketing

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

26 – 28 Anti-Money Laundering, Economic Crimes and Counter Terrorism  
Financing Course

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 People Management in the Workplace

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Workforce Harmony & Excellent Collaboration

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 SAP Strategic Product

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Inventory/Stock Control

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 How to Turn Around an Underperforming Business - *Breathing New Life  
into a Business in Difficulty*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Interpersonal Relations & Effective Communication Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 How to Profile and Manage Your Sales Territory for Profitability

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000



26 – 28 Basic Management Process - *Early Stage Managers Development Programme*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Fundamentals of Risks Associated with Commercial Contracts Administration

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Delivering Happiness through Customer Experience Management (CXM)

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Management of Non-Current Assets - *Fixed Assets Management Administration*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

Month of **MAY** 2023

2 – 5 Strengthening Your Business Model and Competitive Advantage

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

2 – 5 Value Added Marketing – *The Advanced Strategies*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

2 – 5 Microfinance Banks Risk Management System and Internal Controls

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

2 – 5 Forensic Auditing Competence

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

2 – 5 Facility Maintenance and Management Training

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000



3 – 5 Effective Management of Time, Priority & Work Pressure

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

3 – 5 Preventive Maintenance Course

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

3 – 5 HR Knowledge for Non-Human Resources Professionals

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

3 – 5 Front Desk and Customer Relations Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

3 – 5 Excessive Bank Charges – *Calculation Techniques & Recovery Process*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

3 – 5 Managers Personal Effectiveness

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

8 – 12 Advanced Excel Simplified for Financial Analysis and Management \ Reporting

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

8 – 12 Pre-Retirement Course - *Preparing to Manage a New Beginning*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

8 – 12 Office Management Training for Officers and Managers

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

8 – 12 Marketing that Creates Results

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000



8 - 12      Insights into the Structures of Corporate Governance & Leadership Capabilities

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

8 - 12      Financial Assessments and Reporting

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

8 - 12      Management and Protection of Information (MPI)

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

8 - 12      Your Business as a Marathon Race - *How to Enhance Your Enterprise Longevity*

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

8 - 12      Blue Ocean Strategy & Value Chain Management for the Ministries, Departments and Agencies

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

9 - 12      Mastering the Crucial Roles in Senior Marketing Positions

TRAINING FEE: ONLINE      N155,000.      CLASSROOM      N195,000

10 - 12      Essentials of Sales Administration

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

10 - 12      Behavioral Competencies for Top Performance

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

17 - 19      Mastering the Skills of Negotiation - the Principles and Practice

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

15 - 17      Cost Reduction and Management Guides

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000



15 – 19 Project Office Administration & Management Skills

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

15 – 19 Data Collection and Interpretation for Business Analysts

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

15 – 19 Area and Regional Managers Business Development Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

15 – 19 Succession Planning, Mentoring and Coaching Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

15 – 19 Procurement and Vendor Management Training

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

15 – 19 Finance for Non-Finance Managers

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

15 – 19 Public Sector Service Transformation - *The Enablers of Service Modernization*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

15 – 19 Intermediate Skills for Effective Office Administration

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 19 Delivering Results through Teams

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

17 – 19 Laws Relating to Employment and Regulatory Compliance

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000



22 – 24 Cost Controls in Logistics Operation

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

22 – 24 Microfinance Banking Distinct Credit & Marketing Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

22 – 26 Introductory Data Analytics for Beginners and New Financial Analysts

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

22 – 26 Making Your Business Blossom in a Suppressive Market -  
*Groundbreaking Action Plans for Cutting-Edge Companies*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

22 – 26 SAP Business Intelligence

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

22 – 26 The Public Sector Leaders of the Future

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

22 – 26 Guides to Setting Up a New H.R. Department

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

22 – 26 Proficiency in Digital Marketing and E-Commerce

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

23 – 26 Internal Audit Course

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

23 – 26 Hit the Ground Running As A New Manager - *Get Fast on the Right Track*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

24 – 26 Project Cycle Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000



**MAY-JUNE** 2023

29 – 2 Statistical Analysis Course Using SPSS

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

29 – 2 Strategic Management in the Public Sector

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

30 – 2 Foundation Excel for Financial and Business Analysis

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

30 – 2 Talent Optimization - *Pillars of Talent Management Practices*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

**Month of JUNE** 2023

1 – 2 The Art of Crisis Management

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

1 – 2 Business Development Training for Oil and Gas Service Providers - *Aggressive Approach & Tendering*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

1 – 2 Selling in a Difficult Environment

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

1 – 2 Understanding Business Models – *Innovations to Deliver Strategic Goals*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

1 – 2 How to Set Key Performance Indicators (KPI) - *for Objective Performance Management*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000



1 – 2 Managing Conflict and Difficult Situations at Work

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

1 – 2 Monitoring and Control of Expenditures

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

5 – 6 Continuous Improvements in Projects and Services Using Agile Framework

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

5 – 6 Optimal Management of Working Capital

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

5 – 9 Protocol, Public Relations and Events Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

5 – 9 The Emerging Functions & Tasks for the HR Professionals

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

5 – 9 Becoming an Effective Supervisory Manager

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

5 – 9 Strategic Plan Development and Implementation

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

5 – 9 Data Analysis and Advanced Visualization Tools

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

5 – 9 Financial Analysis and Accounting Processes for Microfinance Banking

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 9 Key-Account Managers Training

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000



6 – 9 Training on Bids and Tenders Management

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

6 – 9 Problem Loans - *Warning Signals, Assessments & Managing Them*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

7 – 9 Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

13 – 14 Sales Pipeline Management

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

13 – 15 Operational Excellence Practices for Work Efficiency and Reduced Cost

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

13 – 15 Activation & Consumer Experiential Marketing Master Class

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

13 – 15 Managerial Skills Appreciation – *First Level Managers Programme*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

13 – 16 Competencies in Service Strategy

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

13 - 16 Budgeting, Forecasting & Control of Budgets

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

13 – 16 Competency Training for Business Development Executives

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

13 – 16 Intermediate Excel for Financial and Business Analysis

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000



14 – 15      Innovating for Business - *Rethinking Products & Service Success Strategies*

TRAINING FEE: ONLINE      N115,000.      CLASSROOM      N145,000

14 - 16      Employee Relations Management

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

14 - 16      ITIL 4 Foundation Certification for Business Success

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

14 - 16      Business Planning Strategies and Products Development for Microfinance Banks

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

19 - 21      Help and Support Desk Capability Training

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

19 - 21      Professional Selling - The Foundation Skills

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

19 – 23      Learning Programming with Microsoft Excel Macros and VBA

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

19 – 23      Business Process Improvement and Management Programme

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

19 – 23      SAP Project Planning

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

19 – 23      Public Sector Budget Preparation Process

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

19 – 23      SAP Master Data

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000



20 – 23 Report and Proposal Writing/Crucial Communications

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

20 – 23 The Design, Development and Management of Effective Distribution Channels

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

20 – 23 Strategic Managerial Accounting – *Cost Behaviors, Systems and Analysis*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

21 – 23 Coaching and Mentoring Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 27 Incident Investigation and Reporting

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

26 – 27 How to Manage Workloads and Multiple Tasks

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

26 – 28 Mastering Managerial Competencies at the Workplace

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Inventory, Logistics and Distribution Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Basic Knowledge of Finance for Sales & Marketing Professionals – *The Financial Aspects of the Sales & Marketing Process*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Financial Statement Analysis Course

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000



26 – 28 Relationship Management and Marketing Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Fundamentals of Stakeholder Engagement Process & Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Customer Care Essentials

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Implementing Field-Force Effectiveness

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Critical Thinking Skills for Decision Making

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

27 – 28 Occupational Health and Safety Management

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

Month of **JULY** 2023

3 – 5 Essential Knowledge of Bookkeeping

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

3 – 5 Payroll Management, Compensation and Benefits Administration

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

3 – 5 How to Find and Win New Business – *Opening Doors & Converting Opportunities*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000



3 – 7 Management Development for Executive Assistants and Senior Secretaries

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

3 – 7 Business Analytics and Data Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

3 – 7 Advanced Human Resources Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

3 – 7 Pre-Retirement Course - *Preparing to Manage a New Beginning*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

3 – 7 Bank Lending and Credit Administration Workshop

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

5 – 7 Mental Well-being & Psychological Safety Programme

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

5 – 7 Government Relations Strategy – *Lobbying, Ethics & Influence Management*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

6 – 7 Succeeding in the Management of Sales Outlets

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

10 – 14 Credit Analysis for Lending to Business

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

10 – 14 Developing Leadership Competencies

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000



10 – 14 Medium Term Expenditure Framework Programme for Public Service Officers

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

10 – 14 Fleet Management for Profitability

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

10 – 14 Aggressive Market Penetration – *Battles for Market Shares*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

10 – 14 Proficiencies in General Office Administration

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

10 – 14 Growing as an Entrepreneur - *What Sets Successful Entrepreneurs Apart*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

10 – 14 Financial Modeling and Forecasting Techniques Using Advanced Excel Tools

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 14 The Approach to Turning Mid-Level Functional Managers into Great Leaders

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

12 – 14 People Management in the Workplace

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

17 – 21 Blue Ocean Strategy and Value Chain Management for Ministries, Departments and Agencies

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 Introductory Data Analytics for New Business and Financial Analysts

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000





17 – 21 Accelerating the Sales Managers Productivity

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 SAP Material and Procurement

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

17 – 21 Change Leadership, Policy Transformation and People Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

18 – 21 Basics of Compliance and Modern Corporate Governance Practices

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

18 – 21 Excellent Operations Management – *Value Improvement in Manufacturing Service Operations*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

19 – 21 Human Resources Business Partnering

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

19 – 21 Self-Mastery & Personal Effectiveness in a Fast-Changing World

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

19 – 21 Account Reconciliation and Management of Suspense Account

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

20 – 21 How to Create Positive Customer Experience – *Service as an Art and a Science*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

24 – 25 Understanding and Managing Stress for Greater Accomplishments

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000



24 – 25 Sales Planning and Forecasting

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

24 – 26 Framework for Implementing Performance Alignment for the Organization

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

24 – 26 Credit Sales Policy, Debt Recovery and Receivables Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

24 – 28 Monitoring and Evaluation (M&E) of Projects

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

24 – 28 Powerful Leadership Communication and Influence Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

24 – 28 Intermediate Level Data Analytics Workshop

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

25 – 28 Microfinance Bank Operations Management and Information Systems

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

26 – 28 Root Cause Analysis Training - *Diagnosing Underlying Causes of Problems and Events for Decisions*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 28 Project Accounting Proficiency

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

27 – 28 Starting Your New Business - *Develop All You Need in 2 Days*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

27 – 28 The Other Side of Great Leadership – *Great Followership*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

## **JULY-AUGUST** 2023

31 – 4        ITIL 4 Strategic Leader

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

31 – 4        Succession Planning, Mentoring and Coaching Programme

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

31 – 4        Corporate Governance, Business Ethics & CSR (5 days)

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

## Month of **AUGUST** 2023

1 – 2        Speech Writers Competency Programme

TRAINING FEE: ONLINE        N115,000.    CLASSROOM    N145,000

1 – 3        SAP Expenditure

TRAINING FEE: ONLINE        N135,000.    CLASSROOM    N165,000

1 – 4        Talent Optimization - *Pillars of Talent Management Practices*

TRAINING FEE: ONLINE        N155,000.    CLASSROOM    N195,000

1 – 4        Mastering Tax Administration & the Workings of Tax Authorities

TRAINING FEE: ONLINE        N155,000.    CLASSROOM    N195,000

1 – 4        Big Data Analysis and Dashboard with Microsoft Excel for Business Analysts

TRAINING FEE: ONLINE        N155,000.    CLASSROOM    N195,000



1 – 4 Strategic Warehousing Course

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

2 – 4 Line Managers Classroom Training Delivery Skills (Train - the - Trainer)

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

2 – 4 Business Presentation & Persuasive Public Speaking Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

2 – 4 Managing the Sales Team for Greater Results

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

2 – 4 Managing Contract Risks for Successful Contract Closure

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

7 – 9 Microfinance Banking Principles, Concepts and Guidelines for Success

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

7 – 9 Harnessing Your Leadership Power for Constructive Guidance

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

7 – 11 Superior Competencies in Human Resources Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

7 – 11 Document Control & Security, Records Tracking and Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

7 – 11 Building Financial Models

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

7 – 11 Experienced Auditors Refresher Programme



TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

7 – 11        Advanced Office Management and Administrative Skills

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

7 – 11        Efficiency Improvement Procedures, Reporting & Implementation

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

7 – 11        Finance for Non-Finance Managers

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

7 – 11        Complete Salesperson - *The Seven Traits*

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

7 – 11        Supply Chain and Logistics Management

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

9 – 11        Delivering Happiness through Customer Experience Management (CXM)

TRAINING FEE: ONLINE        N135,000.    CLASSROOM    N165,000

14 – 16       Frontline Leadership - Emerging Leadership Course

TRAINING FEE: ONLINE        N135,000.    CLASSROOM    N165,000

14 – 16       Tax Audit and Investigation

TRAINING FEE: ONLINE        N135,000.    CLASSROOM    N165,000

14 – 18       The Public Sector Leaders of the Future

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000

14 – 18       Marketing that Creates Results

TRAINING FEE: ONLINE        N175,000.    CLASSROOM    N215,000



14 – 18      Comprehensive Basic Accounting Workshop

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

14 – 18      Investment Analysis and Portfolio Management

TRAINING FEE: ONLINE      N175,000.      CLASSROOM      N215,000

15 – 18      Mastering & Managing the Corporate Planning Function

TRAINING FEE: ONLINE      N155,000.      CLASSROOM      N195,000

15 – 18      Facility Maintenance and Management Training

TRAINING FEE: ONLINE      N155,000.      CLASSROOM      N195,000

15 – 18      Current Good Manufacturing Practices (cGMP) - *The Design and Maintenance of Manufacturing Facilities*

TRAINING FEE: ONLINE      N155,000.      CLASSROOM      N195,000

15 – 18      Advancing Performance by S.M.A.R.T. Targets Setting and Appraisal Processes

TRAINING FEE: ONLINE      N155,000.      CLASSROOM      N195,000

16 – 18      Corporate Communications and Media Relations Management

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

16 – 18      Stepping into New Roles – Discover Your Best Self

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

21 – 23      Leading with Emotional Intelligence

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

21 – 23      Fraud Detection Techniques in Microfinance Banks

TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000



21 – 23 Stores Keeping & Inventory Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

21 – 23 How to Turn Around an Underperforming Business - *Breathing New Life into a Business in Difficulty*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

21 – 23 Developing Competent and Functional Communications

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

21 – 25 Basic Level Data Analytics Workshop

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

22 – 25 SAP Business Process

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

23 – 25 Alternative Dispute Resolution - *Dispute Management and Negotiation Skills*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

23 – 25 Behavioral Competencies for Top Performance

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

23 – 25 Managers as Influential Transformers

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

23 – 25 The Techniques of Consultative Selling

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

23 – 25 Anti-Money Laundering, Economic Crimes and Counter Terrorism Financing Course



TRAINING FEE: ONLINE          N135,000.      CLASSROOM    N165,000

28 – 30      Excessive Bank Charges - Calculation Techniques & Recovery Process

TRAINING FEE: ONLINE          N135,000.      CLASSROOM    N165,000

28 – 30      Support Function Employees Work Ethics & Effectiveness for Improved Productivity

TRAINING FEE: ONLINE          N135,000.      CLASSROOM    N165,000

28 – 30      ITIL Certification for Business Success

TRAINING FEE: ONLINE          N135,000.      CLASSROOM    N165,000

28 – 30      How to Profile and Manage Your Sales Territory for Profitability

TRAINING FEE: ONLINE          N135,000.      CLASSROOM    N165,000

28 – 30      Cost Controls in Logistics Operation

TRAINING FEE: ONLINE          N135,000.      CLASSROOM    N165,000

28 – 30      Working with Emotional Intelligence

TRAINING FEE: ONLINE          N135,000.      CLASSROOM    N165,000

30 – 31      Managing Feedback - *Leading with Courage & Boosting People's Ability & Confidence*

TRAINING FEE: ONLINE          N115,000.      CLASSROOM    N145,000

30 – 31      The Challenge and Management of Office Politics

TRAINING FEE: ONLINE          N115,000.      CLASSROOM    N145,000





**AUGUST-SEPTEMBER 2023**

28 – September 1 Leadership in a Polarized Work Environment

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

28 – September 1 SAP Business Analytics (cloud)

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

28 – September 1 Data Collection and Interpretation for Business Analysts

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

Month of **SEPTEMBER** 2023

4 – 8 Project Office Administration & Management Skills

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 SAP Business Intelligence

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Learning Programming with Microsoft Excel Macros and VBA

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Secretaries and Administrative Officers Top-up Competency Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Enhancing the Enterprise Continuity - Practical Steps to Sustained Shareholder Value

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

KEEP THE QUALITY UP



4 – 8 Financial Modeling and Forecasting Techniques Using Advanced Excel Tools

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Procurement and Vendor Management Training

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Managing the Learning and Development Function

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

5 – 8 Microfinance Banks Risk Management System and Internal Controls

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

5 – 8 Strategic Brand Management Course - *Success with Product Management Functions*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

5 – 8 Competencies in Service Strategy

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

6 – 8 Cost Reduction and Management Guides

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

11 – 15 Protocol, Public Relations and Events Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 Proficiency in Microsoft Power BI For Data Analysts

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 SAP Digital Marketing

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000



11 – 15 Public Sector Budget Preparation Process

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 Financial Assessments and Reporting

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 Guides to Setting Up a New HR Department

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 Office Management Training for Officers and Managers

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 Change Leadership, Policy Transformation and People Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

12 – 15 The Design, Development and Management of Effective Distribution Channels

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

12 – 15 Value Added Marketing – *The Advanced Strategies*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

13 – 15 Effective Management of Time, Priority & Work Pressure

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

13 – 15 Professional Selling - *The Foundation Skills*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

18 – 20 Mental Well-being and Psychological Safety

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000



18 – 20 Business Planning Strategies and Products Development for  
Microfinance Banks

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

18 – 22 Public Sector Service Transformation - *The Enablers of Service  
Modernization*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

18 – 22 Project Cycle Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

18 – 22 Crucial Written Communication Skills for Public Service Officers

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

19 – 22 Mastering Internal Controls – *Operations, Financial and Management*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

19 – 22 Mastering the Crucial Roles in Senior Marketing Positions

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

19 – 22 Intermediate Excel for Financial & Business Analysis

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

19 – 22 Making Your Business Blossom in a Suppressive Market –  
*Groundbreaking Action Plans for Cutting-Edge Companies*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

20 – 22 Hit the Ground Running As A New Manager - *Get Fast on the Right  
Track*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000



20 – 22      Interpersonal Relations & Effective Communication Skills  
TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

20 – 22      Preventive Maintenance Course  
TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

Month of **OCTOBER** 2023

3 – 6            ITIL Managing Professional (MP) Master Program  
TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

3 – 6            Budgeting, Forecasting & Control of Budgets  
TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

3 – 6            The Approach to Turning Mid-level Functional Managers into Great Leaders  
TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

3 – 6            Basic Training on Bank Treasury Management  
TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

3 – 6            Advanced Selling Skills  
TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

3 – 6            Strengthening Your Business Model and Competitive Advantage  
TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

4 – 6            SAP Strategic Product  
TRAINING FEE: ONLINE      N135,000.      CLASSROOM      N165,000

4 – 6            Inventory, Logistics and Distribution Management



TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

4 – 6            Managers Personal Effectiveness

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

4 – 6            Customer Care Essentials

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

4 – 6            Essential Knowledge of Bookkeeping

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

5 – 6            Occupational Health and Safety Management

TRAINING FEE: ONLINE            N115,000.    CLASSROOM    N145,000

9 – 11          Advanced Sales Operations Management

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

9 – 11          Workforce Harmony & Excellent Workplace Collaboration

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

9 – 13          Monitoring and Evaluation (M&E) of Projects

TRAINING FEE: ONLINE            N175,000.    CLASSROOM    N215,000

9 – 13          Superior Competencies in Human Resources Management

TRAINING FEE: ONLINE            N175,000.    CLASSROOM    N215,000

9 – 13          Financial Analysis and Accounting Processes for Microfinance Banking

TRAINING FEE: ONLINE            N175,000.    CLASSROOM    N215,000

9 – 13          Growing as an Entrepreneur - *What Sets Successful Entrepreneurs Apart*

TRAINING FEE: ONLINE            N175,000.    CLASSROOM    N215,000



9 – 13 Modeling for Financial Analysis and Reporting

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

9 – 13 Fleet Management for Profitability

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

10 – 13 Report and Proposal Writing/Crucial Communications

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

11 – 13 Basic Management Process - *Early Stage Managers Development Programme*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

11 – 13 Laws Relating to Employment and Regulatory Compliance

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

11 – 13 Managing Employees for Strategic Advantage

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

16 – 17 Selling in a Difficult Environment

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

16 – 18 Fundamentals of Stakeholder Engagement Process & Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

16 – 20 ITIL 4 Strategic Leader

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

16 – 20 Management and Protection of Information (MPI)



TRAINING FEE: ONLINE            N175,000.    CLASSROOM   N215,000

16 – 20      Intermediate Skills Level for Human Resources Management

TRAINING FEE: ONLINE            N175,000.    CLASSROOM   N215,000

16 – 20      Pre-Retirement Course - *Preparing to Manage a New Beginning*

TRAINING FEE: ONLINE            N175,000.    CLASSROOM   N215,000

16 – 20      Putting Data to Work - *Analyses of Past, Present and Forecast of Business*

TRAINING FEE: ONLINE            N175,000.    CLASSROOM   N215,000

16 – 20      Investment Management, Investment Performance Evaluation & Asset Valuation

TRAINING FEE: ONLINE            N175,000.    CLASSROOM   N215,000

17 – 20      Enterprise Quality Assurance and Management

TRAINING FEE: ONLINE            N155,000.    CLASSROOM   N195,000

18 – 20      Essentials of Sales Administration

TRAINING FEE: ONLINE            N135,000.    CLASSROOM   N165,000

18 – 20      Building Trust and Inspiring Followers - *Small Behaviors that Create Positive Change*

TRAINING FEE: ONLINE            N135,000.    CLASSROOM   N165,000

18 – 20      Basic Knowledge of Finance for Sales & Marketing Professionals – *The Financial Aspects of the Sales & Marketing Process*

TRAINING FEE: ONLINE            N135,000.    CLASSROOM   N165,000

18 – 20      Delivering Happiness through Customer Experience Management (CXM)





TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

23 – 25      Help & Support Desk Capability Training

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

23 – 25      People Management in the Workplace

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

23 – 25      Insights into the Structures of Corporate Governance & Leadership Capabilities

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

23 – 25      Risk Assessment and Emergency Management Course

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

23 – 25      Inventory/Stock Control

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

23 – 27      Your Business as a Marathon Race - *How to Enhance Your Enterprise Longevity*

TRAINING FEE: ONLINE            N175,000.    CLASSROOM    N215,000

23 – 27      Developing Proficiency in the Use of Microsoft Office: Word, Excel and PowerPoint

TRAINING FEE: ONLINE            N175,000.    CLASSROOM    N215,000

25 – 27      Working with Emotional Intelligence

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000

25 – 27      Credit Sales Policy, Debt Recovery and Receivables Management

TRAINING FEE: ONLINE            N135,000.    CLASSROOM    N165,000



25 – 27 Relationship Management and Marketing Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

26 – 27 How to Manage Workloads and Multiple Tasks

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

26 – 27 Incident Investigation and Reporting

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

## **OCTOBER-NOVEMBER 2023**

30 – 3 Power BI & Other Financial Reporting/Analytical Tools

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

## **Month of NOVEMBER 2023**

1 – 3 Fraudulent Practices, Methods of Investigation and Prevention

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Human Resources Business Partnering

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Managers As Leaders

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Activation & Consumer Experiential Marketing Master Class



TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Implementing Field-Force Effectiveness

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

1 – 3 Transforming a Choking Supply Chain Model

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

2 – 3 Succeeding in the Management of Sales Outlets

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

2 – 3 How to Set Key Performance Indicators (KPI) - *for Objective Performance Management*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

2 – 3 The Other Side of Great Leadership - *Great Followership*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

2 – 3 Optimal Management of Working Capital

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

2 – 3 Managing Conflict and Difficult Situations at Work

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

6 – 7 Business Development Training for Oil and Gas Service Providers - *Aggressive Approach & Tendering*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

6 – 7 How to Create Positive Customer Experience - *Service as an Art and Science*

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000



6 – 9 Microfinance Bank Operations Management and Information Systems

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

6 – 10 Advanced Human Resources Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Proficiencies in General Office Administration

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Business Process Improvement and Management Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Succession Planning, Mentoring & Coaching Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Aggressive Market Penetration - *Battles for Market Share*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 10 Investment Analysis and Portfolio Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

7 – 10 Competency Training for Business Development Executives

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

7 – 10 Internal Audit Course

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

7 – 10 Building and Sustaining a Successful Enterprise

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

13 – 17 Document Control & Security, Records Tracking and Management



TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 Developing Leadership Competencies

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 SAP Master Data

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 Data Analysis and Advanced Visualization Tools

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

13 – 17 Strategic Management in the Public Sector

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

14 – 17 Service Excellence Processes for Front & Back Office Employees

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

14 – 17 Excellent Operations Management - *Value Improvement in Manufacturing and Service Operations*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

14 – 17 Facility Maintenance and Management Training

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

14 – 17 Key-Account Managers Training

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

15 – 17 HR Knowledge for Non-Human Resources Professionals

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000



15 – 17 Taxation of Properties in Nigeria - *The Laws & Practice*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

15 – 17 Delivering Results through Teams

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

20 – 22 Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

20 – 22 Support Function Employees Work Ethics & Effectiveness for Improved Productivity

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

20 – 24 Advanced Office Management and Administrative Skills

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

20 – 24 Competencies in Human Resources Management - *Basic Human Resources Management Training*

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

20 – 24 Area & Regional Managers Business Development Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

20 – 24 Mastering Google Sheets for Analysis, Reporting and Modeling

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

20 – 24 Management Development for Executive Assistants and Senior Secretaries

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

21 – 24 Corporate Communications and Media Relations Management

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000



21 - 24 Forensic Auditing Competence

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

22 – 24 Managerial Skills Appreciation - *First Level Managers Programme*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

22 – 24 Fundamentals of Risks Associated with Commercial Contracts  
Administration

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

22 – 24 Business Acumen Master Class - *Transformative Learning of How the  
Business Makes Money*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

28 – 30 Tax Audit and Investigation

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

28 – 30 Government Relations Strategy – *Lobbying, Ethics & Influence  
Management*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

28 – 30 Contract Bidding and Tendering Course

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

28 – 30 Front Desk and Customer Relations Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

28 – 30 Leading with Emotional Intelligence

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000



28 – 30 Developing Competent and Functional Communications

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

28 – 30 Growing Distribution Channels Effectively

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

28 – 30 Business Continuity Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

28 – 30 Health & Safety Attitudinal Change and Improvement Training

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

28 – 30 Employee Relations Management

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

29 – 30 The Art of Crisis Management

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

29 – 30 Understanding and Managing Stress for Greater Accomplishments

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000

Month of **DECEMBER** 2023

4 – 6 Managers As Influential Transformers

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

4 – 8 Strategy Officers Development Programme

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000





4 – 8 Managing the Learning & Development Function

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Proficiency in Digital Marketing and E-Commerce

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Advanced Excel Simplified for Financial Analysis and Management Reporting

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Becoming an Effective Supervisory Manager

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Comprehensive Basic Accounting Workshop

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Medium Term Expenditure Framework Programme for Public Service Officers

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

4 – 8 Administrative Functions & Office Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

6 – 8 Critical Thinking Skills for Decision Making

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

6 – 8 Management of Non-Current Assets - *Fixed Assets Management Training*

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

7 – 8 Continuous Improvements in Projects and Services Using Agile Framework

TRAINING FEE: ONLINE N115,000. CLASSROOM N145,000



11 – 15 Intermediate Skills for Effective Office Administration

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 Intermediate Skills Level for Human Resources Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 Efficiency Improvement Procedures, Reporting and Implementation

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 Powerful Leadership Communication and Influence Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 Blue Ocean Strategy and Value Chain Management for Ministries, Departments  
and Agencies

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

11 – 15 Business Analytics and Data Management

TRAINING FEE: ONLINE N175,000. CLASSROOM N215,000

12 – 15 Business Literacy – *Mastering the Dynamics of Business Drivers*

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

12 – 15 Basics of Compliance and Modern Corporate Governance Practices

TRAINING FEE: ONLINE N155,000. CLASSROOM N195,000

13 – 15 Business Presentation & Persuasive Public Speaking Skills

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

13 – 15 Management of the Workforce

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000



**TOM ASSOCIATES**

*Training*

13 – 15 Mastering the Skills of Negotiation - the Principles and Practice

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

13 – 15 Financial Statement Analysis Course.

TRAINING FEE: ONLINE N135,000. CLASSROOM N165,000

KEEP THE QUALITY UP