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### MONTH-BY-MONTH OPEN PROGRAMMES SCHEDULE

Month	Course	Date	Price	Location	Duration	Laptop	Faculty
<b>January</b>							
	Networking Skills for Business Development Executives	20th-21st	N105,000	Lagos	2 days	None	Sales and Marketing
	Operational Risk Management and Credit Risk Practice	20th-24th	N210,000	Lagos	5 days	None	Finance
	Business Negotiation and Persuasion Skills	22nd-24th	N126,000	Lagos	3 days	None	Sales and Marketing
	Effective Administration and Task Management	27th-29th	N126,000	Lagos	3 days	None	Management and Leadership
	Target Setting and Performance Appraisal Processes	27th-29th	N126,000	Lagos	3 days	None	HR
	Labour Negotiation Skills	27th-31st	N210,000	Lagos	5 days	Yes	HR
	Superior Time, Task and Paper Management	28th-29th	N84,000	Lagos	2 days	None	Personal Development
	Financial Modelling Using Excel Application	29th -31st	N157,500	Lagos	3 days	None	Finance
	Essential Selling and Marketing Skills	29th -31st	N126,000	Lagos	3 days	None	Sales and Marketing
	Customer Relationship Management	29th -31st	N126,000	Lagos	3 days	None	CRM
	Talent Management Skills	29th -31st	N126,000	Lagos	3 days	None	HR
	Project Management (Basic)	29th-31st	N126,000	Lagos	3 days	None	Personal Development
	Effective Call Centre Management	30th-31st	N105,000	Lagos	2 days	None	Sales and Marketing

Month	Course	Date	Price	Location	Duration	Laptop	Faculty
February	Total Quality Management	3rd-5th	N126,000	Lagos	3 days	None	Management and Leadership
	Competency Based Recruitment Skills	3rd-5th	N126,000	Lagos	3 days	None	HR
	The Professional Sales Manager	3rd-7th	N210,000	Lagos	5 days	None	Sales and Marketing
	Drawing Up and Controlling Budgets	5th-7th	N126,000	Lagos	3 days	None	Finance
	Performance Management and Appraisal System	5th-7th	N157,500	Lagos	3 days	None	HR
	Fundamentals Human Resources and Employee Relations Management	5th-7th	N126,000	Lagos	3 days	None	HR
	Supervisory Skills	10th-12th	N115,000	Lagos	3 days	None	Management and Leadership
	Stress Management	10th-12th	N126,000	Lagos	3 days	None	HR
	External Corporate Communications	10th-12th	N126,000	Lagos	3 days	None	Sales and Marketing
	Operations Management	10th-12th	N126,000	Lagos	3 days	None	Function Specific
	Corporate Planning, Budgeting and Budget Monitoring and Control	10th-14th	N210,000	Lagos	5 days	None	Finance
	IPSAS - International Public Sector Accounting Standards	10th-14th	N210,000	Lagos	5 days	None	Finance
	Employment Laws and Contract for HR Professionals	11th-14th	N189,000	Lagos	4 days	None	HR
	Front Office Customer Relations Skills	12th-13th	N84,000	Lagos	2 days	None	CRM
	Train the Trainer	12th-14th	N126,000	Lagos	3 days	None	Personal Development
	Problem Solving and Decision Making	13th-14th	N105,000	Lagos	2 days	None	Management and Leadership
	Accounting for Non Accountants	17th-19th	N115,000	Lagos	3 days	None	Finance
	Effective Internal Control and Audit	17th-19th	N126,000	Lagos	2 days	None	Finance
	Excellent Customer Service	17th-19th	N115,000	Lagos	3 days	None	CRM
	Pension Risk and Investment Management	17th-21st	N210,000	Lagos	5 days	Yes	HR
	Fixed Assets Management and Monitoring	19th-21st	N157,000	Lagos	3 days	None	Finance
	Brand Development and Management	19th-21st	N126,000	Lagos	3 days	None	Sales and Marketing
	Corporate/Business/Social Etiquette	19th-21st	N126,000	Lagos	3 days	None	Personal Development
	Creating And Sustaining Powerful Brand	24th-26th	N126,000	Lagos	3 days	None	Sales and Marketing
	Managing People For Success: Leadership Development Programme For New Managers	24th-28th	N210,000	Lagos	5 days	None	Management and Leadership
	Effective Communication and Presentation Skills	26th - 28th	N126,000	Lagos	3 days	None	Sales and Marketing
	Telephone Etiquette	28th	N50,000	Lagos	1 day	None	Personal Development

Month	Course	Date	Price	Location	Duration	Laptop	Faculty
March	Balanced Scorecard A Tool for Performance Management	2nd -4th	N126,000	Lagos	3 days	None	HR
	Life In The Middle: Leadership Training For Middle Level Managers	2nd-6th	N210,000	Lagos	5 days	None	Management and Leadership
	Treasury Management	4th-6th	N 157,500	Lagos	3 days	None	Finance
	Strategies and Tactics: Selling to Key Decision Makers and Winning Major Accounts	9th-11th	N 157,500	Lagos	3 days	None	Sales and Marketing
	Effective Persuasive Selling, Merchandising and Negotiation Skills	9th-11th	N 157,500	Lagos	3 days	None	Sales and Marketing
	Global Best Practices in Managing the Procurement Function	9th-13th	N262,500	Lagos	5 days	Yes	Personal Development
	Marketing Communications Skills	11th-13th	N126,000	Lagos	3 days	None	Sales and Marketing
	HR and Payroll Administration	11th-13th	N126,000	Lagos	3 days	None	HR
	Health and Stress Management	11th-13th	N126,000	Lagos	3 days	None	Personal Development
	Key Account Management	16th-18th	N126,000	Lagos	3 days	None	CRM
	Personal Effectiveness for Superior Performance in the Workplace	16th-18th	N126,000	Lagos	3 days	None	Personal Development
	Building Strategic Advantage Through High Performance HR	16th -20th	N210,000	Lagos	5 days	None	HR
	Strategic Thinking, Planning and Innovation	16th -20th	N210,000	Lagos	5 days	None	Management and Leadership
	Advanced Key Account Management and Business Development	16th -20th	N210,000	Lagos	5 days	None	Sales and Marketing
	IFRS – International Financial Reporting Standard	16th -20th	N210,000	Lagos	5 days	None	Finance
	Managing Credits and Collecting Debts	17th-18th	N105,000	Lagos	2 days	None	Finance
	Channel and Category Management	18th-20th	N126,000	Lagos	3 days	None	Sales and Marketing
	Anger Management	19th-20th	N105,000	Lagos	2 days	None	Personal Development
	Superior Customer Care and Service Delivery	19th-21st	N105,000	Lagos	2 days	None	CRM
	Supply Chain Management	23rd-27th	N210,000	Lagos	5 days	None	Personal Development
	Effective Presentation & Confidence Building	25th-27th	N126,000	Lagos	3 days	None	Personal Development
	Advanced Human Resources	25th-27th	N 157,500	Lagos	3 days	None	HR
	Effective Team Building	26th-27th	N126,000	Lagos	2 days	None	Management and Leadership
	Critical Thinking, Creativity and Innovation	30th-31st	N105,000	Lagos	2 days	None	Personal Development
	Warehousing and Inventory Management	30th-31st	N105,000	Lagos	2 days	None	Personal Development
	Interpersonal Skills and Assertiveness	30th-31st	N105,000	Lagos	2 days	None	Sales and Marketing
	Developing Senior Management Capacity	30th Mar - 3rd Apr	N210,000	Lagos	5 days	None	Management and Leadership
	Organizational People Management	30th Mar - 1st Apr	N126,000	Lagos	3 days	None	Management and Leadership
	Creating Business Value Through Big Data and Analytics	30th Mar - 3rd Apr	N210,000	Lagos	5 days	None	Finance
	Career Development and Best Practice in Succession Planning	30th Mar - 1st Apr	N126,000	Lagos	3 days	None	HR
	Human Resources Metrics – Analysis & Evaluation	30th Mar - 3rd Apr	N210,000	Lagos	5 days	None	HR

Month	Course	Date	Price	Location	Duration	Laptop	Faculty
April	Pre-Retirement Workshop	1st -2nd	N105,000	Lagos	2 days	None	Personal Development
	Emotional Intelligence in Leadership	1st -3rd	N126,000	Lagos	3 days	None	Management and Leadership
	Fleet Management	1st -3rd	N126,000	Lagos	3 days	None	Function Specific
	Managing Your Boss: Working Effectively with your Manager	1st -3rd	N157,500	Lagos	3 days	None	Personal Development
	Financial Modeling Using Excel Application	6th -8th	N157,500	Lagos	3 days	None	Finance
	Marketing for Non Marketing Managers	6th -8th	N126,000	Lagos	3 days	None	Sales and Marketing
	Field Sales Management	6th -8th	N157,500	Lagos	3 days	None	Sales and Marketing
	Professional Report Writing and Research Skills	6th -8th	N126,000	Lagos	3 days	None	Sales and Marketing
	Corporate Governance	6th -8th	N126,000	Lagos	3 days	None	Function Specific
	Logistics Management and Effective Channel Distribution	6th -8th	N157,500	Lagos	3 days	None	Function Specific
	Customer Relationship Management	7th-9th	N126,000	Lagos	3 days	None	CRM
	Networking Skills for Business Development Executives	13th-14th	N105,000	Lagos	2 days	None	Sales and Marketing
	Work Ethics and Attitudinal Change	13th-15th	N157,500	Lagos	3 days	None	Personal Development
	Effective Facilities Management	15th-17th	N126,000	Lagos	3 days	None	Function Specific
	Credit Management & Analysis	15th-17th	N115,000	Lagos	3 days	None	Finance
	Advanced Business Writing and Communication Skills	15th-17th	N157,500	Lagos	3 days	None	Sales and Marketing
	Good Manufacturing Practices	15th-17th	N126,000	Lagos	3 days	None	Function Specific
	Superior Time, Task and Paper Management	16th-17th	N84,000	Lagos	2 days	None	Personal Development
	Pension Management and Administration	20th-22nd	N126,000	Lagos	3 days	None	HR
	Global Best Practices for Turning Environmental Sustainability into Competitive Business Advantage	20th-22nd	N157,500	Lagos	3 days	None	Function Specific
	Developing & Implementing Competency Framework	20th -24th	N189,000	Lagos	5 days	None	HR
	The Mind of the Strategist: Leadership Development Programme for Top Management Staff	20th-24th	N262,500	Lagos	5 days	Yes	Management and Leadership
	Coaching the coach: The key to enabling the Sales Manager	20th-24th	N210,000	Lagos	5 days	None	Sales and Marketing
	Enterprise Risk Management	22nd-24th	N157,500	Lagos	3 days	None	Finance
	Management Skills for Executive Secretaries and PAs	22nd -24th	N126,000	Lagos	3 days	None	Personal Development
	Business Negotiation and Persuasion Skills	27th-29th	N126,000	Lagos	3 days	None	Sales and Marketing
	Target Setting and Performance Appraisal Processes	27th-29th	N126,000	Lagos	3 days	None	HR
	Filing and Record Management	28th -30th	N126,000	Lagos	3 days	None	Personal Development

Month	Course	Date	Price	Location	Duration	Laptop	Faculty
May	Branch Management	4th-5th	N105,000	Lagos	2 days	None	Finance
	Corporate Planning, Budgeting and Budget Monitoring and Control	4th-8th	N210,000	Lagos	5 days	None	Finance
	Operational Risk Management and Credit Risk Practice	4th -8th	N210,000	Lagos	5 days	None	Finance
	Strategic Issues in Human Resources Planning with (CIPD, UK)	4th-8th	\$2,000	Accra, Ghana	5 days	Yes	HR
	Corporate/Business/Social Etiquette	6th-8th	N126,000	Lagos	3 days	None	Personal Development
	Drawing Up and Controlling Budgets	6th-8th	N126,000	Lagos	3 days	None	Finance
	Financial Management and Cost Control	11th-13th	N126,000	Lagos	3 days	None	Finance
	Labour Negotiation Skills	11th-15th	N210,000	Lagos	5 days	None	HR
	Forensic Accounting and Audit	11th-15th	N210,000	Lagos	5 days	None	Finance
	Creating And Sustaining Powerful Brand	11th-13th	N126,000	Lagos	3 days	None	Sales and Marketing
	Effective Communication and Presentation Skills	13th-15th	N126,000	Lagos	3 days	None	Sales and Marketing
	Train the Trainer	13th-15th	N126,000	Lagos	3 days	None	Personal Development Management and Leadership
	Effective Administration and Task Management	18th-20th	N126,000	Lagos	3 days	None	Finance
	Cost Optimization: A Strategic Emphasis	18th -20th	N126,000	Lagos	3 days	None	Finance
	Fixed Assets Management and Monitoring	18th-20th	N157,500	Lagos	3 days	None	Finance
	Brand Development and Management	18th-20th	N126,000	Lagos	3 days	None	Sales and Marketing
	Strategic Warehousing and Spare Parts management	18th -20th	N126,000	Lagos	3 days	None	Personal Development
	The Professional Sales Manager	18th-22nd	N210,000	Lagos	5 days	None	Sales and Marketing
	Managing People For Success: Leadership Development Programme For New Managers	18th-22nd	N210,000	Lagos	5 days	None	Management and Leadership
	Risk Assessment and Introduction to Internal Control	18th - 22nd	N210,000	Lagos	5 days	None	Finance
	Stress Management	20th -22nd	N126,000	Lagos	3 days	None	HR
	Project Finance Management	25th-29th	N210,000	Lagos	5 days	None	Finance
	Essential Selling and Marketing Skills	27th-29th	N126,000	Lagos	3 days	None	Sales and Marketing
	Strategic Communication Management	27th-29th	N126,000	Lagos	3 days	None	Sales and Marketing
	Talent Management Skills	27th -29th	N126,000	Lagos	3 days	None	HR

Month	Course	Date	Price	Location	Duration	Laptop	Faculty
June	Effective Call Centre Management	1st-2nd	N105,000	Lagos	2 days	None	CRM
	Effective Persuasive Selling, Merchandising and Negotiation Skills	1st -3rd	N157,500	Lagos	3 days	None	Sales and Marketing
	Managing Virtual Teams for Organizational Growth and Productivity	1st -5th	\$3,300	Dubai	5 days	Yes	Management and Leadership
	IFRS – International Financial Reporting Standard	1st- 5th	N210,000	Lagos	5 days	None	Finance
	Supply Chain Management	1st-5th	N210,000	Lagos	5 days	None	Function Specific
	Employment Laws and Contract for HR Professionals	2nd-5th	N189,000	Lagos	4 days	None	HR
	Channel and Category Management	3rd -5th	N126,000	Lagos	3 days	None	Sales and Marketing
	Front Office Customer Relations Skills	8th-9th	N84,000	Lagos	2 days	None	CRM
	External Corporate Communications	8th -10th	N126,000	Lagos	3 days	None	Sales and Marketing
	Excellent Customer Service	8th -10th	N115,000	Lagos	3 days	None	CRM
	Fundamentals Human Resources and Employee Relations Management	8th -10th	N126,000	Lagos	3 days	None	HR
	Performance Management and Appraisal System	8th -10th	N157,500	Lagos	3 days	None	HR
	Accounting for Non Accountants	9th -11th	N115,000	Lagos	3 days	None	Finance
	Supervisory Skills	10th-12th	N115,000	Lagos	3 days	None	Management and Leadership
	Critical Thinking, Creativity and Innovation	10th-11th	N105,000	Lagos	2 days	None	Personal Development
	Total Quality Management	15th-17th	N126,000	Lagos	3 days	None	Management and Leadership
	Marketing Communications Skills	15th -17th	N126,000	Lagos	3 days	None	Sales and Marketing
	IPSAS - International Public Sector Accounting Standards	15th- 19th	N210,000	Lagos	5 days	None	Finance
	Pension Risk and Investment Management	15th-19th	N210,000	Lagos	5 days	Yes	HR
	Managing Credits and Collecting Debts	16th -17th	N105,000	Lagos	2 days	None	Finance
	Effective Internal Control and Audit	17th -19th	N126,000	Lagos	3 days	None	Finance
	Strategies and Tactics: Selling to Key Decision Makers and Winning Major Accounts	17th -19th	N157,500	Lagos	3 days	None	Sales and Marketing
	Competency Based Recruitment Skills	17th -19th	N126,000	Lagos	3 days	None	HR
	Health and Stress Management	17th -19th	N126,000	Lagos	3 days	None	Personal Development
	Telephone Skills	19th	N50,000	Lagos	1 day	None	Personal Development
	Personal Financial Planning, Entrepreneurship and Wealth Creation	22nd-26th	N189,000	Lagos	5 days	None	Function Specific
	Life In The Middle: Leadership Training For Middle Level Managers	22nd-26th	N210,000	Lagos	5 days	None	Management and Leadership
	Strategic Thinking, Planning and Innovation	22nd-26th	N210,000	Lagos	5 days	None	Management and Leadership
	Effective Presentation & Confidence Building	24th-26th	N126,000	Lagos	3 days	None	Personal Development
	Operations Management	Jun 29 – Jul 1	N126,000	Lagos	3 days	None	Function Specific
Project Management (Basic)	Jun 29 – Jul 1	N126,000	Lagos	3 days	None	Function Specific	

Month	Course	Date	Price	Location	Duration	Laptop	Faculty
<b>July</b>	Financial Modelling Using Excel Application	1st -3rd	N157,500	Lagos	3 days	None	Finance
	Procurement, Contract Management and Effective Negotiation	1st -3rd	N157,500	Lagos	3 days	None	Function Specific
	Problem Solving and Decision Making	2nd -3rd	N105,000	Lagos	2 days	None	Management and Leadership
	Treasury Management	6th-8th	N157,500	Lagos	3 days	None	Finance
	Advanced Human Resources	6th-8th	N157,500	Lagos	3 days	None	HR
	Career Development and Best Practice in Succession Planning	6th-8th	N126,000	Lagos	3 days	None	HR
	Anger Management	6th-8th	N105,000	Lagos	2 days	None	Personal Development
	Human Resources Metrics – Analysis & Evaluation	6th-10th	N210,000	Lagos	5 days	None	HR
	Advanced Key Account Management and Business Development	6th-10th	N210,000	Lagos	5 days	None	Sales and Marketing
	Managing Your Boss: Working Effectively with your Manager	8th-10th	N157,500	Lagos	3 days	None	Personal Development
	Organizational People Management	8th-10th	N126,000	Lagos	3 days	None	Management and Leadership
	Superior Time, Task and Paper Management	9th-10th	N84,000	Lagos	2 days	None	Personal Development
	Health and Safety Operations and Procedures in the Workplace	9th-10th	N105,000	Lagos	2 days	None	Function Specific
	Warehousing and Inventory Management	13th-14th	N105,000	Lagos	2 days	None	Function Specific
	Credit Management & Analysis	13th-15th	N115,000	Lagos	3 days	None	Finance
	Filing and Record Management	13th-15th	N126,000	Lagos	3 days	None	Personal Development
	Balanced Scorecard A Tool for Performance Management	13th-15th	N126,000	Lagos	3 days	None	HR
	Developing Senior Management Capacity	13th-17th	N210,000	Lagos	5 days	None	Management and Leadership
	Marketing for Non Marketing Managers	20th-22nd	N126,000	Lagos	3 days	None	Sales and Marketing
	Building Strategic Advantage Through High Performance HR	20th-24th	N210,000	Lagos	5 days	None	HR
	HR and Payroll Administration	22nd-24th	N126,000	Lagos	3 days	None	HR
	Networking Skills for Business Development Executives	23rd-24th	N105,000	Lagos	2 days	None	Sales and Marketing
	Personal Effectiveness for Superior Performance in the Workplace	22nd-24th	N126,000	Lagos	3 days	None	Personal Development
	Pre-Retirement Workshop	27th-28th	N105,000	Lagos	2 days	None	Personal Development
	Global Best Practices in Managing the Procurement Function	27th-29th	N262,500	Lagos	5 days	None	Function Specific
	Superior Customer Care and Service Delivery	29th-30th	N105,000	Lagos	2 days	None	CRM

Month	Course	Date	Price	Location	Duration	Laptop	Faculty
August	The Mind of the Strategist: Leadership Development Programme for Top Management Staff	3rd-7th	N262,500	Lagos	5 days	None	Management and Leadership
	Field Sales Management	5th-7th	N157,500	Lagos	3 days	None	Sales and Marketing
	Target Setting and Performance Appraisal Processes	5th-7th	N126,000	Lagos	3 days	None	HR
	Pension Management and Administration	5th-7th	N126,000	Lagos	3 days	None	HR
	Effective Team Building	6th-7th	N105,000	Lagos	2 days	None	Management and Leadership
	Financial Management and Cost Control	10th - 12th	N126,000	Lagos	3 days	None	Finance
	Fleet Management	10th-12th	N126,000	Lagos	3 days	None	Function Specific
	Effective Facilities Management	10th-12th	N126,000	Lagos	3 days	None	Function Specific
	Developing & Implementing Competency Framework	10th-14th	N189,000	Lagos	5 days	None	HR
	Coaching the coach: The key to enabling the Sales Manager	10th-14th	N210,000	Lagos	5 days	None	Sales and Marketing
	Drawing Up and Controlling Budgets	12th-14th	N126,000	Lagos	3 days	None	Finance
	Advanced Business Writing and Communication Skills	12th-14th	N157,500	Lagos	3 days	None	Sales and Marketing
	Key Account Management	12th-14th	N126,000	Lagos	3 days	None	CRM
	Talent Management Skills	12th-14th	N126,000	Lagos	3 days	None	HR
	Corporate Governance	12th-14th	N126,000	Lagos	3 days	None	Function Specific
	Project Management (Advanced)	12th-14th	N157,500	Lagos	3 days	None	Function Specific
	Logistics Management and Effective Channel Distribution	17th-19th	N157,500	Lagos	3 days	None	Function Specific
	Professional Report Writing and Research Skills	17th-19th	N126,000	Lagos	3 days	None	Sales and Marketing
	Creating Business Value Through Big Data and Analytics	17th-21st	N210,000	Lagos	5 days	None	Finance
	Corporate Planning, Budgeting and Budget Monitoring and Control	17th-21st	N210,000	Lagos	5 days	None	Finance
	Business Negotiation and Persuasion Skills	19th-21st	N126,000	Lagos	3 days	None	Sales and Marketing
	Enterprise Risk Management	24th-26th	N157,500	Lagos	3 days	None	Finance
	Work Ethics and Attitudinal Change	24th-26th	N157,500	Lagos	3 days	None	Personal Development
	Management Skills for Executive Secretaries and PAs	24th-26th	N126,000	Lagos	3 days	None	Personal Development
Fixed Assets Management and Monitoring	26th-28th	N157,500	Lagos	3 days	None	Finance	
Emotional Intelligence in Leadership	Aug 31 – Sept 2	N126,000	Lagos	3 days	None	Management and Leadership	



Month	Course	Date	Price	Location	Duration	Laptop	Faculty
September	Accounting for Non Accountants	2nd-4th	N115,000	Lagos	3 days	None	Finance
	Marketing Communications	2nd-4th	N126,000	Lagos	3 days	None	Sales and Marketing
	Excellent Customer Service	2nd-4th	N115,000	Lagos	3 days	None	CRM
	Global Best Practices for Turning Environmental Sustainability into Competitive Business Advantage	2nd-4th	N157,500	Lagos	3 days	None	Function Specific
	Branch Management	3rd-4th	N105,000	Lagos	2 days	None	Finance
	Cost Optimization: A Strategic Emphasis	7th-9th	N126,000	Lagos	3 days	None	Finance
	Creating And Sustaining Powerful Brand	7th-9th	N126,000	Lagos	3days	None	Sales and Marketing
	Train the Trainer	7th-9th	N126,000	Lagos	3 days	None	HR
	Supervisory Skills	7th-9th	N115,000	Lagos	3 days	None	Management and Leadership
	Strategic Communication Management	7th-9th	N126,000	Lagos	3 days	None	Sales and Marketing
	Pension Risk and Investment Management	7th-11th	N210,000	Lagos	5 days	Yes	HR
	Labour Negotiation Skills	7th-11th	N210,000	Lagos	5 days	None	HR
	Customer Relationship Management	9th-11th	N126,000	Lagos	3 days	None	CRM
	Strategic Issues in Human Resources Planning with (CIPD, UK)	14th - 18th	\$2,000	Accra, Ghana	5 days	Yes	HR
	Operational Risk Management and Credit Risk Practice	14th-18th	N210,000	Lagos	5 days	None	Finance
	Risk Assessment and Introduction to Internal Control	14th-18th	N210,000	Lagos	5 days	None	Finance
	The Professional Sales Manager	14th-18th	N210,000	Lagos	5 days	None	Sales and Marketing
	Critical Thinking, Creativity and Innovation	16th-17th	N105,000	Lagos	2 days	None	HR
	Essential Selling and Marketing Skills	21st-23rd	N126,000	Lagos	3 days	None	Sales and Marketing
	Effective Communication and Presentation Skills	21st-23rd	N126,000	Lagos	3 days	None	Sales and Marketing
	Health and Stress Management	21st-23rd	N126,000	Lagos	3 days	None	HR
	Good Manufacturing Practices	21st-23rd	N126,000	Lagos	3 days	None	Function Specific
	Strategic Thinking, Planning and Innovation	21st -25th	N210,000	Lagos	5 days	None	Management and Leadership
	Forensic Accounting and Audit	21st -25th	N210,000	Lagos	5 days	None	Finance
	Fundamentals Human Resources and Employee Relations Management	23rd-25th	N126,000	Lagos	3 days	None	HR
	Effective Administration and Task Management	23rd-25th	N126,000	Lagos	3 days	None	Management and Leadership
	Managing Credits and Collecting Debts	24th-25th	N105,000	Lagos	2 days	None	Finance
	Strategies and Tactics: Selling to Key Decision Makers and Winning Major Accounts	28th-30th	N157,500	Lagos	3 days	None	Sales and Marketing

Month	Course	Date	Price	Location	Duration	Laptop	Faculty
October	Total Quality Management	5th-7th	N126,000	Lagos	3 days	None	Management and Leadership
	Treasury Management	5th-7th	N157,500	Lagos	3 days	None	Finance
	Effective Persuasive Selling, Merchandising and Negotiation Skills	5th-7th	N157,500	Lagos	3 days	None	Sales and Marketing
	External Corporate Communications	7th-9th	N126,000	Lagos	3 days	None	Sales and Marketing
	Stress Management	12th-14th	N126,000	Lagos	3 days	None	HR
	Effective Internal Control and Audit	12th-14th	N126,000	Lagos	3 days	None	Finance
	Employment Laws and Contract for HR Professionals	12th-15th	N189,000	Lagos	4 days	None	HR
	IPSAS - International Public Sector Accounting Standards	12th -16th	N210,000	Lagos	5 days	None	Finance
	Managing People For Success: Leadership Development Programme For New Managers	12th-16th	N210,000	Lagos	5 days	None	Management and Leadership
	Brand Development and Management	14th -16th	N126,000	Lagos	3 days	None	Sales and Marketing
	Competency Based Recruitment Skills	14th-16th	N126,000	Lagos	3 days	None	HR
	Procurement, Contract Management and Effective Negotiation	14th-16th	N157,500	Lagos	3 days	None	Function Specific
	Interpersonal Skills and Assertiveness	16th-17th	N105,000	Lagos	2 days	None	Sales and Marketing
	Effective Call Centre Management	19th -20th	N105,000	Lagos	2 days	None	CRM
	Career Development and Best Practice in Succession Planning	19th-21st	N126,000	Lagos	3 days	None	HR
	Balanced Scorecard A Tool for Performance Management	19th-21st	N126,000	Lagos	3 days	None	HR
	Corporate/Business/Social Etiquette	19th-21st	N126,000	Lagos	3 days	None	Personal Development
	Strategic Warehousing and Spare Parts management	19th-21st	N126,000	Lagos	3 days	None	Function Specific
	IFRS – International Financial Reporting Standard	19th-23rd	N210,000	Lagos	5 days	None	Finance
	Performance Management and Appraisal System	21st-23rd	N157,500	Lagos	3 days	None	HR
	Effective Presentation & Confidence Building	21st-23rd	N126,000	Lagos	3 days	None	Personal Development
	Pension Risk and Investment Management	21st -25th	N262,500	Lagos	5 days	Yes	HR
	Pre-Retirement Workshop	22nd -23rd	N105,000	Lagos	2 days	None	Personal Development
	Filing and Record Management	26th-28th	N126,000	Lagos	2 days	None	Personal Development
Problem Solving and Decision Making	29th-30th	N105,000	Lagos	2 days	None	Management and Leadership	

Month	Course	Date	Price	Location	Duration	Laptop	Faculty
November	HR and Payroll Administration	2nd-4th	N126,000	Lagos	3 days	None	HR
	Developing Senior Management Capacity	2nd -6th	N210,000	Lagos	5 days	None	Management and Leadership
	Advanced Key Account Management and Business Development	2nd-6th	N210,000	Lagos	5 days	None	Sales and Marketing
	Life In The Middle: Leadership Training For Middle Level Managers	9th-13th	N210,000	Lagos	5 days	None	Management and Leadership
	Advanced Human Resources	11th-13th	N157,500	Lagos	3 days	None	HR
	Effective Team Building	12th-13th	N105,000	Lagos	2 days	None	Management and Leadership
	Telephone Skills	13th	N50,000	Lagos	1 day	None	Personal Development
	Channel and Category Management	16th-18th	N126,000	Lagos	3 days	None	Sales and Marketing
	Field Sales Management	16th-18th	N157,500	Lagos	3 days	None	Sales and Marketing
	Pension Management and Administration	16th-18th	N126,000	Lagos	3 days	None	HR
	Managing Your Boss: Working Effectively with your Manager	16th-18th	N157,500	Lagos	3 days	None	Personal Development
	The Mind of the Strategist: Leadership Development Programme for Top Management Staff	16th -20th	N262,500	Lagos	5 days	Yes	Management and Leadership
Human Resources Metrics – Analysis & Evaluation	23rd-27th	N210,000	Lagos	5 days	None	HR	

**NB: Kindly note that these course can run more than the number of slots it has per quarter....its based on demand. For any course completed before the end of the year, Note it as a 'Request a Date' course..**



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