

## SCHEDULE OF OPEN TRAINING PROGRAMMES – OCTOBER 2019

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| <b>BUSINESS COURSES</b>    |   |   |                  |                              |
|----------------------------|---|---|------------------|------------------------------|
| <b>S/No</b>                | <b>Course Title</b>                               | <b>Date</b>                                   | <b>Week Days</b> | <b>Course Fee Per Person</b> |
|                            | INDEPENDENCE DAY                                  | 1 <sup>ST</sup> OCTOBER, 2019                 |                  |                              |
| 31A                        | Work Ethics & Leadership Skills Improvement       | 2 <sup>nd</sup> -3 <sup>rd</sup> Oct,2019     | WTF 2days        | N90,000                      |
| 31B                        | Work Ethics & Attitude Improvement                | 2 <sup>nd</sup> -3 <sup>rd</sup> Oct,2019     | WT 2days         | N90,000                      |
| 32A                        | Strategic Selling & Key Accounts Mgt.             | 8 <sup>th</sup> -9 <sup>th</sup> Oct,2019     | TW 2days         | N90,000                      |
| 32B                        | Building High Performance Teams                   | 9 <sup>th</sup> -10 <sup>th</sup> Oct,2019    | WT 2days         | N90,000                      |
| 32C                        | Problem Solving & Decision Making                 | 10 <sup>th</sup> -11 <sup>th</sup> Oct,2019   | TF 2days         | N90,000                      |
| 33A                        | Records & Document Management                     | 15 <sup>th</sup> -16 <sup>th</sup> Oct,2019   | TW 2days         | N90,000                      |
| 33B                        | Advanced Business Writing Skills                  | 16 <sup>th</sup> -18 <sup>th</sup> Oct,2019   | WTF 3days        | N130,000                     |
| 34A                        | Management & Administrative Skills                | 22 <sup>nd</sup> -24 <sup>th</sup> Oct,2019   | TWT 3days        | N130,000                     |
| 34B                        | Management Skills Development                     | 23 <sup>rd</sup> -25 <sup>th</sup> Oct,2019   | WTF 3days        | N130,000                     |
| 34C                        | Office Management Skills                          | 24 <sup>th</sup> -25 <sup>th</sup> Oct,2019   | TF 2days         | N90,000                      |
| 34D                        | Essential Administrative Skills                   | 24 <sup>th</sup> -25 <sup>th</sup> Oct,2019   | TF 2days         | N90,000                      |
| 35A                        | Effective Business Writing Skills                 | 29 <sup>th</sup> -31 <sup>st</sup> Oct,2019   | TWT 3days        | N130,000                     |
| 35B                        | Time Management and Productivity Improvement      | 31 <sup>st</sup> Oct-1 <sup>st</sup> Nov,2019 | TF 2days         | N90,000                      |
| <b>SPECIALISED COURSES</b> |   |   |                  |                              |
| <b>S/No</b>                | <b>Course Title</b>                               | <b>Date</b>                                   | <b>Duration</b>  | <b>Course Fee per Person</b> |
|                            | INDEPENDENCE DAY                                  | 1 <sup>ST</sup> OCTOBER                       | HOLIDAY          |                              |
| 32A                        | Effective Information System Security             | 2 <sup>nd</sup> -4 <sup>th</sup> Oct,2019     | WTF 3days        | N150,000                     |
| 32B                        | Credit Monitoring & Loan Administration           | 2 <sup>nd</sup> -4 <sup>th</sup> Oct,2019     | WTF 3days        | N150,000                     |
| 33A                        | Strategic Sourcing & Cost Management              | 8 <sup>th</sup> -10 <sup>th</sup> Oct,2019    | TWT 3days        | N150,000                     |
| 33B                        | Effective Financial Management & Control          | 9 <sup>th</sup> -11 <sup>th</sup> Oct,2019    | WTF 3days        | N150,000                     |
| 34A                        | Procurement Planning & Inventory Control          | 15 <sup>th</sup> -17 <sup>th</sup> Oct,2019   | TWT 3days        | N150,000                     |
| 34B                        | Advanced Procurement Planning & Inventory Control | 16 <sup>th</sup> -18 <sup>th</sup> Oct,2019   | WTF 3days        | N150,000                     |
| 34C                        | IFRS  | 16 <sup>th</sup> -18 <sup>th</sup> Oct,2019   | WTF 3days        | N150,000                     |
| 35A                        | Enterprise Risk Management                        | 22 <sup>nd</sup> -24 <sup>th</sup> Oct,2019   | TWT 3days        | N150,000                     |
| 35B                        | Risk Mgt. & Business Planning Process             | 23 <sup>rd</sup> -25 <sup>th</sup> Oct,2019   | WTF 3days        | N150,000                     |
| 36A                        | Information Security Awareness                    | 29 <sup>th</sup> -30 <sup>th</sup> Oct,2019   | TW 2days         | N100,000                     |
| 36B                        | Effective Facilities Management                   | 29 <sup>th</sup> -31 <sup>st</sup> Oct,2019   | TWT 3days        | N150,000                     |
| 36C                        | Workplace Health & Safety                         | 31 <sup>st</sup> Oct-1 <sup>st</sup> Nov,2019 | TF 2days         | N100,000                     |