

**Q3 2024 - TRAINING CALENDAR**

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COURSE TITLE	TARGET AUDIENCE	DAY (S)	COST (NGN)	JUL	AUG	SEPT	
<b>MANAGING SELF</b>							
1	Time Management - Getting Organised for Peak Performance	Skills that allow staff to maximize their productivity, improve workplace performance and efficiently achieve professional goals. Improving self-management skills will help them better manage their career paths. These courses are designed for junior staff who are not yet responsible for managing other team members.	1	75,000	12	2	6
2	Effective Presentation and Communication Skills		2	95,000		8 - 9	
3	Listening and Organising		2	95,000	18 - 19		12 - 13
4	Effective Business Writing Skills: Writing Reports and Proposals		2	95,000		15 - 16	
5	Emotional Intelligence - Strategies for Success		1	70,000	19	2	20
6	Diversity Training - Celebrating Diversity, Equity and Inclusion in the Workplace		2	95,000	25 - 26		26 - 27
7	Understanding Human Behaviour		1	70,000	10, 31	8, 22	13, 27
<b>MANAGING OTHERS</b>							
1	Business Ethics for the Office	Programmes to equip mid-level managers with key skills to develop themselves and their teams. It aims to give individuals an appreciation of different leadership styles that will help define how to manage their people with extreme effectiveness. Exploring the effects of motivation, objective setting, and effective feedback, the managing others programme will build and enhance the effectiveness of your mid-level managers.	2	105,000		15 - 16	10 - 11
2	Customer Service Training: Critical Elements of Customer Service		2	105,000	25 - 26		17 - 18
3	Leadership Skills for Supervisors: Delegating, Coaching and Conflict Management		1	70,000	26	23	
4	Effective Project Planning and Scheduling		2	95,000		22 - 23	
5	Emotional Intelligence - Strategies for Success		1	60,000	24	28	20
6	The Professional Supervisor		3	135,000	30 - 31		26 - 27
7	Appraising People and Managing Employee Performance		2	95,000		13 - 14	
8	Team Building - Developing High Performance Teams		2	105,000			19 - 20
9	Diversity Training - Celebrating Diversity, Equity and Inclusion in the Workplace		2	95,000	23 - 24		
10	Understanding Human Behaviour		1	70,000	10, 31	8, 22	13, 27
<b>MANAGING THE ORGANISATION</b>							
1	Business Leadership: Becoming Management Material	These programmes are designed to equip senior managers with the capacity to perform executive duties in the organization and be able to manage and avoid crisis situations, whilst promptly solving problems when they occur.	4	155,000		29 - 30	
2	Critical Thinking and Problem Solving		3	135,000	24 - 26		
3	Diversity Training - Celebrating Diversity, Equity and Inclusion in the Workplace		2	95,000	25 - 26		17 - 18
4	Women Leadership: Owning your Strengths and Skills		2	95,000	30 - 31	15 - 16	