



***A Global Learning Resource Centre
For Education, Training & Consulting***



2024 Training Calendar

JANUARY

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Attention Management• Increasing Your Happiness	16th - 17th	99,000
<ul style="list-style-type: none">• Top 10 Sales Secrets• Administrative Support	18th – 19th	99,000
<ul style="list-style-type: none">• Leadership & Influence	23rd – 24th	99,000
<ul style="list-style-type: none">• Contract Management• Multi-Level Marketing• Executive Administrative and Personal Assistant Training (EAPA)	25th – 26th	99,000
<ul style="list-style-type: none">• Customer Service• Strategic Planning / Management• Developing Creativity	30th – 31st	99,000
<ul style="list-style-type: none">• Assertiveness And Self-Confidence	30th – 31st	99,000
<ul style="list-style-type: none">• Logistics / Supply Chain Management• Work place Violence (Zoom)	31st	55,000



2024 Training Calendar

FEBRUARY

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Top 10 Sales Secrets• Management Training	1st– 2nd	99,000
<ul style="list-style-type: none">• Emotional Intelligence• Crisis management (Zoom)	2nd	55,000
<ul style="list-style-type: none">• Perfimance Management• Become a Certified Trainer: Train -The Trainer	6th – 7th	99,000
<ul style="list-style-type: none">• Contract Management• Women in Leadership	8th – 9th	99,000
<ul style="list-style-type: none">• Creative Problem Solving	13th –14 th	99,000
<ul style="list-style-type: none">• Goal Setting and Getting Things Done	15th–16th	99,000
<ul style="list-style-type: none">• Meeting Management• Being A Likeable Boss• Improving Mindfulness	20th–21st	99,000
<ul style="list-style-type: none">• Executive Administrative and Personal Assistant Training (EAPA)	22nd – 23rd	99,000
<ul style="list-style-type: none">• Customer Support		
<ul style="list-style-type: none">• Call Center Training Sales and Customer Service Training for Call Center Agents	28th-29th	99,000



2024 Training Calendar

MARCH

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Fundamentals of Project Management• Ten Soft Skills You Need• Leadership Skills for Supervisors	7th - 8th	99,000
<ul style="list-style-type: none">• Increasing Your Happiness• Business Leadership	7th - 8th	99,000
<ul style="list-style-type: none">• Call Center Training• Presentation Skills	11th-12th	99,000
<ul style="list-style-type: none">• Universal Safety Practices (Zoom)	13th	55,000
<ul style="list-style-type: none">• Customer Service- increase loyal customers & Sales• Coaching Salespeople• Networking Outside the Company	14th - 15th	99,000
<ul style="list-style-type: none">• Skills for the Administrative Manager and Assistant Training• Servant Leadership• Collaborative Business Writing	19th - 20th	99,000



2024 Training Calendar

FEATURED PROGRAMS / TRAINING	DATES	FEE PER PARTICIPANT (NAIRA)
• Executive Administrative and Personal Assistant Training (EAPA)	21st–22nd	99,000
<ul style="list-style-type: none">• Office Politics For Managers• Universal Safety Practices	23rd–24th	99,000
<ul style="list-style-type: none">• Logistics and Supply Chain Management• Customer Support	26th-27th	99,000
<ul style="list-style-type: none">• Drivers Road Safety plus Customer Service Training(Zoom)	28th- 29th	99,000
<ul style="list-style-type: none">• Cyber Security• Developing Corporate Behavior	29th	
<ul style="list-style-type: none">• Managing Personal Finances (Zoom)		



2024 Training Calendar

APRIL

FEATURED PROGRAMS / TRAINING	DATES	FEE PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Inventory Management: The Nuts and Bolts• Developing Creativity• Contract Management	8th-9th	99,000
<ul style="list-style-type: none">• Developing Self Leadership• Archiving and Records Management	12th	99,000
<ul style="list-style-type: none">• Meeting Management• Knowledge Management• 	15th –16th	99,000
<ul style="list-style-type: none">• Creative thinking and Innovation• Top 10 Sales Secrets• Multi-Level Marketing	17th -18th	99,000
<ul style="list-style-type: none">• • Servant Leadership• Trade Show Staff Training	17th –18th	99,000
<ul style="list-style-type: none">• Overcome Objections and nail the Sale	19th	99,000



2024 Training Calendar

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Intermediate Project Management for Business	22nd –23rd	99,000
<ul style="list-style-type: none">• Performance Management• Creative Problem Solving	22nd –23rd	99,000
<ul style="list-style-type: none">• Organizational Skills• High Performance Teams Remote Workforce• Women in Leadership		
<ul style="list-style-type: none">• Logistics and Supply Chain Management• Manager Management	24th– 25 th	99,000
<ul style="list-style-type: none">• Business Ethics	26th	99,000
<ul style="list-style-type: none">• Executive Administrative and Personal Assistant Training (EAPA)• Being A Likeable Boss• Call Center Training	29th - 30th	99,000



2024 Training Calendar

MAY

FEATURED PROGRAMS / TRAINING	DATES	FEE PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• TheCloud and Business• Ten Soft Skills You Need	6th –7th	99,000
<ul style="list-style-type: none">• Selling Smarter• Internet MarketingFundamentals	8th	99,000
<ul style="list-style-type: none">• BuildingRelationships for Success in Sales• Contract Management	9th–10th	99,000
<ul style="list-style-type: none">• Conflict Resolution: Dealing with Difficult People• Branding: Creating and Managing Your Brand	13th_ 14th	99,000
<ul style="list-style-type: none">• Accounting Skills for non-Accounting Managers/Supervisors• Contact CenterTraining	15th_ 16th	99,000
<ul style="list-style-type: none">• Emotional Intelligence Zoom	17th	



2024 Training Calendar

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Cyber Security• Risk Assessment and Management	20th–21st	99,000
<ul style="list-style-type: none">• Call Center Training Sales and Customer Service Training for Call Center Agents	22nd– 23rd	99,000
<ul style="list-style-type: none">• Logistics and Supply Chain Management• Managing Personal Finances		
<ul style="list-style-type: none">• Improving Mindfulness Life• Coaching Essentials (Zoom)	24th	99,000
<ul style="list-style-type: none">• Skills for the Administrative Manager and Assistant Training	29th–30th	99,000
<ul style="list-style-type: none">• Universal Safety Practices• Team Building Through Chemistry	29th–30th	99,000
<ul style="list-style-type: none">• Knowledge Management (Zoom)	31st	55,000



2024 Training Calendar

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (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	4 th – 5 th	99,000
<ul style="list-style-type: none">• Advanced Project Management for Business• Creative Problem Solving	6 th – 7 th	99,000
<ul style="list-style-type: none">• Customer Support• Social Media Marketing	10 th - 11 th	99,000
<ul style="list-style-type: none">• Change Management – Change and How to Deal With It• Archiving and RecordsManagement	13 th – 14 th	99,000
<ul style="list-style-type: none">• Business Leadership Training• Women in Leadership	19 th – 20 th	99,000
<ul style="list-style-type: none">• Increasing Your Happiness(Zoom)	21 st	55,000
<ul style="list-style-type: none">• Resource/Professional Trainer:	24 th – 25 th	99,000



2024 Training Calendar

FEATURED PROGRAMS / TRAINING	DATES	FEE PER PARTICIPANT (NAIRA)
Become a Certified / Effective Trainer		
<ul style="list-style-type: none">• Multi-Level Marketing• Team Building For Managers		
<ul style="list-style-type: none">• Certified Business Management Boothcamp• Developing a Lunch and Learn	26th–27th	99,000
<ul style="list-style-type: none">• Risk Assessment and Management• Networking Outside the Company	26th–27th	99,000
<ul style="list-style-type: none">• Top 10 Sales Secrets(Zoom)	27th	55,000
<ul style="list-style-type: none">• Contract Management• Universal Safety Practices	28th–29th	99,000
<ul style="list-style-type: none">• Trade Show Staff Training(Zoom)	29th	55,000



2024 Training Calendar

JULY

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Public Speaking – Presentation Survival Skill• Performance Management	3rd – 4th	99,000
<ul style="list-style-type: none">• Being A Likeable Boss• Branding: Creating and Managing Your Corporate Brand	5th	99,000
<ul style="list-style-type: none">• Overcome Objections and nail the Sale• Anger Management	8th–9th	99,000
<ul style="list-style-type: none">• Cyber Security• Creative Problem Solving	10 th – 11th	99,000
<ul style="list-style-type: none">• Change Management• Handling a Difficult Customer (zoom)	12 th	99,000
<ul style="list-style-type: none">• Make Dynamite Sales Presentation• Improving Mindfulness (zoom)	15th	55,000
<ul style="list-style-type: none">• Effective Internet Marketing• Manager Management	16th–17th	99,000
<ul style="list-style-type: none">• Employee Accountability• Managing Personal Finances	18th–19th	99,000



2024 Training Calendar

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Conflict Resolution: Dealing with Difficult People (zoom)	22nd	55,000
<ul style="list-style-type: none">• Logistics and Supply Chain Management• Show Staff Training	23rd – 24th	99,000
<ul style="list-style-type: none">• Customer Service: increase loyal customers & Sales Workplace Violence	25th – 26th	99,000
<ul style="list-style-type: none">• Life Coaching Essentials (Zoom)	29th	55,000
<ul style="list-style-type: none">• Executive Administrative and Personal Assistant Training (EAPA)• Train The Trainer	30th – 31st	99,000



2024 Training Calendar

AUGUST

FEATURED PROGRAMS / TRAINING	DATES	FEE PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Servant Leadership• Contact Center Training	2nd – 3rd	99,000
<ul style="list-style-type: none">• Secret of Change Management• Manager Management• Universal Safety Practices	6th – 7th	99,000
<ul style="list-style-type: none">• Archiving and Records Management• Risk Assessment and Management (zoom)	8th	55,000
<ul style="list-style-type: none">• Social Media Marketing (Zoom)	9th	55,000
<ul style="list-style-type: none">• Professional Supervisor: Advance training for high level supervisor• Teamwork And Team Building	13th – 14th	99,000
<ul style="list-style-type: none">• Women in Leadership• Handling a Difficult Customer• Contract Management (zoom)	15th – 16th	55,000
<ul style="list-style-type: none">• Top 10 Sales Secret• Networking Outside the Company	19th – 20th	99,000
<ul style="list-style-type: none">• Executive Administrative and Personal Assistant Training (EAPA)	21 st – 22 nd	99,000
<ul style="list-style-type: none">• Developing New Managers		



2024 Training Calendar

FEATURED PROGRAMS / TRAINING	DATES	FEE PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Virtual Team Building and Management• Multi-Level Marketing (Zoom)	23 rd	55,000
<ul style="list-style-type: none">• Customer Service –increase loyal customers & Sales.• Being A Likeable Boss	24 th – 25 th	99,000
<ul style="list-style-type: none">• Risk Assessment and Management• Emotional Intelligence	26 th	99,000
<ul style="list-style-type: none">• High-Performance Teams Inside the Company• Train-The-Trainer	27 th – 28 th	99,000
<ul style="list-style-type: none">• Business Ethics (zoom)	29 th	55,000
<ul style="list-style-type: none">• Effective Selling• Trade Show Staff Training (zoom)	30 th	55,000



SEPTEMBER

4 Training Calendar **2024 Training Calendar**

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Effective Selling: meeting your sales target• Improving Mindfulness	5 th – 6 th	99,000
<ul style="list-style-type: none">• Customer Service –increase loyal customers & Sales• Collaborative Business Writing	9 th – 10 th	99,000
<ul style="list-style-type: none">• Effective Skill Training for Supervisors – Leadership, Communication Coaching, and Conflict• Manager Management	11 th – 12 th	99,000
<ul style="list-style-type: none">• Customer Support (zoom)	13 th	55,000
<ul style="list-style-type: none">• Strategic Plan: Refine your organization's strategy and build a competitive advantage• Performance Management	16 th – 17 th	99,000
<ul style="list-style-type: none">• Conflict Resolution: Dealing with Difficult People	18 th	99,000
<ul style="list-style-type: none">• Manager Management: Effective Management of your Managers• Managing Personal Finances	19 th – 20 th	99,000
<ul style="list-style-type: none">• Change Management	20 th – 21 st	99,000



2024 Training Calendar

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">Team Building For Managers (zoom)	23rd	55,000
<ul style="list-style-type: none">Cyber SecurityKnowledge Management (zoom)	23rd	55,000
<ul style="list-style-type: none">Skills for the Administrative Manager and Assistant TrainingIncreasing Your Happiness	24th – 25th	99,000
Logistics & Supply Chain Management	26 th – 27 th	99,000
<ul style="list-style-type: none">Life Coaching EssentialsExecutive Administrative and Personal Assistant Training (EAPA)		
<ul style="list-style-type: none">Team Building Through Chemistry	30th	55,000



2024 Training Calendar

OCTOBER

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Conflict Resolution / Negotiation for Results• Top 10 Sales Secret	3 rd –4 th	99,000
<ul style="list-style-type: none">• Business Leadership	7 th –8 th	99,000
<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	9 th –10 th	99,000
<ul style="list-style-type: none">• Personal Productivity Social Intelligence	11 th	55,000
<ul style="list-style-type: none">• Accounting Skills for Non Accounting Managers/Supervisors• MultiLevel Marketing• Conflict Resolution	15 th –16 th	99,000
Fundamentals of Project	17 th –18 th	99,000



2024 Training Calendar

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Management Training• Developing a Lunch and Learn• Logistics & Supply Chain Management• Teamwork And Team Building	22th–23rd	99,000
<ul style="list-style-type: none">• Certified Business Management BootCamp• Servant Leadership• Being A Likeable Boss	24th–25th	99,000
<ul style="list-style-type: none">• Building Better Teams• Women in Leadership• Social Media Marketing	29th–30th	99,000
<ul style="list-style-type: none">• Networking Outside the Company• Contact Center Training	31st	55,000



2024 Training Calendar

NOVEMBER

FEATURED PROGRAMS / TRAINING	DATES	FEES PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Effective Selling: meeting your sales target	5th – 6th	99,000
<ul style="list-style-type: none">• Core Negotiation Skills• Cyber Security	7th – 8th	99,000
<ul style="list-style-type: none">• Functional Management Essentials for Departments and Managers• Collaborative Business Writing	12th –13th	99,000
<ul style="list-style-type: none">• Crisis Management• Performance Management• Handling a Difficult Customer	14th – 15 th	99,000
<ul style="list-style-type: none">• Giving Effective Feedback (zoom)	18 th	55,000
<ul style="list-style-type: none">• Motivating Your Workforce	19th – 20th	99,000
<ul style="list-style-type: none">• Success to Multi-Level Marketing• Teamwork And Team Building	21st– 22nd	99,000
<ul style="list-style-type: none">• Human resource management• High-Performance Teams Inside theCompany	21 st – 22 nd	99,000
<ul style="list-style-type: none">• Logistics and Supply Chain Management• Improving Mindfulness	27th – 26th	99,000
<ul style="list-style-type: none">• Team Building – Developing High Performance Teams• Managing Personal Finances	28th – 29 th	99,000
<ul style="list-style-type: none">• Getting Stuff Done – Personal Development Boot Camp• Top 10 Sales Secrets		



2024 Training Calendar

DECEMBER

FEATURED PROGRAMS / TRAINING	DATES	FEE PER PARTICIPANT (NAIRA)
<ul style="list-style-type: none">• Effective Skill Training Supervisors• Leader Communication Coaching and Conflict• Manager Management	3rd- 4th	99,000
<ul style="list-style-type: none">• Call Center Training Sales and Customer Service Training for Call Center Agents• Archiving and Records Management	5th - 6th	99,000
Effective Selling: meeting your sales Target	5th-6th	99,000
<ul style="list-style-type: none">• Women in Leadership	10th-11th	99,000
<ul style="list-style-type: none">• Employee Motivation• Trade Show Staff Training• Customer Support		
<ul style="list-style-type: none">• Logistics and Supply Chain Management• Being A Likeable Boss	12th -13 th	99,000



2024 Training Calendar

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|------------------------------------------------------------------|-----------|--------|
| • CRM- An Introduction to Customer Relationship Management | 16th–17th | 99,000 |
| • Increasing Your Happiness | | |
| • ExecutiveAdministrative and Personal Assistant Training (EAPA) | 18–19th | 99,000 |
| • HighPerformance Teams Remote Workforce | | |

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

Red Lens Centre,

21 Ajanaku Street, Awuse Estate, Opebi

Ikeja Lagos.

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Some of our clients



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