



2023 TRAINING CALENDAR

CATEGORIES	COURSES	Fee	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
ADMINISTRATIVE MANAGEMENT TRAINING COURSES	Achieving Administrative Excellence	N80,000	10 – 11			13 – 14	17 – 18	1-2	6-7	3-4	4-5	2-3	1-2	4-5	
	Advanced Office Management & Effective Administration Workshop	N100,000	10 – 11		9 – 10	13 – 14		5 - 6	10-11	1-2	7-8	16-17	9-10	27-28	
	Archives Administration and Document Management Techniques Workshop	N80,000	10 – 11		16 – 17		17 – 18	5 - 6	17-18	16-17	13-14	23-24	23-24	21-22	
	Building and Facilities Maintenance Workshop	N80,000	10 – 11		16 – 17			15-16	27-28	8-9	12-13	26-27	27-28	5-6	
	Document and Records Management Course	N80,000	12 – 13				13 – 14	15 – 16	22-23	17-18	14-15	28-29	30-31	13-14	21-22
	Driving to Safety: Defensive Driving, Attitudinal Change and Work Ethics Course for Drivers	N80,000		9 – 10				10 – 11	19-20		23-24		5-6	6-7	18-19
	Effective Communication & Problem solving Skills	N80,000	23 – 24	8 – 9	16 – 17	10 – 11			22-23		24-25				6-7
	Effective Communication and Interpersonal Skills Workshop	N80,000		16 – 17	28 – 29			8-9			24-25				4-5
	Fundamentals of Microsoft Excel (For Beginners and Intermediate)	N80,000		6 – 8	23 – 24	12 – 13			7-8	10-11	28-29	7-8	26-27	13-14	7-8
	Fundamentals of Presentation and Public Speaking Skills	N80,000		8 – 9			13 – 14	9 – 10		3-4		14-15	11-12	29-30	12-13
	Improving Personal Effectiveness, Productivity & Organizational Growth	N80,000	26 – 27		21 – 22			16 – 17		24-25		4-5	19-20	1-2	
	Incident Investigation / Root Cause Analysis and Report Writing Workshop	N80,000		15 – 16				4 - 5		27-28	9-10	21-22	4-5	16-17	
	Management & Leadership Skills for Administrative Professionals	N80,000		8 – 9			10 – 11		27-28		16-17	19-20			28-29
	Management Reporting and Decision Making	N80,000	11 – 12		28 – 29	18 – 19			22-23			28-29			
	Management Skills For Corporate Secretaries and Administrative Heads	N80,000	25 – 26		30 – 31			15 – 16	1-2			13-14	10-11		
	MS-EXCEL FOR BEGINNERS	N80,000	24 – 25	9 – 10	30 – 31			3 – 4	8-9			18-19	18-19	1-2	18-19
	Supervisory Management Workshop: Managing For Result	N80,000	25 – 26		23 – 24	6 – 7				10-11	3-4			9-10	7-8
	Work Ethics, Positive Work-Attitude & Productivity Improvement	N80,000	16 – 17	8 – 9			5 – 6	24 – 25		17-18	1-2			23-24	28-29
	Workshop on Advanced Corporate Legal Advisers and Company Secretaries Course	N100,000	18 – 19					18 – 19		27-28	16-17	7-8	2-3	27-28	26-27
	Workshop on Annual General Meeting and Board Meeting Management Course	N80,000	19 – 20	9 – 10			10 – 11		15-16		8-9	21-22		13-14	
	Workshop on Managing Multiple Tasks, Priorities & Deadlines: Achieving Results through Task Management	N80,000	23 – 24	9 – 10			13 – 14			22-23	20-21	14-15	28-29		6-7
	Workshop on Microsoft Office: (Word, Excel, Access & PowerPoint)	N80,000	30 – 31				3 – 4		19-20	27-28	23-24	4-5	11-12		
	Workshop on Negotiation Skills for Managers and Leaders	N80,000	30 – 31	23 – 24			5 – 6		22-23	13-14	24-25	11-12	19-20		
	Workshop on Optimizing Efficiency and Productivity Skills in the Workplace	N80,000	30 – 31		21 – 22			22 – 23	8-9	10-11	24-25	18-19	30-31	13-14	4-5
	HUMAN CAPITAL MANAGEMENT COURSES	A – Z of Recruitment and Selection Process Workshop	N80,000	18 – 19		22 – 23	10 – 11			3-4	28-29	25-26		29-30	27-28
Advanced Communication, Teamwork and Collaboration Workshop		N100,000		21 – 22		10 – 11	2 – 3		24-25	30-31	11-12		1-2	21-22	
Advanced Human Resources Management Workshop		N100,000		2 – 3	23 – 24			24 – 25		27-28	25-16	4-5	10-11	16-17	5-6
Attention Grabbing Presentation and Public Speaking Skills		N80,000	19 – 20	6 – 7			11 – 12				9-10		19-20		21-22
Attitudinal Change, Work Ethics & Productivity Improvement Course		N80,000		16 – 17	23 – 24	11 – 12			27-28		16-17		2-3		18-19
Career Development and Succession Planning Workshop		N80,000		8 – 9				4 – 5	22-23	6-7		4-5	26-27		6-7
Coaching and Mentoring: Enhancing Productivity & Engagement		N80,000	23 – 24		9 – 10	13 – 14			1-2	10-11		7-8	30-31	1-2	4-5
Collective Bargaining and Industrial Relations Management Workshop		N80,000			16 – 17	17 – 18			8-9	17-18	24-25	13-14	16-17	9-10	7-8
Compensation and Benefits Management Workshop		N100,000	23 – 24	15 – 16			20 – 21	30 – 31			24-25	12-13		23-24	12-13
Competency Development and Implementation Workshop		N80,000		8 – 9			20 – 21				28-29	28-29			
Effective People Management Workshop (A Practical Workshop for Line Managers)		N80,000	18 – 19	8 – 9	15 – 16						30-31	18-19			
Effective Performance Management (Designing & Implementing an Effective System)		N80,000		16 – 17			10 – 11	11 – 12	1-2	27-28	25-16	25-26	11-12		
Emotional Intelligence In the Workplace		N80,000	30 – 31				24 – 25		15-16	13-14	9-10		19-20	8-9	28-29
Employee Engagement and Retention Management: : Strategy and Best Practice Workshop		N80,000			21 – 22				22-23	10-11	16-17		30-31	16-17	25-26
Employee On-Boarding: Induction & Orientation Techniques		N80,000	19 – 20		28 – 29			11 – 12	20-21	3-4			12-13	13-14	20-21
Employee Relations: Roles & Responsibilities		N80,000	19 – 20		23 – 24	10 – 11	11 – 12			24-25			3-4	29-30	
Fundamentals of Human Resource Management Workshop		N80,000	16 – 18	8 – 9	16 – 17	5 – 6				27-28	24-25	21-22	10-11	1-2	
HR Administration Skills Development Workshop		N80,000	16 – 18	16 – 17		5 – 6	30 – 31	27-28			24-25	19-20	19-20	16-17	28-29
HR Business Partnering Model and Practice in Modern Organizations		N80,000		14 – 15			12 – 13		13-14		28-29	28-29	2-3		26-27
HR Key Performance Indicators: Bench marking HR Deliverables		N80,000		8 – 9	9 – 10			10 – 11		6-7	30-31	13-14	26-27		
HR Metric and Analytics : Concepts and Tools for Effective Decision Making		N80,000	9 – 11		9 – 10	12 – 13	24 – 25			10-11	25-16	18-19	30-31		
Improving Productivity and Employee Engagement Through Effective Front Line Leadership		N80,000	9 – 11		9 – 10						17-18	9-10		16-17	
Job Evaluation Functions Workshop		N80,000			16 – 17	17 – 18			5 - 6	27-28	16-17				27-28
Managing & Measuring Employee Performance: Skills, Knowledge & Attitudes		N100,000	10 – 11	13 – 14				9 – 10	5 - 6	17-18		4-5		13-14	28-29
Negotiation and Dispute Resolutions Workshop		N80,000	16 – 20				4 – 5	11 – 12	15-16			7-8		6-7	25-26
Payroll Preparation, Analysis and Management Workshop		N80,000		15 – 16	23 – 24				22-23		3-4	13-14	11-12	8-9	20-21
Planning and Preparing for Retirement: Psycho-Social Adjustment Course		N80,000	19 – 20		22 – 23			11 – 12	19-20	13-14	1-2		19-20	16-17	18-19
Strategic HR Management Course		N100,000	19 – 20	23 – 24			24 – 25		22-23	10-11	16-17		30-31	13-14	7-8
Strategic Talent Management Workshop		N100,000		23 – 24	8 – 9			9 – 10		3-4	8-9	18-19	12-13	29-30	28-29
Team Building & Team Dynamics: Working Together for Success		N100,000	23 – 27				19 – 20			24-25	14-15	25-26		1-2	26-27
Train the Trainer Workshop		N100,000	12 – 13		7 – 8			24 – 25		27-28	23-24	27-28		16-17	
Understanding Labour Law And Employee Relations Course		N100,000	30 – 1	22 – 23				23 – 24	19-20			7-8	19-20		
Workforce Planning and Organization Workshop	N80,000	30 – 31				12 – 13		21-22			14-15	2-3			
Writing HR Policies and Procedures Workshop	N80,000	19 – 20		21 – 22			10 – 11	27-28	6-7	3-4		26-27		28-29	
Advanced Strategic Planning, Development and Implementation	N100,000		16 – 17	21 – 22			10 – 11	22-23	10-11	1-2	21-22	30-31	27-28	25-26	

LEADERSHIP DEVELOPMENT & MANAGEMENT COURSE	Basic Management Skills Development Program	N80,000	12-13			4-5		1-2	17-18	16-17		16-17	13-14	20-21	
	Basic Project Management Program Workshop: Best practices	N80,000	30-1		28-29			8-9		8-9	28-29		6-7	18-19	
	Best Practices in Continuous Improvement and Innovation	N80,000	10-11			13-14	17-18			14-15			8-9	7-8	
	Critical Thinking and Creative Problem Solving for Managers	N80,000	26-27		7-8	4-5			20-21	23-24	18-19		16-17	28-29	
	Developing Emotionally Intelligent Mgt. and Leadership Skills	N80,000	10-11	15-16			11-12			27-28			11-12	13-14	26-27
	Developing Influential Leadership Skills	N80,000		14-15			4-5		7-8	13-14				29-30	
	Entrepreneurial Skills Development Program Workshop	N80,000	30-1		28-29		9-10	15-16	10-11		4-5			1-2	
	Improving Personal Effectiveness: Self-Organization & Self Leadership	N80,000		8-9		12-13	4-5	13-14	3-4	24-25	7-8		12-13	16-17	
	Leadership and Mgt. Skills for New Managers and Supervisors	N80,000	26-27	21-22		24-25		6-7	24-25	24-25			3-4		28-29
	Leading with Emotional Intelligence: Bringing out the Best in People	N80,000		14-15		4-5		29-30	27-28	28-29			10-11		25-26
	Managerial Leadership Skills Development Program	N80,000	23-27	16-17		26-27			19-20		30-31	28-29	19-20		20-21
	Managerial Skills Program for Technical and Professional Managers	N80,000			20-21		3-4	6-7		25-16	18-19		2-3	27-28	18-19
	Self-Organization & Time Management for Personal Effectiveness	N80,000		8-9			17-18		1-2		9-10	25-26	26-27	13-14	7-8
	Successful Planning, Organizing & Delegating Skills	N80,000	9-10		9-10		9-10	21-22	6-7	16-17			30-31	6-7	28-29
	The Essentials of Leadership Vision, Influence & Character	N100,000		9-10		10-11	4-5	21-22	10-11				16-17	8-9	26-27
	The Visionary Leadership Workshop (Advanced Leadership Course for Senior Executives)	N100,000	10-11		16-17					17-18			14-15		16-17
	The Visionary Leadership: Advanced Leadership Course	N100,000	16-17		21-22	12-13				27-28			4-5		13-14
	Workshop on Corporate Strategy	N80,000		2-3	2-3		1-2				3-4	21-22			29-30
	Workshop on Effective Self-Management	N80,000	23-24			17-18					1-2	19-20	11-12	1-2	4-5
	Workshop on Effective Time Task and Work Planning	N80,000	23-24		20-21		16-17	13-14			16-17	28-29	19-20	16-17	27-28
	Workshop on Essentials of Management & Leadership	N80,000	30-1	2-3			10-11	15-16	13-14	8-9	13-14	30-31			21-22
	Workshop on Leadership Challenges for 21st Century Managers	N100,000	30-1			13-14	10-11		10-11	14-15	18-19	12-13			5-6
	Workshop on Leading with Confidence	N80,000	25-26	20-21		27-28	23-24		3-4	23-24			3-4		21-22
	Workshop on Mastering Supervisory Skills	N100,000		1-2		12-13			1-2	24-25	24-25		10-11		18-19
	Workshop on Self & Time Management	N80,000		21-22					5-6	27-28	24-25	7-8	19-20	6-7	6-7
	Workshop on Supervisory Management: Managing For Result	N100,000	30-1	1-2			11-12	5-6			28-29	21-22	2-3	8-9	4-5
	Workshop on Team Building & Team Leadership: Developing and Leading High Performance Teams	N100,000	16-18			19-20			15-16		30-31	28-29	26-27	16-17	7-8
	Workshop on The Industrial Manager's Toolkit	N80,000		1-2		19-20	17-18	22-23			25-16	4-5	30-31	13-14	12-13
	Workshop on the Leadership Journey: The Art of Leadership	N80,000	30-31		7-9		15-16	19-20	20-21	9-10	11-12	16-17	29-30		
	FINANCE AND ACCOUNTING COURSES	Accounting and Finance Skills Improvement Program	N100,000	16-18		9-10				27-28	16-17	18-19		1-2	
		Accounting for Non-Accountants	N100,000	5-6	2-3	14-15				13-14		25-26		16-17	
		Credit Control and Debt Management Workshop	N100,000	9-10			19-20	2-3		10-11		11-12			4-5
		Effective Budgeting & Operational Cost Control	N100,000	5-6	2-3		10-11			3-4		4-5	2-3		27-28
Effective Treasury Management		N100,000	16-18		16-17			19-20	24-25	3-4		16-17		21-22	
Financial Management Skills		N100,000	16-17	2-3		12-13		21-22	27-28	1-2			6-7	5-6	
Management Accounting Workshop		N100,000			9-10	13-14	22-23	27-28		16-17	7-8		8-9	21-22	
Systems and Internal Audit Control		N100,000		8-9		10-11	4-5	22-23		8-9	21-22		16-17	18-19	
The Questioned Document Analysis: Fraud Investigation, & Management		N100,000	16-17		9-10			1-2	6-7	14-15	28-29		13-14	6-7	
Workshop on Continuous Innovation & Process Improvement for Accountants & Auditors		N100,000		7-9	20-21	13-14		8-9	10-11	23-24	4-5	16-17	29-30	4-5	
Accounting and Finance: Policies and Best Practices		N100,000	26-27		21-22		15-16		17-18	24-25	11-12	30-31	1-2	7-8	
Accounts Payable: Accounting and Management Best Practices		N100,000		2-3		11-12			27-28	24-25	18-19	26-27	16-17	12-13	
Accounts Receivable and Credit Policies Management		N100,000	23-25		1-2		10-11		17-18	28-29	25-26	11-12			
Auditing: Compliance, Operational & Financial		N100,000		2-3	1-2		10-11	15-16		30-31	11-12	19-20			
Fundamentals of International Public Sector Accounting Standard IPSAS (Accrual Basis)		N100,000	12-13	7-9	1-2	20-21	2-3	22-23		25-16	4-5	4-5			
International Financial Reporting Standards (IFRS) Workshop		N100,000	12-13	13-15	6-7	27-28	3-4	19-20	20-21	9-10					
Master class on QuickBooks Accounting Software (Workshop on QuickBooks (Desktop / Online) from Basic to Advance level)		N100,000	16-18	13-15	9-8	19-20	4-5	22-23	27-28	16-17			6-7	4-5	
Tax Regulations and Administration		N100,000		7-9	7-8	20-21	16-17	8-9	13-14		7-8		8-9	27-28	
Workshop on Business Reports and Dashboard Using Excel		N100,000	16-17			20-21	2-3	7-8	10-11		21-22	2-3	16-17	21-22	
Workshop on Financial Modeling for Finance Professionals Using Excel		N100,000	16-17	1-2		25-26	3-4	12-13	3-4	3-4	28-29	16-17	13-14	5-6	
Workshop on Financial Statements: Preparation & Analysis		N100,000	16-17	1-2		20-21	4-5		24-25	1-2	4-5	23-24	29-30	21-22	
Workshop on Microsoft Excel Advanced Course		N100,000	12-13	1-2		27-28	3-4		27-28	16-17	11-12		1-2	18-19	
Workshop on Microsoft Excel intermediate Course		N100,000	12-13	1-2		3-4	4-5			8-9	18-19		16-17	6-7	
Workshop on Microsoft Excel Master-class		N100,000	12-13			20-21	18-19		20-21	14-15	25-26			4-5	
Workshop on Microsoft Excel: Data Analysis with Power Pivot		N100,000	12-13	14-15		20-21	8-9	1-2	27-28	23-24	11-12			7-8	
SELLING SKILLS AND SALES MANAGEMENT COURSES		Selling to Win: Strategic Selling Skills Development Program	N80,000	12-13	2-3		25-26	15-16	8-9	13-14	24-25	4-5	30-31		12-13
		Strategies for Finding & Winning New Businesses	N80,000	12-13			26-27	16-17	1-2	10-11	24-25		26-27	6-7	
	Professional Selling Skills Development Program: (How to Sell Like a Professional)	N80,000	13-17		9-10	27-28	15-16	5-6	3-4	28-29		11-12	8-9		
	Workshop on The Strategic Marketing Plan	N80,000		2-3	1-2	27-28	18-19			30-31	7-8	19-20	16-17		
	Digital Marketing Program: best practice techniques and tools	N80,000	26-27		8-9	26-27	17-18			25-16	21-22	4-5	13-14	4-5	
	Sales force Management Workshop	N80,000			9-10	20-21	2-3			9-10	28-29		29-30	27-28	
	Customer Experience Management	N80,000			7-8	20-21	3-4			16-17	4-5		1-2	21-22	
	Customer Relationship Management (CRM) Best Practices	N80,000				25-26	4-5		13-14		11-12		16-17	5-6	
	Relationship Marketing and Management: Managing the Marketing Process	N80,000			20-21	26-27	18-19	8-9	10-11		18-19	2-3		21-22	
	Essentials of Customer Service Excellence for Business Growth	N80,000	23-27		14-15	27-28	22-23	7-8	3-4	3-4	25-26	16-17		18-19	
	Strategic Customer Service Management: The Q IP Process	N80,000				27-28	15-16	12-13	24-25	1-2	11-12	23-24		6-7	
	Workshop on Actionable Selling Skills: Tools and Techniques	N80,000				25-26	16-17	19-20	27-28	16-17	4-5	26-27	6-7	4-5	

	Workshop on Advanced Digital Marketing	N100,000				19-20	2-3	21-22	20-21	8-9			8-9	7-8	
	Workshop on Advanced E-mail Marketing Program	N80,000				24-25	3-4	27-28	27-28	14-15			16-17	12-13	
	Workshop on Consultative and Digital Selling Masterclass	N80,000				25-26	4-5	22-23	13-14	23-24	12-13		13-14		
	Workshop on Customer Satisfaction and Loyalty	N80,000				26-27	2-3	1-2		24-25	28-29	30-31	29-30		
	Workshop on Customer Service Excellence "The moment of truth"	N80,000	23-25			27-28	4-5	8-9		24-25	18-19	26-27	1-2		
	Workshop on Key Account Management	N80,000				27-28	2-3			28-29	25-26	11-12	16-17	4-5	
	Effective Sales Management, Business Development & Customer Service Skills	N80,000	9-10			27-28	3-4		27-28	30-31		19-20		27-28	
	Workshop on Social Media Marketing: Facebook, Google Ads, Instagram, LinkedIn,	N80,000					4-5		20-21	25-16			4-5	21-22	
CORPORATE COMMUNICATIONS & PUBLIC RELATIONS COURSES	Effective Business Communication and Report Writing Workshop	N100,000				19-20	9-10		27-28	9-10				5-6	
	Workshop on Corporate Branding	N100,000				25-26	4-5	1-2	13-14	16-17			6-7	21-22	
	Workshop on Effective Business Writing Skills	N100,000	18-19			26-27	1-2	5-6	10-11		21-22		8-9	18-19	
	Workshop on Public Relations and Corporate Communication	N100,000				27-28	16-17	5-6			19-20	2-3	16-17	6-7	
	Workshop on Building and Managing Corporate Reputation	N100,000				27-28	10-11			3-4	28-29	16-17	13-14	4-5	
	Workshop on Building Effective Media Relationships	N100,000				27-28	2-3			1-2	13-14	23-24	29-30	7-8	
	Workshop on Marketing Communications and Media Planning	N100,000				27-28	2-3			16-17	18-19	26-27	1-2	12-13	
	Workshop on Public Relations Techniques & Communication Skills	N100,000				27-28	3-4		27-28	8-9		30-31	16-17		
SUPPLYCHAIN MANAGEMENT COURSES	Effective Bids and Tender Management Workshop	N80,000				20-21		8-9	13-14	14-15			5-6		
	Effective Negotiation in Contract, Procurement and Supply Chain Management	N80,000				27-28		7-8	10-11	23-24	12-13		6-7		
	Effective Procurement and Contract Management Workshop	N80,000		23-24	28-29		9-10	12-13	3-4	24-25	28-29		8-9	4-5	
	Effective Procurement and Contract Management Workshop	N80,000		23-24		27-28			24-25	24-25	18-19	26-27	16-17	27-28	
	Integrated Logistics, Distribution and Retail Management Workshop	N80,000	30-1		8-9				27-28	28-29	25-26	11-12	13-14	21-22	
	Just In Time: Combating Waste in Manufacturing and Service Industries	N80,000		16-17					27-28		30-31	27-28	19-20	29-30	5-6
	Strategic Operations Management Workshop	N80,000					9-10	22-23		25-16		4-5	1-2	21-22	
	Strategic Third Party Vendor Management Workshop	N80,000	30-1		9-10	26-27		1-2		9-10			16-17	18-19	
	Strategic Warehousing and Inventory Management Workshop	N80,000		16-17	1-2	27-28		8-9	10-11	16-17				6-7	
	The Complete Course on Contract Management & Administration Workshop	N80,000		2-3	9-10				3-4		21-22			4-5	
	Workshop on Advanced Contract Administration: Policies and Procedures	N100,000		7-9	9-10				1-2	24-25		19-20	2-3	1-2	7-8
	Workshop on Advanced Process Management: Process Mapping and Improvement Course	N100,000		2-3	7-8				5-6	27-28	3-4	28-29	16-17	9-10	12-13
	Workshop on Basic Principles of Contract Drafting	N80,000	12-13	7-9		19-20			5-6		1-2	13-14	23-24	23-24	
	Workshop on Breach of Contract & Contract Termination: Key Remedies for Litigators	N80,000		16-17		25-26	8-9	15-16			16-17	18-19		27-28	
	Workshop on Contract: Bidding, Evaluation, Negotiation & Award	N80,000		2-3		26-27	2-3	22-23			8-9			13-14	
	Workshop on Corrosion Management in Processing Operations	N80,000		8-10		27-28	3-4	19-20	10-11	14-15				6-7	4-5
	Workshop on Cost of Poor Quality and Waste Reduction Techniques	N80,000		2-3		25-26	2-3		3-4	23-24	12-13	16-17		27-28	
	Workshop on Developing Purchasing Policies, Processes and SLAs	N80,000		6-8		26-27	9-10		24-25	24-25	28-29	30-31		21-22	
	Workshop on Effective Contractor Management in Maintenance & Technical Projects	N80,000		16-17		27-28			27-28	24-25	18-19	26-27	1-2	5-6	
	Workshop on Fundamentals of Supply Chain Management	N80,000		2-3		25-26	10-11		20-21	28-29	25-26	11-12	9-10	21-22	
	Workshop on Introduction to Process Management: Mapping and Improvement	N80,000		7-		26-27			19-20	27-28	30-31	27-28	19-20	23-24	18-19
	Workshop on Inventory Management	N80,000		2-3	2-3	27-28			21-22		25-16	7-8	4-5	27-28	6-7
	Workshop on Law and Contracts: Terms and Conditions	N80,000		6-8		25-26	11-12	27-28		9-10	14-15		13-14	4-5	
	Workshop on Logistics Management	N80,000	12-13			13-14		22-23			16-17	4-5		6-7	7-8
	Workshop on Management and Control of Stores Operations	N80,000		6-7	16-17		9-10	1-2	24-25			21-22			12-13
	Workshop on Managing & Negotiating with Consultants and Contractors	N80,000	10-11			25-26			8-9	27-28			2-3		
	Workshop on Managing Contract claims and Disputes Resolution	N80,000		9-10	20-21		8-9			20-21	3-4		16-17	1-2	
	Workshop on Procurement Planning and Bid Management	N80,000	10-11		9-10					27-28	1-2	13-14	23-24	9-10	
	Workshop on Strategic Sourcing & Purchasing	N80,000		8-9		10-11			8-9	13-14	16-17	18-19		23-24	4-5
	Workshop on Strategic Supply Chain / Logistics Management	N80,000	19-20		28-29		3-4	19-20	10-11	8-9				27-28	27-28
	Workshop on Vendor Qualification: Managing Performance & Contract Compliance	N80,000		16-17		13-14				3-4	14-15			13-14	21-22
	Workshop on Waste Management: The Modern and Sustainable Approach	N80,000	30-31		16-17		10-11				23-24	18-19	16-17	6-7	5-6
Workshop on Waste Reduction in Manufacturing Environment	N80,000							1-2	27-28	24-25	25-26	30-31		21-22	
HEALTH SAFETY & ENVIRONMENT COURSES	Effective Fire, Safety and Security Management Workshop	N80,000	30-31			13-14		5-6		24-25	27-28	26-27		18-19	
	Workplace Safety & Occupational Health Workshop	N80,000		9-10	9-10		17-18	5-6		28-29	7-8	11-12	1-2	6-7	
	Workshop on Advanced Incident, Accident Investigation and Reporting Writing.	N100,000	23-24		16-17		3-4		20-21	30-31	14-15	19-20	9-10	4-5	
	Workshop on Basic Fire Fighting	N80,000	10-11	6-7		10-11			27-28	25-16	4-5	4-5	23-24	7-8	
	Workshop on First Aid and CPR	N80,000		8-9	23-24		17-18		13-14	9-10	21-22		27-28	12-13	
	Workshop on Essential Soft Skills for Healthcare Managers	N80,000	10-11			12-13	9-10			10-11	16-17		13-14		
	Workshop on Health Care Management & Administration	N80,000		9-10	16-17				8-9	3-4				6-7	
	Workshop on Healthcare Hazard Control and Safety Management	N80,000	30-31			10-11	11-12	7-8	24-25			13-14	2-3		
	Workshop on Hospital Administration for Effective Service Delivery	N80,000		27-28	9-10				12-13	27-28	3-4	18-19	16-17		21-22
	Workshop on Hospital Facility Maintenance Management	N80,000		16-17	30-31		10-11		19-20	20-21	1-2				18-19
	Workshop on Hospital Management and Administration	N80,000	26-27			13-14			21-22	27-28	16-17			1-2	6-7
	Workshop on Hospital Revenue Management	N80,000		9-10	9-10		3-4	27-28	13-14	8-9	18-19		9-10	4-5	
	Workshop on Medical Records Management	N80,000	13-Dec			27-28			22-23	10-11	14-15	25-26	5-6	23-24	7-8
	Workshop on Occupational Safety and Health Administration Standards	N80,000		8-9			3-4	1-2		23-24	27-28	16-17	27-28	12-13	
	Workshop on Patient Experience and Satisfaction Management For Hospital Managers	N80,000	12-13		1-2	27-28			8-9		24-25	7-8	30-31	13-14	
	Workshop on Patient Flow, Teamwork & Quality Patient Care	N80,000		1-2	15-16		9-10				24-25	14-15	26-27	6-7	
	Workshop on Public Relation in Healthcare Industry	N80,000	25-26			10-11					28-29	4-5	11-12		
Workshop on Resilience and Emotional Intelligence: Combating Stress in the Healthcare Workplace	N80,000		1-2	29-30			11-12	1-2	20-21	30-31	21-22	19-20			

	Workshop on Safety for Managers and Supervisors	N80,000	30-31			13-14		5-6	27-28	25-16	19-20	4-5		21-22
	Workshop on Working with Hazardous Substances: Management & Control (COSHH Training)	N80,000		23-24	13-14		3-4	5-6	13-14	9-10	28-29			18-19
IT COURSES	IT Management Excellence Workshop	N100,000	19-20		8-9	19-20		15-16	10-11	16-17	13-14		1-2	6-7
	Managing IT Projects Effectively	N100,000		8-9		27-28	10-11	22-23	3-4		18-19		9-10	4-5
	Workshop on IT Systems: Identity and Access Management	N100,000	30-31		1-2		8-9			24-25			2-3	23-24
	Workshop on Cyber Security	N100,000		9-10		5-6				27-28	3-4		16-17	27-28
	Workshop on Database Management	N100,000	25-26	22-23						20-21	1-2			13-14
	Workshop on Business Analytics	N100,000	25-26		8-9		23-24	7-8		27-28	16-17			6-7
	Workshop on Digital Video and Motion Graphics	N100,000		22-23		17-18	10-11	12-13	13-14	8-9	4-5	30-31		
	Workshop on Software Project Management	N100,000	19-20	22-23			24-25	19-20	10-11	14-15	7-8	5-6		21-22
PROJECT MANAGEMENT COURSES	Basic Project Management Program Workshop: Best practices in Project Planning, Monitoring and Evaluation	N100,000		9-10		17-18		21-22		23-24	13-14	16-17		18-19
	Agile Project Management for the 21st Century Project Manager	N100,000	25-26	22-23				27-28		24-25	12-13	30-31		6-7
	The Project Manager & Stakeholder Management	N100,000	25-26		8-9		23-24	22-23		24-25	28-29	26-27	1-2	4-5
	Workshop on Creating the Project Management Office: (Effectively Managing Project Team, Resources & Project Goal)	N100,000			23-24	25-26		1-2	20-21	28-29	18-19	11-12	9-10	7-8
	Workshop on Leading Project Managers (Leading and Managing Project Managers)	N100,000		22-23		17-18	10-11	8-9	27-28	30-31	25-26	19-20	23-24	12-13
	Workshop on Managing Multiple Projects: (Prioritizing and Keeping Your Projects on Track and on Budgets)	N100,000	11-12		2-3		1-2			13-14	25-16	27-28	4-5	27-28
	Workshop on Managing Projects in Crisis: (A Practical Approach for Rescuing Projects in Crisis)	N100,000	30-31	15-16						10-11	9-10	7-8		13-14
	Workshop on Project Change Management: (Managing a Changing Project Environment for Better Project Result)	N100,000		1-2		6-7			22-23	3-4	16-17	14-15		6-7
PUBLIC SECTOR COURSES	Workshop on Understanding Project Economics and Politics: (Handling Complex Projects and Reporting Relationships)	N100,000		7-8	29-30		3-4	28-29	24-25		4-5			21-22
	Workshop on Using Microsoft Project: (Project Management Software Training for Managers)	N100,000		22-23			3-4	19-20	27-28		21-22	26-27		18-19
	Effective managing of Public Sector Projects	N100,000			1-2	5-6		8-9	20-21	3-4	19-20	19-20		6-7
	Fundamentals of Public Sector Contract management	N100,000	26-27	15-16		10-11		12-13	27-28	7-8		5-6	1-2	4-5
	Improving Work Attitude For Government Workers	N100,000		1-2	13-14		3-4	21-22	13-14	17-18			9-10	7-8
	Public Sector Leadership & Management Course	N100,000		2-3	1-2	12-13		29-30	10-11	24-25	21-22		23-24	12-13
	Workshop on Improving Public Service Delivery	N100,000	19-20	22-23			24-25	1-2			30-31	28-29	23-24	27-28
	Workshop on International Public Sector Accounting Standard (IPSAS) Practical Guide for Public Sector Accountants and Auditors	N100,000		15-16	29-30						15-16	21-22	26-27	13-14
Workshop on Managing Attitudinal Change for Improved Productivity in the Public Sector	N100,000		7-8	15-16		3-4		20-21	8-9	21-22	30-31	6-7	13-14	
Workshop on Public Sector Budgeting: Preparation, Implementation and Control	N100,000		9-10		5-6			28-29	19-20	10-11	27-28	2-3	27-28	

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