



TRAINING CALENDAR 2022

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CALENDAR FOR OPEN PROGRAMS - 2022 TRAINING CALENDAR

Contact Us:

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- Professional/Personal Development
- Customer Service
- Strategic Trainings
- HR Courses
- Leadership Courses
- Sales Courses
- Microsoft Trainings
- Admin Trainings

MONTH	TRAINING TITLE	DURATION	PHYSICAL					VIRTUAL										
			COST	DATE					COST	DATE								
				M	T	W	T	F		M	T	W	T	F				
FEBRUARY	Strategic Leadership	2-days	₦100,000			2	3											
	Strategic Retail banking	2-days	₦100,000		8	9										10	11	
	Strategic Brand Management	1-day	₦50,000		15										16			
	Beginners Guide to Microsoft Outlook	1-day	₦50,000				17											18
	Customer Experience Management	1-day	₦50,000		22										23			
MARCH	Understanding Personality types for Effective Communication	1-day	₦50,000			2												3
	Fundamentals of HRM: Functions, Policies and Applications	2-days	₦100,000		8	9											10	11
	Essentials Of Sales Administration	1-day	₦50,000		15													17
	Strategic Performance Management for Business Results	1-day	₦50,000						18									
	Finance for HR Professionals	1-day	₦50,000		22										23			
	Fundamentals of Office professional	1-day	₦50,000				24											25
	Stress Management Strategies	1-day	₦50,000			30												31
APRIL	Mental Health and Wellbeing Seminar	1-day	₦50,000		5									6				
	Leading with Creativity and innovation	2-days	₦100,000			7	8											
	Sales and Marketing Manager's Best practices for Results	1-day	₦50,000		26												28	
MAY	Fundamentals of Pay roll management (Basic Class)	1-day	₦50,000		10									11				
	Microsoft Powerpoint Training: Basic Class	1-day	₦50,000		17												19	
	Emotional Intelligence for Managers	2-days	₦100,000			19	20											
	Mastering Sales and Marketing in the age of Social Media	1-day	₦50,000		24										25			
	Managing Customers for Competitive Advantage	1-day	₦50,000				26											27
	Conflict Management	1-day	₦50,000		31													
JUNE	Conflict Management	1-day	-													1		
	Administrative skills for Admin Professionals	1-day	₦50,000				2											3
	Compensations and Rewards Managaement	2-days	₦100,000		7	8											9	10
	Effective Customer Service	1-day	₦50,000			15												17
	Assertiveness and Self confidence for success	1-day	₦50,000		21													23
JULY	Microsoft Excel Training: Basic Class	1-day	₦50,000				7											8
	Strategic Leadership	2-days	₦100,000		19	20											21	22
	Fundamentals of Sales for Non-Sales Professionals	1-day	₦50,000		26													28
AUGUST	Office Admin and Receptionist training course	1-day	₦50,000		2													4
	Fundamentals of Payroll Management : Intermediate Class	1-day	₦50,000			10												11
	Emotional Intelligence for Managers	2-days	₦100,000		16	17												18
	Microsoft Powerpoint Training: Intermediate Class	1-day	₦50,000		23													24
	Business Writing for Results	2-days	-															25
	Office and Business Etiquette	1-day	₦50,000		30													
SEPTEMBER	Compensations and Rewards Managaement	2-days	-														1	2
	Office and Administrative Management	1-day	₦50,000		6										7			
	Customer Profiling Techniques	1-day	₦50,000				8											
	Microsoft Excel Training: Intermediate Class	1-day	₦50,000		13													14
	Essentials Of Sales Administration	1-day	₦50,000				22											23
	Conflict Management	1-day	₦50,000		27													28
OCTOBER	Mastering Sales and Marketing in the age of Social Media	1-day	₦50,000		4										5			
	Managing Customers for Competitive Advantage	1-day	₦50,000				6											7
	Managing People for Strategic Advantage	2-days	₦100,000		11	12												13
	Fundamentals of Payroll Management : Advanced Class	1-day	₦50,000		18													19
NOVEMBER	Managing teams for high performance	2-days	₦100,000		2	3									8	9		
	Strategic Leadership	2-days	₦100,000			10	11											
	Strategic Performance Management for Business Results	1-day	₦50,000		16													17
	Administrative skills for Admin Professionals	1-day	₦50,000				18											
	Microsoft Excel Training: Advanced Class	1-day	₦50,000			23												25
	Communicating with Emotional Intelligence	2-days	₦100,000		29	30												
DECEMBER	Fundamentals of Sales for Non-Sales Professionals	1-day	₦50,000				1											2
	Microsoft Powerpoint Training: Advanced Class	1-day	₦50,000		7											8		