

## JANUARY

Featured Programs / Training	Dates	Duration	Fees per Participant (Naira)
<ul style="list-style-type: none"> <li>• Attention Management</li> <li>• Increasing Your Happiness</li> </ul>	12th - 13th	Two days	85,000
<ul style="list-style-type: none"> <li>• Top 10 Sales Secrets</li> <li>• Administrative Support</li> </ul>	16th – 17th	Two days	
<ul style="list-style-type: none"> <li>• Leadership &amp; Influence</li> <li>• Contract Management</li> </ul>	19th – 20th	Two days	85,000
<ul style="list-style-type: none"> <li>• Multi-Level Marketing</li> <li>• Customer Service</li> </ul>	23rd – 24th	Two days	85,000
<ul style="list-style-type: none"> <li>• Strategic Planning / Management</li> <li>• Developing Creativity</li> </ul>	25th – 26th	Two days	85,000
<ul style="list-style-type: none"> <li>• Assertiveness And Self-Confidence</li> </ul>	30th – 31st		85,000
<ul style="list-style-type: none"> <li>• Logistics / Supply Chain Management</li> </ul>		Two days	
<ul style="list-style-type: none"> <li>• Work place Violence (Zoom)</li> </ul>	31 <sup>st</sup>	One day	50,000

**FEBRUARY**

Featured Programs / Trainings	Dates	Duration	Fees per Participants (Naira)
<ul style="list-style-type: none"> <li>• Top 10 Sales Secrets</li> <li>• ManaTrainingement</li> </ul>	1 <sup>st</sup> – 2 <sup>nd</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Emotional Intelligence</li> <li>• Crisis management (Zoom)</li> </ul>	3 <sup>rd</sup>	One day	50,000
<p>□ Performance Management</p> <ul style="list-style-type: none"> <li>• Become a Certified Trainer: Train-The-Trainer</li> </ul>	7 <sup>th</sup> – 8 <sup>th</sup>	Two days	85,000

<ul style="list-style-type: none"> <li>• Contract Management</li> <li>• Women in Leadership</li> </ul>	9 <sup>th</sup> – 10 <sup>th</sup>	Two days	85,000
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<ul style="list-style-type: none"> <li>• Creative Problem Solving</li> </ul>	14 <sup>th</sup> – 15 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• <u>Goal Setting and Getting Things Done</u></li> </ul>	16 <sup>th</sup> – 17 <sup>th</sup>		85,000
<ul style="list-style-type: none"> <li>• Meeting Management</li> <li>• Being A Likeable Boss</li> <li>• Improving Mindfulness</li> </ul>	21 <sup>st</sup> – 22 <sup>nd</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Executive Administrative and Personal Assistant Training (EAPA)</li> <li>• Customer Support</li> </ul>	23 <sup>rd</sup> - 24 <sup>th</sup>	Two days	85,000

MARCH

Featured Programs / Training	Dates	Duration	Fees per Participants (Naira)
<ul style="list-style-type: none"> <li>• Fundamentals of Project Management</li> <li>• Ten Soft Skills You Need</li> </ul>	2nd – 3rd	Two days	85,000
<ul style="list-style-type: none"> <li>• Leadership Skills for Supervisors</li> <li>• Increasing Your Happiness</li> </ul>	7th - 8th	Two days	85,000
<ul style="list-style-type: none"> <li>• Call Center Training</li> <li>• Presentation Skills</li> </ul>	9th -10th	Two days	85,000
<ul style="list-style-type: none"> <li>• Universal Safety Practices (Zoom)</li> </ul>	10th	One day	50,000
<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>	14th - 15th	Two days	85,000
<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>	16th - 17th	Two days	85,000

<ul style="list-style-type: none"> <li>• Executive Administrative and Personal Assistant Training (EAPA)</li> </ul>	21 <sup>st</sup> – 22 <sup>nd</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Office Politics For Managers</li> <li>• Universal Safety Practices</li> </ul>	23 <sup>rd</sup> – 24 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Logistics and Supply Chain Management</li> <li>• Customer Support</li> </ul>	27 <sup>th</sup> - 28 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Drivers Road Safety plus Customer Service Training(Zoom)</li> </ul>	29 <sup>th</sup>	One day	85,000
<ul style="list-style-type: none"> <li>• Cyber Security</li> <li>• Developing Corporate Behavior</li> </ul>	29 <sup>th</sup> - 30 <sup>th</sup>	Two days	
<ul style="list-style-type: none"> <li>• Managing Personal Finances (Zoom)</li> </ul>	31 <sup>st</sup>	One day	

APRIL

Featured Programs / Training	Dates	Duration	Fees per Participants (Naira)
<ul style="list-style-type: none"> <li>• Inventory Management: The Nuts and Bolts</li> <li>• Developing Creativity</li> <li>• Contract Management</li> </ul>	3 <sup>rd</sup> – 4 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Developing Self Leadership</li> <li>• Archiving and Records Management</li> </ul>	5 <sup>th</sup>	One day	85,000

<ul style="list-style-type: none"> <li>• Meeting Management</li> <li>• Knowledge Management</li> <li>• </li> </ul>	6 <sup>th</sup> – 7 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Creative thinking and Innovation</li> <li>• Top 10 Sales Secrets</li> <li>• Multi-Level Marketing</li> </ul>	10 <sup>th</sup> - 11 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Servant Leadership</li> <li>• Trade Show Staff Training</li> </ul>	12 <sup>th</sup> – 13 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Overcome Objections and nail the Sale</li> </ul>	14 <sup>th</sup>	One day	85,000
<ul style="list-style-type: none"> <li>• Intermediate Project Management</li> </ul>			

<ul style="list-style-type: none"> <li>for Business</li> <li>Performance Management</li> <li>Creative Problem Solving</li> </ul>	17 <sup>th</sup> - 18 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>Organizational Skills</li> <li>High-Performance Teams Remote Workforce</li> <li>Women in Leadership</li> </ul>	19 <sup>th</sup> - 20 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li></li> </ul>			
<ul style="list-style-type: none"> <li>Logistics and Supply Chain Management</li> <li>Manager Management</li> </ul>	24 <sup>th</sup> - 25 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>Business Ethics</li> </ul>	26 <sup>th</sup>	One day	85,000
<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>	27 <sup>th</sup> - 28 <sup>th</sup>	Two days	85,000

## MAY

Featured Programs / Training	Dates	Duration	Fees per Participants (Naira)
<ul style="list-style-type: none"> <li>TheCloud and Business</li> <li>Ten Soft Skills You Need</li> </ul>	4th – 5th	Two days	85,000
<ul style="list-style-type: none"> <li>Selling Smarter</li> <li>Internet Marketing Fundamentals</li> </ul>	9 <sup>th</sup>	One day	85,000
<ul style="list-style-type: none"> <li>Building Relationships for Success in Sales</li> <li>Contract Management</li> </ul>	10 <sup>th</sup> – 11 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>Conflict Resolution: Dealing with Difficult People</li> <li>Branding: Creating and Managing Your Brand</li> </ul>	16th – 17th	Two days	85,000
<ul style="list-style-type: none"> <li>Accounting Skills for non-Accounting Managers/Supervisors</li> <li>Contact Center Training</li> </ul>	18th – 19th	Two days	85,000
<ul style="list-style-type: none"> <li>Emotional Intelligence Zoom</li> </ul>	19th	One day	



<ul style="list-style-type: none"> <li>• Cyber Security</li> <li>• Risk Assessment and Management</li> <li>• Call Center Training</li> </ul>	23 <sup>rd</sup> – 24 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Logistics and Supply Chain Management</li> <li>• Managing Personal Finances</li> </ul>	25 <sup>th</sup> – 26 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Improving MindfulnessLife Coaching Essentials(Zoom)</li> <li>•</li> </ul>	26 <sup>th</sup>	One day	50,000
<ul style="list-style-type: none"> <li>• Skills for the Administrative Manager and Assistant Training</li> <li>• Universal Safety Practices</li> <li>• Team Building Through Chemistry</li> </ul>	29 <sup>th</sup> – 30 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Knowledge Management (Zoom)</li> </ul>	31 <sup>st</sup>	One day	50,000

## JUNE

Featured Programs / Training	Dates	Duration	Fees per Participants (Naira)
<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> – 2 <sup>nd</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Advanced Project Management for Business</li> <li>• Creative Problem Solving</li> </ul>	6 <sup>th</sup> – 7 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Customer Support</li> <li>• Social Media Marketing</li> </ul>	8 <sup>th</sup> - 9 <sup>th</sup>	Twoday	85,000
<ul style="list-style-type: none"> <li>• Change Management – Change and How to Deal With It</li> <li>• Archiving and Records Management</li> </ul>	12 <sup>th</sup> – 13 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Business Leadership Training</li> <li>• Women in Leadership</li> </ul>	14 <sup>th</sup> – 15 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Increasing Your Happiness(Zoom)</li> </ul>	16 <sup>th</sup>	One day	50,000
<ul style="list-style-type: none"> <li>• Resource/Professional Trainer: Become a Certified / Effective Trainer</li> </ul>	19 <sup>th</sup> – 20 <sup>th</sup>	Two days	85,000

<ul style="list-style-type: none"> <li>• Multi-Level Marketing</li> <li>• Team Building For Managers</li> </ul>			
<ul style="list-style-type: none"> <li>• Certified Business Management Booth-camp</li> <li>• Developing a Lunch and Learn</li> </ul>	21st– 22nd	Two days	85,000
<ul style="list-style-type: none"> <li>• Risk Assessment and Management</li> <li>• Networking Outside the Company</li> <li>•</li> </ul>	26 <sup>th</sup> – 27 <sup>th</sup>	Twoday	85,000
<ul style="list-style-type: none"> <li>•</li> <li>• Top 10 Sales Secrets(Zoom)</li> </ul>	27 <sup>th</sup>	One day	50,000
<ul style="list-style-type: none"> <li>• Contract Management</li> <li>• Universal Safety Practices</li> </ul>	28 <sup>th</sup> – 29 <sup>th</sup>	Twoday	85,000
<ul style="list-style-type: none"> <li>• Trade Show Staff Training(Zoom)</li> </ul>	30 <sup>th</sup>	One day	50,000

## JULY

Featured Programs / Training	Dates	Duration	Fees per Participants (Naira)
<ul style="list-style-type: none"> <li>• Public Speaking – Presentation Survival Skill</li> <li>• Performance Management</li> </ul>	4 <sup>th</sup> – 5 <sup>th</sup>	Two days	85,000

<ul style="list-style-type: none"> <li>• Being A Likeable Boss</li> <li>• Branding: Creating and Managing Your Corporate Brand</li> </ul>	5 <sup>th</sup>	One day	85,000
<ul style="list-style-type: none"> <li>• Overcome Objections and nail the Sale</li> <li>• Anger Management</li> </ul>	6 <sup>th</sup> – 7 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Cyber Security</li> <li>• Creative Problem Solving</li> </ul>	10 <sup>th</sup> – 11 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Change Management</li> <li>• Handling a Difficult Customer</li> </ul>	12 <sup>th</sup> – 13 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Make Dynamite Sales Presentation</li> <li>• Improving Mindfulness</li> </ul>	14 <sup>th</sup>	One day	85,000

<ul style="list-style-type: none"> <li>• Effective Internet Marketing</li> <li>• Manager Management</li> </ul>	18 <sup>th</sup> – 19 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Employee Accountability</li> <li>• Managing Personal Finances</li> </ul>	20 <sup>th</sup> – 21 <sup>st</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Conflict Resolution: Dealing with Difficult People</li> </ul>	21 <sup>st</sup>	One day	50,000
<ul style="list-style-type: none"> <li>• Logistics and Supply Chain Management</li> <li>• Show Staff Training</li> </ul>	24 <sup>th</sup> – 25 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Customer Service – increase loyal customers &amp; Sales Workplace Violence</li> <li>•</li> </ul>	25 <sup>th</sup> – 26 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Life Coaching Essentials (Zoom)</li> </ul>	26 <sup>th</sup>	One day	50,000
<ul style="list-style-type: none"> <li>• Executive Administrative and Personal Assistant Training (EAPA)</li> <li>• Train-The-Trainer</li> <li>•</li> </ul>	27 <sup>th</sup> – 28 <sup>th</sup>	Two days	85,000

AUGUST

Featured Programs / Training	Dates	Duration	Fees per Participants (Naira)
<ul style="list-style-type: none"> <li>• Servant Leadership</li> <li>• Contact Center Training</li> </ul>	2 <sup>nd</sup> – 3 <sup>rd</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Secret of Change Management</li> <li>• Manager Management</li> <li>• Universal Safety Practices</li> </ul>	7 <sup>th</sup> – 8 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Archiving and Records Management</li> <li>• Risk Assessment and Management Zoom</li> </ul>	9 <sup>th</sup>	One day	50,000
<ul style="list-style-type: none"> <li>• Social Media Marketing</li> </ul>	10 <sup>th</sup>	One day	85,000
<ul style="list-style-type: none"> <li>• Professional Supervisor: Advance training for high-level supervisor</li> <li>• Teamwork And Team Building</li> </ul>	10 <sup>th</sup> – 11 <sup>th</sup>	Two days	85,000

<ul style="list-style-type: none"> <li>• Women in Leadership</li> <li>• Handling a Difficult Customer Contract Management</li> </ul>	15 <sup>th</sup> – 16 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Top 10 Sales Secrets</li> <li>• Networking Outside the Company</li> </ul>	17 <sup>th</sup> – 18 <sup>th</sup>	Two days	85,000
<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>	21 <sup>st</sup> – 22 <sup>nd</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Virtual Team Building and Management</li> <li>• Multi-Level Marketing Zoom</li> </ul>	23 <sup>rd</sup>	One day	50,000
<ul style="list-style-type: none"> <li>• Customer Service –increase loyal customers &amp; Sales.</li> <li>• Being A Likeable Boss</li> </ul>	24 <sup>th</sup> – 25 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Risk Assessment and Management</li> <li>• Emotional Intelligence</li> </ul>	25 <sup>th</sup>	One day	85,000
<ul style="list-style-type: none"> <li>• High-Performance Teams Inside the Company</li> <li>• Train-The-Trainer</li> </ul>	28th - 29th	Twoday	85,000
<ul style="list-style-type: none"> <li>• Business Ethics</li> </ul>	30th	One day	85,000
<ul style="list-style-type: none"> <li>• Effective Selling</li> <li>• Trade Show Staff Training</li> </ul>	31st	One day	85,000

## SEPTEMBER

Featured Programs / Training	Dates	Duration	Fees per Participants (Naira)
<ul style="list-style-type: none"> <li>• Effective Selling: meeting your sales target</li> <li>• Improving Mindfulness</li> </ul>	5 <sup>th</sup> – 6 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Customer Service – increase loyal customers &amp; Sales</li> <li>• Collaborative Business Writing</li> </ul>	7 <sup>th</sup> – 8 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Effective Skill Training for Supervisors – Leadership, Communication Coaching, and Conflict</li> <li>• Manager Management</li> </ul>	11 <sup>th</sup> – 12 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Customer Support Zoom</li> </ul>	13 <sup>th</sup>	One day	50,000
<ul style="list-style-type: none"> <li>• Strategic Plan: Refine your organization's strategy and build a competitive advantage</li> <li>• Performance Management</li> </ul>	14 <sup>th</sup> – 15 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Conflict Resolution: Dealing with Difficult People Zoom</li> </ul>	15 <sup>th</sup>	One day	50,000



<ul style="list-style-type: none"> <li>• Manager Management: Effective Management of your Managers</li> <li>• Managing Personal Finances</li> </ul>	18 <sup>th</sup> – 19 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Change Management</li> </ul>	20 <sup>th</sup> – 21 <sup>st</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Team Building For Managers</li> </ul>	22 <sup>nd</sup>	One day	85,000
<ul style="list-style-type: none"> <li>• Cyber Security</li> <li>• Knowledge Management</li> </ul>	22 <sup>nd</sup>	One day	85,000
<ul style="list-style-type: none"> <li>• Skills for the Administrative Manager and Assistant Training</li> <li>• Increasing Your Happiness</li> </ul>	25 <sup>th</sup> – 26 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Logistics &amp; Supply Chain Management</li> <li>• Life Coaching Essentials</li> </ul>	26 <sup>th</sup> – 27 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Executive Administrative and Personal Assistant Training (EAPA)</li> <li>• Team Building Through Chemistry</li> </ul>	28 <sup>th</sup> – 29 <sup>th</sup>	Two days	85,000

OCTOBER

Featured Programs / Training	Dates	Duration	Fees per Participants (Naira)
<ul style="list-style-type: none"> <li>• Conflict Resolution / Negotiation for Results</li> <li>• Top 10 Sales Secrets</li> </ul>	3 <sup>rd</sup> – 4th	Two days	85,000
<ul style="list-style-type: none"> <li>• Business Leadership</li> </ul>	5th – 6th	Two days	85,000

<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> <li>• </li> </ul>	10th – 11th	Two days	85,000
<ul style="list-style-type: none"> <li>• Personal Productivity Social Intelligence</li> </ul>	12th	One day	85,000

<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>	16th – 17th	Two days	85,000
<ul style="list-style-type: none"> <li>Fundamentals of Project Management Training</li> <li>Developing a Lunch and Learn</li> </ul>	18th – 19th	Two days	85,000
<ul style="list-style-type: none"> <li>Logistics &amp; Supply Chain Management</li> <li>Teamwork And Team Building</li> </ul>	23 <sup>rd</sup> – 24 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>Certified Business Management BootCamp</li> <li>Servant Leadership</li> <li>Being A Likeable Boss</li> </ul>	25th – 26th	Two days	85,000
<ul style="list-style-type: none"> <li>Building Better Teams</li> <li>Women in Leadership</li> <li>Social Media Marketing</li> </ul>	30 <sup>th</sup> – 31 <sup>st</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>Networking Outside the Company</li> <li>Contact Center Training</li> </ul>	31 <sup>st</sup>	One day	85,000

## NOVEMBER

Featured Programs / Training	Dates	Duration	Fees per Participants (Naira)
<ul style="list-style-type: none"> <li>• Effective Selling: meeting your sales target</li> </ul>	2 <sup>nd</sup> – 3 <sup>rd</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Core Negotiation Skills</li> <li>• Cyber Security</li> </ul>	6 <sup>th</sup> – 7 <sup>th</sup>	Two day	85,000
<ul style="list-style-type: none"> <li>• Functional Management Essentials for Departments and Managers</li> <li>• Collaborative Business Writing</li> </ul>	8 <sup>th</sup> – 9 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Crisis Management</li> <li>• Performance Management</li> <li>• Handling a Difficult Customer</li> </ul>	9 <sup>th</sup> – 10 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Giving Effective Feedback Zoom</li> </ul>	14 <sup>th</sup>	One day	50,000
<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>	14 <sup>th</sup> – 15 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Human resource management</li> <li>• High-Performance Teams Inside theCompany</li> </ul>	16 <sup>th</sup> – 17 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Logistics and Supply Chain</li> </ul>	21 <sup>st</sup> – 22 <sup>nd</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Management</li> <li>• Improving Mindfulness</li> </ul>	23 <sup>rd</sup> – 24 <sup>th</sup>	Two days	85,000

<ul style="list-style-type: none"><li>• Team Building – Developing High Performance Teams</li><li>• Managing Personal Finances</li></ul>	23 <sup>rd</sup> – 24 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"><li>• Getting Stuff Done – Personal Development Boot Camp</li><li>• Top 10 Sales Secrets</li></ul>	29 <sup>th</sup> – 30 <sup>th</sup>	Two days	85,000

## DECEMBER

Featured Programs / Training	Dates	Duration	Fees per Participants (Naira)
<ul style="list-style-type: none"> <li>• Effective Skill Training Supervisors – Leader Communication Coaching and Conflict</li> <li>• Manager Management</li> </ul>	4 <sup>th</sup> – 5 <sup>th</sup>	Two days	85,000
<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>	6 <sup>th</sup> – 7 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Effective Selling: meeting your sales Target</li> <li>• Women in Leadership</li> </ul>	11 <sup>th</sup> – 12 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Employee Motivation</li> <li>• Trade Show Staff Training</li> <li>• Customer Support</li> </ul>	13 <sup>th</sup> – 14 <sup>th</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Logistics and Supply Chain Management</li> <li>• Being A Likeable Boss</li> </ul>	18 <sup>th</sup> – 19 <sup>th</sup>	Two days	85,000

<ul style="list-style-type: none"> <li>• CRM - An Introduction to Customer Relationship Management</li> <li>• Increasing Your Happiness</li> </ul>	20 <sup>th</sup> – 21 <sup>st</sup>	Two days	85,000
<ul style="list-style-type: none"> <li>• Executive Administrative and Personal Assistant Training (EAPA)</li> <li>• High-Performance Teams RemoteWorkforce</li> </ul>	21 <sup>st</sup> – 22 <sup>nd</sup>	Two days	85,000

**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 for a 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

**Face-to-face / in-person classes**

- Register for location training in Lagos and other cities
- 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, certificates of participation, and feeding, also available for a customized date, duration, and location.

Let us know if you have any questions.

Regards,

Allied Educational Resources Ltd

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Opebi Ikeja Lagos.

07081901320, 07087808664, or send a mail to [info@aerng.com](mailto:info@aerng.com). You may also visit our website [www.aerng.com](http://www.aerng.com).

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