

SCHEDULE OF OPEN TRAINING PROGRAMMES FOR JUNE, 2019

BUSINESS COURSES				
S/No	Course Title	Date	Week Days	Course Fee Per Person
14A	Increasing Sales Using Consultative Selling Approach	4 th -5 th June, 2019	TW 2days	N90,000
14B	Mastering the Selling Process & Selling Profitably	6 th -7 th June, 2019	WT 2days	N90,000
15A	Becoming More Effective and Organized at Work	11 th -12 th June, 2019	TW 2days	N90,000
15B	Improving Communication & Presentation Skills	13 th -14 th June, 2019	TF 2 days	N90,000
16A	Managing & Archiving Records & Document	18 th -19 th June, 2019	TW 2days	N90,000
16B	Improving Business Writing Skills - Advanced	19 th -21 st June, 2019	WTF 3days	N130,000
17A	Customer Service Excellence & Relationship Management	25 th -27 th June, 2019	TWT 3days	N90,000
17B	Cultivating Excellent Work Attitude for Superior Customer Service	26 th -27 th June, 2019	WT 2days	N90,000
17C	Retaining Customers as Partners Through Quality Relationships	27 th -28 th June, 2019	TF 2days	N90,000
SPECIALISED COURSES				
S/No	Course Title	Date	Duration	Course Fee per Person
15A	Improving Internal Auditing Skills – Adv	4 th -6 th June, 2019	TWT 3days	N150,000
15B	Applying Risk-Based Approach To Internal Auditing	5 th -7 th June, 2019	WTF 3days	N150,000
15C	Preparing for Certified Information Systems Auditor (CISA) - Boot Camp		ONE WEEK	Call
16A	Improving Internal Auditing Skills	13 th -14 th June, 2019	WT 2days	N100,000
16B	Developing Internal Control Proficiency	13 th -14 th June, 2019	WT 2days	N100,000
16C	Fraud Prevention, Detection & Control	13 th -14 th June, 2019	WT 2days	N100,000
17A	Adopting Best Practices for Procurement & Inventory Control	18 th -19 th June, 2019	TW 2days	N100,000
17B	Advanced Procurement Planning & Inventory Control	19 th -21 st June, 2019	WTF 3days	N150,000
18A	Information Security Awareness	25 th -26 th June, 2019	TW 2days	N100,000
18B	Managing Facilities Proactively for Improved Performance	25 th -27 th June, 2019	TWT 3days	N150,000
18C	Adopting Best Practices for Electrical Safety, Fire Prevention & Control	26 th -27 th June, 2019	WT 2days	N100,000