

AER 2022 Training Calendar

JANUARY

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participant (Naira)
<ul style="list-style-type: none"> • Attention Management • Increasing Your Happiness 	12th - 13th	2 days	Lagos/Abuja	75,000
<ul style="list-style-type: none"> • Top 10 Sales Secrets • Administrative Support 	14th – 15th	2 days	Lagos/Abuja	75,000
<ul style="list-style-type: none"> • Leadership & Influence • Contract Management 	18th – 19th	2 days	Lagos/Abuja	75,000
<ul style="list-style-type: none"> • Multi-Level Marketing • Customer Service 	21st – 22nd	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Strategic Planning / Management • Developing Creativity 	25th – 26th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Assertiveness And Self-Confidence • Logistics / Supply Chain Management 	27th - 28th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Work place Violence (Zoom) 	29th	1 day	Lagos	

FEBRUARY

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participants (Naira)
<ul style="list-style-type: none"> • Top 10 Sales Secrets • Manager Management 	1 st – 2 nd	2 day	Lagos/ Abuja	75,000
<ul style="list-style-type: none"> • Emotional Intelligence • Crisis management (Zoom) 	4 th	1 day	Lagos	30,000
<p>□ Performance Management</p> <ul style="list-style-type: none"> • Become a Certified Trainer: Train-The-Trainer 	8 th – 9 th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Contract Management • Women in Leadership 	10 th – 11 th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Creative Problem Solving 	15 th – 16 th	2 days	Lagos	75,000

<ul style="list-style-type: none"> • <u>Goal Setting and Getting Things Done</u> 	17 th – 18 th		/Abuja	75,000
<ul style="list-style-type: none"> • Meeting Management • Being A Likeable Boss • Improving Mindfulness 	22 rd – 23 rd	2 days	Lagos / Abuja	75,000
<ul style="list-style-type: none"> • Executive Administrative and Personal Assistant Training (EAPA) • Customer Support 	25 th - 26 th	2 days	Lagos / Abuja	75,000

MARCH

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participant s (Naira)
<ul style="list-style-type: none"> Fundamentals of Project Management Ten Soft Skills You Need 	2nd – 3rd	2 days	Lagos	75,000
<ul style="list-style-type: none"> Leadership Skills for Supervisors Increasing Your Happiness 	4th - 5th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Call Center Training Presentation Skills 	8th -9th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Universal Safety Practices (Zoom) 	10th	1 day		
<ul style="list-style-type: none"> Customer Service – increase loyal customers & Sales Coaching Salespeople Networking Outside the Company 	11th - 12th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Skills for the Administrative Manager and Assistant Training Servant Leadership Collaborative Business Writing 	15th - 16th	2 days	Lagos	75,000

<ul style="list-style-type: none"> Executive Administrative and Personal Assistant Training (EAPA) 	17th – 18th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Office Politics For Managers Universal Safety Practices 	22nd – 23rd	2 days	Lagos	75,000
<ul style="list-style-type: none"> Logistics and Supply Chain Management Customer Support 	24th - 25th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Drivers Road Safety plus Customer Service Training(Zoom) 	26th	1 day	Lagos	
<ul style="list-style-type: none"> Cyber Security Developing Corporate Behavior 	29th - 30th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Managing Personal Finances (Zoom) 	31st	1 day	Lagos / Abuja	

APRIL

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participants (Naira)
<ul style="list-style-type: none"> Inventory Management: The Nuts and Bolts Developing Creativity • Contract Management 	1st - 2nd	2 days	Lagos	75,000
<ul style="list-style-type: none"> Developing Self Leadership Archiving and Records Management 	5th	1day	Lagos	75,000

<ul style="list-style-type: none"> Meeting Management Knowledge Management 	6th – 7th	2 days	Lagos/ Abuja	75,000
<ul style="list-style-type: none"> Creative thinking and Innovation Top 10 Sales Secrets Multi-Level Marketing 	8th - 9th	2 day	Lagos	75,000
<ul style="list-style-type: none"> Servant Leadership Trade Show Staff Training 	12th – 13th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Overcome Objections and nail the Sale 	14th	1 day	Lagos	75,000
<ul style="list-style-type: none"> Intermediate Project Management 				

<ul style="list-style-type: none"> for Business Performance Management Creative Problem Solving 	15th - 16th	2 day	Lagos	75,000
<ul style="list-style-type: none"> Organizational Skills High Performance Teams Remote Workforce Women in Leadership 	19th – 20th	2 days	Lagos	75,000
<ul style="list-style-type: none"> 				
<ul style="list-style-type: none"> Drivers Road Safety plus Customer Service 	21 st --	1 day	Lagos,	TBD
<ul style="list-style-type: none"> Logistics and Supply Chain Management Manager Management 	22nd – 23rd	2 days	Lagos	75,000
<ul style="list-style-type: none"> Business Ethics 	26th	1 day	Lagos	75,000
<ul style="list-style-type: none"> Executive Administrative and Personal Assistant Training (EAPA) Being A Likeable Boss □ Call Center Training 	29th - 30th	2 days	Lagos	75,000

MAY

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participants (Naira)
<ul style="list-style-type: none"> The Cloud and Business Ten Soft Skills You Need 	4th – 5th	2 day	Lagos	75,000
<ul style="list-style-type: none"> Selling Smarter Internet Marketing Fundamentals 	6th	1 day		35,000
<ul style="list-style-type: none"> Building Relationships for Success in Sales Contract Management 	10th – 11th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Conflict Resolution : Dealing with Difficult People Branding: Creating and Managing Your Brand 	12th – 13th	2 day	Lagos	75,000
<ul style="list-style-type: none"> Accounting Skills for non-Accounting Managers/Supervisors Contact Center Training 	17th – 18th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Emotional Intelligence 	19th	1 day	Lagos	TBD

<ul style="list-style-type: none"> • Cyber Security • Risk Assessment and Management • Call Center Training 	20th – 21st	2 days	Lagos,	75,000
<ul style="list-style-type: none"> • Logistics and Supply Chain Management • Managing Personal Finances 	24th – 25th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Improving Mindfulness Life Coaching Essentials(Zoom) 	26th	1 day	Lagos	TBD
<ul style="list-style-type: none"> • Skills for the Administrative Manager and Assistant Training • Universal Safety Practices • Team Building Through Chemistry 	27th – 28th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Knowledge Management (Zoom) 	31st	1 day	Lagos/ Abuja	TBD

JUNE

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participants (Naira)
<ul style="list-style-type: none"> • Call Center Training- Sales and Customer Service Training for Call Center Agents • Developing New Managers • Collaborative Business Writing 	1 st – 2nd	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Advanced Project Management for Business • Creative Problem Solving 	3 rd – 4th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Customer Support • Social Media Marketing 	8th - 9th	2 day	Lagos	75,000
<ul style="list-style-type: none"> • Change Management – Change and How to Deal With It • Archiving and Records Management 	10th – 11th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Business Leadership Training • Women in Leadership 	14th – 15th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Increasing Your Happiness(Zoom) 	16th	1 day	Lagos	TBD
<ul style="list-style-type: none"> • Resource/Professional Trainer: Become a Certified / Effective Trainer 	17th – 18th	2 days	Lagos	75,000

<ul style="list-style-type: none"> • Multi-Level Marketing • Team Building For Managers 				
<ul style="list-style-type: none"> • Certified Business Management Booth-camp • Developing a Lunch and Learn 	21st– 22nd	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Risk Assessment and Management • Networking Outside the Company • 	23rd – 24th	2 day	Lagos	75,000
<ul style="list-style-type: none"> • • Top 10 Sales Secrets(Zoom) 	25th	1 day	Lagos	TBD
<ul style="list-style-type: none"> • Contract Management • Universal Safety Practices 	28th – 29th	2 day	Lagos Abuja	75,000
<ul style="list-style-type: none"> • Trade Show Staff Training(Zoom) 	30th	1 day	Lagos	TBD

JULY

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participants (Naira)
<ul style="list-style-type: none"> Public Speaking – Presentation Survival Skill Performance Management 	1st – 2nd	2 days	Lagos	75,000

<ul style="list-style-type: none"> Being A Likeable Boss Branding: Creating and Managing Your Corporate Brand 	5th	1 day	Lagos	75,000
<ul style="list-style-type: none"> Overcome Objections and nail the Sale Anger Management 	6 th – 7th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Cyber Security Creative Problem Solving 	8th – 9th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Change Management Handling a Difficult Customer 	12th – 13th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Make Dynamite Sales Presentation Improving Mindfulness 	14th	1 day		75,000

<ul style="list-style-type: none"> Effective Internet Marketing Manager Management 	15th – 16th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Employee Accountability Managing Personal Finances 	19th – 20th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Conflict Resolution :Dealing with Difficult People 	21st	1 day	Lagos	TBD
<ul style="list-style-type: none"> Logistics and Supply Chain Management Show Staff Training 	22nd – 23rd	2 days	Lagos	75,000
<ul style="list-style-type: none"> Customer Service – increase loyal customers & Sales Workplace Violence 	26th – 27th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Life Coaching Essentials(Zoom) 	28th	1 day	Lagos	TBD
<ul style="list-style-type: none"> Executive Administrative and Personal Assistant Training (EAPA) Train-The-Trainer 	29th – 30th	2 days	Lagos	75,000

AUGUST

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participants (Naira)
<ul style="list-style-type: none"> • Servant Leadership • Contact Center Training 	2nd – 3rd	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Secret of Change Management • • Manager Management • Universal Safety Practices 	4th – 5th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Archiving and Records Management • Risk Assessment and Management 	6th	1 day	Lagos	TBD
<ul style="list-style-type: none"> • Social Media Marketing 	9th	1 day	Lagos	TBD
<ul style="list-style-type: none"> • Professional Supervisor : Advance training for high level supervisor • Teamwork And Team Building 	10th – 11th	2 days	Lagos	75,000

<ul style="list-style-type: none"> • Women in Leadership • Handling a Difficult Customer • Contract Management 	12th – 13th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Top 10 Sales Secrets • Networking Outside the Company 	16th – 17th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Executive Administrative and 				

<ul style="list-style-type: none"> Personal Assistant Training (EAPA) Developing New Managers 	18th – 19th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Virtual Team Building and Management Multi-Level Marketing 	20th	1 day	Lagos	TBD
<ul style="list-style-type: none"> Customer Service –increase loyal customers & Sales Being A Likeable Boss 	23rd – 24th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Risk Assessment and Management Emotional Intelligence 	25th	1 day	Lagos	TBD
<ul style="list-style-type: none"> High Performance Teams Inside the Company Train-The-Trainer 	26th - 27th	2 day	Lagos	75,000
<ul style="list-style-type: none"> Business Ethics 	30th	1 day	Lagos	75000
<ul style="list-style-type: none"> Effective Selling Trade Show Staff Training 	31st	1 day	Lagos	TBD

SEPTEMBER

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participants (Naira)
<ul style="list-style-type: none"> Effective Selling: meeting your sales target Improving Mindfulness 	1st– 2nd	2 days	Lagos	75,000
<ul style="list-style-type: none"> Customer Service – increase loyal customers & Sales Collaborative Business Writing 	6th – 7th	2 days	Lagos	TBD
<ul style="list-style-type: none"> Effective Skill Training for Supervisors – Leadership, Communication Coaching, and Conflict Manager Management 	8th – 9th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Customer Support 	10th	1 day	Lagos/ Abuja	75,000
<ul style="list-style-type: none"> Strategic Plan: Refine your organization's strategy and build competitive advantage Performance Management 	13th – 14th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Conflict Resolution : Dealing with Difficult People 	15th	1 day	Lagos	TBD

<ul style="list-style-type: none"> • Manager Management: Effective Management of your Managers • Managing Personal Finances 	16th – 17th	2 days	Lagos /Abuja	75,000
<ul style="list-style-type: none"> • Change Management 	20th – 21st	2 days	Lagos/	75,000
<ul style="list-style-type: none"> • Team Building For Managers 			Abuja	TBD
<ul style="list-style-type: none"> • Cyber Security • Knowledge Management 	22nd	1 day	Lagos / Abuja	
<ul style="list-style-type: none"> • Skills for the Administrative Manager and Assistant Training • Increasing Your Happiness 	23rd – 24th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Logistics & Supply Chain Management • Life Coaching Essentials 	27th – 28th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Executive Administrative and Personal Assistant Training (EAPA) • Team Building Through Chemistry 	29th – 30th	2days	Lagos	75,000

OCTOBER

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participant s (Naira)
<ul style="list-style-type: none"> Conflict Resolution / Negotiation for Results Top 10 Sales Secrets 	4th – 5th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Business Leadership 	7th – 8th	2days	Lagos	75,000

<ul style="list-style-type: none"> Archiving and Records Management 				
<ul style="list-style-type: none"> Building Relationships for Success in Sales Developing New Managers Creative Problem Solving 	11th – 12th	2 Days	Lagos	TBD
<ul style="list-style-type: none"> Personal Productivity Social Intelligence 	13th	1 day	Lagos	TBD

<ul style="list-style-type: none"> Accounting Skills for Non Accounting Managers/Supervisors Multi-Level Marketing Conflict Resolution 	14th – 15th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Fundamentals of Project Management Training Developing a Lunch and Learn 	18th – 19th	2 days	Lagos	TBD
<ul style="list-style-type: none"> Logistics & Supply Chain Management Teamwork And Team Building 	20th – 21st	2 days	Lagos	75,000
<ul style="list-style-type: none"> Certified Business Management BoothCamp Servant Leadership Being A Likeable Boss 	25th – 26th	2 days	Lagos	TBD
<ul style="list-style-type: none"> Building Better Teams Women in Leadership Social Media Marketing 	27th – 28th	2 days	Lagos	75,000
<ul style="list-style-type: none"> Networking Outside the Company Contact Center Training 	29th	1 day	Lagos	TBD

NOVEMBER

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participants (Naira)
• Effective Selling: meeting your sales target	1st – 2nd	2 days	Lagos	75,000
• Core Negotiation Skills • Cyber Security	3rd – 4th	2 day	Lagos	75,000
• Functional Management Essentials for Departments and Managers • Collaborative Business Writing	8th – 9th	2 days	Lagos	75,000
• Crisis Management • Performance Management • Handling a Difficult Customer	10th – 11th	2 days	Lagos	75,000
• Giving Effective Feedback	12th	1 day	Lagos	35,000
• Motivating Your Workforce to Success • Multi-Level Marketing • Teamwork And Team Building	15th – 16th	2 days	Lagos	75,000
• Human resource management • High Performance Teams Inside the Company	17th – 18th	2 days	Lagos	75,000
• Logistics and Supply Chain	22nd – 23rd	2 days	Lagos	75,000
• Management • Improving Mindfulness				

<ul style="list-style-type: none"> • Team Building – Developing High Performance Teams • Managing Personal Finances 	24th – 25th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Drivers Road Safety plus Customer Service Training 	26th	1 day	Lagos,	TBD
<ul style="list-style-type: none"> • Getting Stuffs Done – Personal Development Boot Camp • Top 10 Sales Secrets 	29th – 30th	2days	Lagos	75, 000

DECEMBER

Featured Programs / Trainings	Dates	Duration	Location	Fees per Participants (Naira)
<ul style="list-style-type: none"> • Effective Skill Training Supervisors – Leader Communication Coaching, and Conflict • Manager Management 	1st – 2nd	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Call Center Training - Sales and Customer Service Training for Call Center Agents • Archiving and Records Management 	6th – 7th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Effective Selling: meeting your sales Target • Women in Leadership 	8th – 9th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Employee Motivation • Trade Show Staff Training • Customer Support 	13th – 14th	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Logistics and Supply Chain Management • Being A Likeable Boss 	15th – 16th	2 days	Lagos	75,000

<ul style="list-style-type: none"> • CRM - An Introduction to Customer Relationship Management • Increasing Your Happiness 	20th – 21st	2 days	Lagos	75,000
<ul style="list-style-type: none"> • Executive Administrative and Personal Assistant Training (EAPA) • High Performance Teams Remote Workforce 	22nd – 23rd	2 days	Lagos	75,000

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 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

This cost covers manuals, training materials, certificate of participation and feeding, also available for customized date, duration and location.

Let us know if you have any questions.

Regards,

Allied Educational Resources Ltd
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Some of our clients



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