

## JANUARY

Featured Programs / Trainings	Dates	Class delivery In-Person / face-to-face  Duration / Location	Class Delivery • Zoom	Class Delivery • On-line
<ul style="list-style-type: none"> <li>• Attention Management</li> <li>• Increasing Your Happiness</li> </ul>	12th - 13th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Top 10 Sales Secrets</li> <li>• Administrative Support</li> </ul>	14th – 15th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Leadership &amp; Influence</li> <li>• Contract Management</li> </ul>	18th – 19th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Multi-Level Marketing</li> <li>• Customer Service</li> </ul>	21st – 22nd	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Strategic Planning / Management</li> <li>• Developing Creativity</li> </ul>	25th – 26th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Assertiveness And Self-Confidence</li> <li>• Logistics / Supply Chain Management</li> </ul>	27th - 28th	2 days Lagos / Abuja	XXX	XXX

**FEBRUARY**

Featured Programs / Trainings	Dates	Class delivery In-Person / face-to-face  Duration / Location	Class Delivery Zoom	Class Delivery On-line
<ul style="list-style-type: none"> <li>• Manager Management</li> <li>• Change Management</li> </ul>	1 <sup>st</sup> – 2 <sup>nd</sup>	2 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Emotional Intelligence Crisis management (Zoom)</li> </ul>	3 <sup>rd</sup> – 4 <sup>th</sup>	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>□ Performance Management</li> <li>• Become a Certified Trainer: Train-The-Trainer</li> </ul>	8 <sup>th</sup> – 9 <sup>th</sup>	2 days Lagos / Abuja	XXX	XXX

<ul style="list-style-type: none"> <li>Contract Management</li> <li>Women in Leadership</li> </ul>	10 <sup>th</sup> – 11 <sup>th</sup>	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Creative Problem Solving</li> </ul>	15 <sup>th</sup> – 16 <sup>th</sup>	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li><u>Goal Setting and Getting Things Done</u></li> </ul>	17 <sup>th</sup> – 18 <sup>th</sup>	Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Meeting Management</li> <li>Being A Likeable Boss</li> <li>Improving Mindfulness</li> </ul>	22 <sup>rd</sup> – 23 <sup>rd</sup>	2 days Lagos / Abuja	Lagos / Abuja	XXX
<ul style="list-style-type: none"> <li>Top 10 Sales Secrets</li> <li>Customer Support</li> </ul>	25 <sup>th</sup> - 26 <sup>th</sup>	2 days Lagos / Abuja	XXX	XXX

AER 2021 Training Calendar.

MARCH

Featured Programs / Trainings	Dates	Class delivery In-Person / face-to- face  Duration / Location	Class Delivery Zoom	Class Delivery On-line
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<ul style="list-style-type: none"> <li>• Ten Soft Skills You Need</li> <li>• Exclusive Business Survival as Adaptability workshop</li> </ul>	2nd – 3rd	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Leadership Skills for Supervisors</li> <li>• Increasing Your Happiness</li> </ul>	4th - 5th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Call Center Training</li> <li>• Presentation Skills</li> </ul>	8th -9th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Universal Safety Practices (Zoom)</li> </ul>	10th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Customer Service – increase loyal customers &amp; Sales</li> <li>• Coaching Salespeople</li> <li>• Networking Outside the Company</li> </ul>	11th - 12th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Skills for the Administrative Manager and Assistant Training</li> <li>• Servant Leadership</li> <li>• Collaborative Business Writing</li> </ul>	15th - 16th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Executive Administrative and Personal Assistant Training (EAPA)</li> </ul>	17th – 18th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Office Politics For Managers</li> <li>• Universal Safety Practices</li> </ul>	22nd – 23rd	2 da Lagos / Abuja	XXX	XXX

<ul style="list-style-type: none"> <li>Logistics and Supply Chain Management</li> <li>Customer Support</li> </ul>	24th - 25th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Drivers Road Safety plus Customer Service Training(Zoom)</li> </ul>	26th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Cyber Security</li> <li>Developing Corporate Behavior</li> </ul>	29th - 30th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Managing Personal Finances (Zoom)</li> </ul>	31st	1 day Lagos / Abuja	XXX	XXX

AER 2020 Training Calendar.

## APRIL

<b>Featured Programs / Trainings</b>	<b>Dates</b>	<b>Class delivery In-Person / face-to-face</b> <b>Duration / Location</b>	<b>Class Delivery Zoom</b>	<b>Class Delivery On-line</b>
<ul style="list-style-type: none"> <li>Inventory Management: The Nuts and Bolts</li> <li>Developing Creativity</li> <li>Contract Management</li> </ul>	1st - 2nd	2 days Lagos / Abuja	XXX	XXX

<ul style="list-style-type: none"> <li>Developing Self Leadership</li> <li>Archiving and Records Management</li> </ul>	5th	1 day Lagos / Abuja	XXX	XXX
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<ul style="list-style-type: none"> <li>Meeting Management</li> <li>Knowledge Management</li> <li></li> </ul>	6th – 7th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Creative thinking and Innovation</li> <li>Top 10 Sales Secrets</li> <li>Multi-Level Marketing</li> </ul>	8th - 9th	2 day  Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Servant Leadership</li> <li>Trade Show Staff Training</li> </ul>	12th – 13th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Overcome Objections and nail the Sale</li> </ul>	14th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Intermediate Project Management for Business</li> <li>Performance Management</li> <li>Creative Problem Solving</li> <li></li> </ul>	15th - 16th	2 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Organizational Skills</li> <li>High Performance Teams Remote Workforce</li> <li>Women in Leadership</li> </ul>	19th – 20th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Drivers Road Safety plus Customer Service</li> </ul>	21 <sup>st</sup> --	1 day Lagos / Abuja	XXX	XXX

<ul style="list-style-type: none"> <li>Logistics and Supply Chain Management</li> <li>Manager Management</li> </ul>	22nd – 23rd	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Business Ethics</li> </ul>	26th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Executive Administrative and Personal Assistant Training (EAPA)</li> <li>Being A Likeable Boss</li> <li>□ Call Center Training</li> </ul>	29th - 30th	2 days Lagos / Abuja	XXX	XXX

AER 2021 Training Calendar.

AER 2021 Training Calendar.

MAY

<b>Featured Programs / Trainings</b>	<b>Dates</b>	<b>Class delivery In-Person / face-to-face Duration / Location</b>	<b>Class Delivery Zoom</b>	<b>Class Delivery On-line</b>
<ul style="list-style-type: none"> <li>The Cloud and Business</li> <li>Ten Soft Skills You Need</li> </ul>	4th – 5th	2 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Selling Smarter</li> <li>Internet Marketing Fundamentals</li> </ul>	6th	1 day Lagos / Abuja	XXX	XXX

<ul style="list-style-type: none"> <li>• Building Relationships for Success in Sales</li> <li>• Contract Management</li> </ul>	10th – 11th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Conflict Resolution : Dealing with Difficult People</li> <li>• Branding: Creating and Managing Your Brand</li> </ul>	12th – 13th	2 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Accounting Skills for non-Accounting Managers/Supervisors</li> <li>• Contact Center Training</li> </ul>	17th – 18th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Emotional Intelligence</li> </ul>	19th	1 day	XXX	XXX
<ul style="list-style-type: none"> <li>• Cyber Security</li> <li>• Risk Assessment and Management</li> <li>• Call Center Training</li> </ul>	20th – 21st	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Logistics and Supply Chain Management</li> <li>• Managing Personal Finances</li> </ul>	24th – 25th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Improving Mindfulness Life</li> <li>• Coaching Essentials(Zoom)</li> <li>•</li> </ul>	26th	1 day Lagos / Abuja	XXX	XXX



Skills for the Administrative Manager and Assistant Training  Universal Safety Practices Team Building Through Chemistry	27th – 28th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Knowledge Management (Zoom)</li> </ul>	31st	1 day Lagos / Abuja	XXX	XXX

AER 2021 Training Calendar.

JUNE

<b>Featured Programs / Trainings</b>	<b>Dates</b>	<b>Class delivery In-Person / face-to-face  Duration / Location</b>	<b>Class Delivery Zoom</b>	<b>Class Delivery On-line</b>
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<ul style="list-style-type: none"> <li>• Call Center Training- Sales and Customer Service Training for Call Center Agents</li> <li>• Developing New Managers</li> <li>• Collaborative Business Writing</li> </ul>	1 <sup>st</sup> – 2nd	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Advanced Project Management for Business</li> <li>• Creative Problem Solving</li> </ul>	3 <sup>rd</sup> – 4th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Customer Support</li> <li>• Social Media Marketing</li> </ul>	8th - 9th	2 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Change Management – Change and How to Deal With It</li> <li>• Archiving and Records Management</li> </ul>	10th – 11th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Business Leadership Training</li> <li>• Women in Leadership</li> </ul>	14th – 15th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Increasing Your Happiness(Zoom)</li> </ul>	16th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Resource/Professional Trainer: Become a Certified / Effective Trainer</li> <li>• Multi-Level Marketing</li> <li>• Team Building For Managers</li> </ul>	17th – 18th	2 days Lagos / Abuja	XXX	XXX

<ul style="list-style-type: none"> <li>• Certified Business Management Booth-camp</li> <li>• Developing a Lunch and Learn</li> </ul>	21st– 22nd	2 days Lagos / Abuja	XXX	XXX
Risk Assessment and Management  Networking Outside the Company	23rd – 24th	2 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Top 10 Sales Secrets(Zoom)</li> </ul>	25th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Contract Management</li> <li>• Universal Safety Practices</li> </ul>	28th – 29th	2 day Lagos / Abuja	XXX	XXX
Trade Show Staff Training(Zoom)	30th	1 day Lagos / Abuja	XXX	XXX

AER 2021 Training Calendar.

JULY

AER 2021 Training Calendar

Featured Programs / Trainings	Dates	Class delivery In- Person / face-to- face	Class Delivery Zoom	Class Delivery On-line
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		<b>Duration / Location</b>		
<ul style="list-style-type: none"> <li>Public Speaking – Presentation Survival Skill</li> <li>Performance Management</li> </ul>	1st – 2nd	Lagos / Abuja		XXX

<ul style="list-style-type: none"> <li>Being A Likeable Boss</li> <li>Branding: Creating and Managing Your Corporate Brand</li> </ul>	5th	Lagos / Abuja 1 day	XXX	XXX
<ul style="list-style-type: none"> <li>Overcome Objections and nail the Sale</li> <li>Anger Management</li> </ul>	6 <sup>th</sup> – 7th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Cyber Security</li> <li>Creative Problem Solving</li> </ul>	8th – 9th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Change Management</li> <li>Handling a Difficult Customer</li> </ul>	12th – 13th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Make Dynamite Sales Presentation</li> <li>Improving Mindfulness</li> </ul>	14th	1 day Lagos / Abuja		XXX
<ul style="list-style-type: none"> <li>Effective Internet Marketing</li> <li>Manager Management</li> </ul>	15th – 16th	2 days Lagos / Abuja	XXX	XXX

<ul style="list-style-type: none"> <li>Employee Accountability</li> <li>Managing Personal Finances</li> </ul>	19th – 20th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Conflict Resolution :Dealing with Difficult People</li> </ul>	21st	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Logistics and Supply Chain Management</li> <li>Show Staff Training</li> </ul>	22nd – 23rd	2 days  Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Customer Service – increase loyal customers &amp; Sales Workplace Violence</li> </ul>	26th – 27th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Life Coaching Essentials(Zoom)</li> </ul>	28th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Executive Administrative and Personal Assistant Training (EAPA) Train-The-Trainer</li> </ul>	29th – 30th	2 days Lagos / Abuja	XXX	XXX

AUGUST

AER 2021 Training Calendar.

AER 2021 Training Calendar

Featured Programs / Trainings	Dates	Class delivery In-Person / face-to-face  Duration / Location	Class Delivery Zoom	Class Delivery On-line
<ul style="list-style-type: none"> <li>• Servant Leadership</li> <li>• Contact Center Training</li> </ul>	2nd – 3rd	2 days Lagos / Abuja		XXX
<ul style="list-style-type: none"> <li>• Secret of Change Management • Manager Management</li> <li>• Universal Safety Practices</li> </ul>	4th – 5th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Archiving and Records Management</li> <li>• Risk Assessment and Management</li> </ul>	6th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Social Media Marketing</li> </ul>	9th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Professional Supervisor : Advance training for high level supervisor</li> <li>• Teamwork And Team Building</li> </ul>	10th – 11th	2 days Lagos / Abuja	XXX	XXX

<ul style="list-style-type: none"> <li>• Women in Leadership</li> <li>• Handling a Difficult Customer</li> <li>• Contract Management</li> </ul>	12th – 13th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Top 10 Sales Secrets</li> <li>• Networking Outside the Company</li> </ul>	16th – 17th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Executive Administrative and</li> </ul>				

<ul style="list-style-type: none"> <li>Personal Assistant Training (EAPA)</li> <li>Developing New Managers</li> </ul>	18th – 19th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Virtual Team Building and Management</li> <li>Multi-Level Marketing</li> </ul>	20th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Customer Service –increase loyal customers &amp; Sales</li> <li>Being A Likeable Boss</li> </ul>	23rd – 24th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Risk Assessment and Management</li> <li>Emotional Intelligence</li> </ul>	25th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>High Performance Teams Inside the Company</li> <li>Train-The-Trainer</li> </ul>	26th - 27th	2 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Business Ethics</li> </ul>	30th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Effective Selling</li> <li>Trade Show Staff Training</li> </ul>	31st	1 day Lagos / Abuja	XXX	XXX

SEPTEMBER

Featured Programs / Trainings	Dates	Class delivery In-Person / face-to-face  Duration / Location	Class Delivery  Zoom	Class Delivery  On-line
<ul style="list-style-type: none"> <li>Effective Selling: meeting your sales target</li> <li>Improving Mindfulness</li> </ul>	1st– 2nd	2 days Lagos / Abuja		XXX
<ul style="list-style-type: none"> <li>Customer Service – increase loyal customers &amp; Sales</li> <li>Collaborative Business Writing</li> </ul>	6th – 7th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Effective Skill Training for Supervisors – Leadership, Communication Coaching, and Conflict</li> <li>Manager Management</li> </ul>	8th – 9th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Customer Support</li> </ul>	10th	1 day Lagos / Abuja	XXX	
<ul style="list-style-type: none"> <li>Strategic Plan: Refine your organization’s strategy and build competitive advantage</li> <li>Performance Management</li> </ul>	13th – 14th	2 days Lagos / Abuja	XXX	XXX



<ul style="list-style-type: none"> <li>• Conflict Resolution : Dealing with Difficult People</li> </ul>	15th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Manager Management: Effective Management of your Managers</li> <li>• Managing Personal Finances</li> </ul>	16th – 17th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Change Management</li> </ul>	20th – 21st	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Team Building For Managers</li> </ul>			XXX	
<ul style="list-style-type: none"> <li>• Cyber Security</li> <li>• Knowledge Management</li> </ul>	22nd	1 day Lagos / Abuja	XXX	/ XXX
<ul style="list-style-type: none"> <li>• Skills for the Administrative Manager and Assistant Training</li> <li>• Increasing Your Happiness</li> </ul>	23rd – 24th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Logistics &amp; Supply Chain Management</li> <li>• Life Coaching Essentials</li> </ul>	27th – 28th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Executive Administrative and Personal Assistant Training (EAPA)</li> <li>• Team Building Through Chemistry</li> </ul>	29th – 30th	2days Lagos / Abuja	XXX	XXX

## OCTOBER

Featured Programs / Trainings	Dates	Class delivery In-Person / face-to-face  Duration / Location	Class Delivery Zoom	Class Delivery On-line
<ul style="list-style-type: none"> <li>Conflict Resolution / Negotiation for Results</li> <li>Top 10 Sales Secrets</li> </ul>	4th – 5th	2 days Lagos / Abuja		XXX
<ul style="list-style-type: none"> <li>Business Leadership</li> </ul>	7th – 8th	2days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Archiving and Records Management</li> </ul>				
<ul style="list-style-type: none"> <li>Building Relationships for Success in Sales</li> <li>Developing New Managers</li> <li>Creative Problem Solving</li> </ul>	11th – 12th	2 Days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Personal Productivity Social Intelligence</li> </ul>	13th	1 day Lagos / Abuja	XXX	XXX

<ul style="list-style-type: none"> <li>Accounting Skills for Non Accounting Managers/Supervisors</li> <li>Multi-Level Marketing</li> <li>Conflict Resolution</li> </ul>	14th – 15th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Fundamentals of Project Management Training</li> <li>Developing a Lunch and Learn</li> </ul>	18th – 19th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Logistics &amp; Supply Chain Management</li> <li>Teamwork And Team Building</li> </ul>	20th – 21st	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Certified Business Management BoothCamp</li> <li>Servant Leadership</li> <li>Being A Likeable Boss</li> </ul>	25th – 26th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Building Better Teams</li> <li>Women in Leadership</li> <li>Social Media Marketing</li> </ul>	27th – 28th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Networking Outside the Company</li> <li>Contact Center Training</li> </ul>	29th	1 day Lagos / Abuja	XXX	XXX

Featured Programs / Trainings	Dates	Class delivery In-Person / face-to-face  Duration / Location	Class Delivery  Zoom	Class Delivery  On-line
<ul style="list-style-type: none"> <li>• Effective Selling: meeting your sales target</li> </ul>	1st – 2nd	2 days Lagos / Abuja		XXX
<ul style="list-style-type: none"> <li>• Core Negotiation Skills</li> <li>• Cyber Security</li> </ul>	3rd – 4th	2 day Lagos / Abuja	Lagos	XXX
<ul style="list-style-type: none"> <li>• Functional Management Essentials for Departments and Managers</li> <li>Collaborative Business Writing</li> </ul>	8th – 9th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Crisis Management</li> <li>• Performance Management</li> <li>• Handling a Difficult Customer</li> </ul>	10th – 11th	2 days Lagos / Abuja	XXX	65,000
<ul style="list-style-type: none"> <li>• Giving Effective Feedback</li> </ul>	12th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Motivating Your Workforce to Success</li> <li>• Multi-Level Marketing</li> <li>• Teamwork And Team Building</li> </ul>	15th – 16th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Human resource management</li> <li>• High Performance Teams Inside the Company</li> </ul>	17th – 18th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Logistics and Supply Chain</li> </ul>	22nd – 23rd	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Management</li> <li>• Improving Mindfulness</li> </ul>				

<ul style="list-style-type: none"> <li>Team Building – Developing High Performance Teams</li> <li>Managing Personal Finances</li> </ul>	24th – 25th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Drivers Road Safety plus Customer Service Training</li> </ul>	26th	1 day Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>Getting Stuffs Done – Personal Development Boot Camp</li> <li>Top 10 Sales Secrets</li> </ul>	29th – 30th	2days Lagos / Abuja	XXX	XXX

AER 2021 Training Calendar.

## DECEMBER

<b>Featured Programs / Trainings</b>	<b>Dates</b>	<b>Class delivery In-Person / face-to-face Duration / Location</b>	<b>Class Delivery Zoom</b>	<b>Class Delivery On-line</b>
<ul style="list-style-type: none"> <li>Effective Skill Training Supervisors – Leader Communication Coaching, and Conflict</li> <li>Manager Management</li> </ul>	1st – 2nd	2 days Lagos / Abuja		XXX

<ul style="list-style-type: none"> <li>• Call Center Training - Sales and Customer Service Training for Call Center Agents</li> <li>• Archiving and Records Management</li> </ul>	6th – 7th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Effective Selling: meeting your sales Target</li> <li>• Women in Leadership</li> </ul>	8th – 9th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Employee Motivation</li> <li>• Trade Show Staff Training</li> <li>• Customer Support</li> </ul>	13th – 14th	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Logistics and Supply Chain Management</li> <li>• Being A Likeable Boss</li> </ul>	15th – 16th	2 days Lagos / Abuja	Lagos	XXX
<ul style="list-style-type: none"> <li>• CRM - An Introduction to Customer Relationship Management</li> <li>• Increasing Your Happiness</li> </ul>	20th – 21st	2 days Lagos / Abuja	XXX	XXX
<ul style="list-style-type: none"> <li>• Executive Administrative and Personal Assistant Training (EAPA)</li> <li>• High Performance Teams Remote Workforce</li> </ul>	22nd – 23rd	2 days  Lagos / Abuja	XXX	XXX

All Online courses are available anytime

- Register for your online course
- Pay =N= 15,000 naira per course
- Start your course online 24/7 | 30 days to complete a course
- Cost covers manual / training materials and certificate of participation

Zoom / Virtual Classes available on schedule

- Register for scheduled class
- Duration of course is 2 – 3 hours / one or two days
- Pay = N= 10,000 naira per course
- Cost covers manual / training materials and certificate of participation

In-Person face-to-face classes available as scheduled

- Register for location Lagos or Abuja
- Lagos & Abuja classes from =N= 75,000 naira to =N=100,000
- Cost depends on course and location
- Discount applies to two or more participants from one organization
- Customized / in-house training available for organizations anywhere at a discounted price
- This cost covers manuals, training materials, certificate of participation and feeding
-

Let us know if you have any questions.

Regards,

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