

TOM ASSOCIATES TRAINING - 2015 TRAINING SCHEDULE

S/N	PROGRAMME (Category)	COURSE TITLE	DURATION	DATE	FEES	VENUE
1	ADMINISTRATIVE MANAGEMENT SKILLS	Administrative Functions & Office Management	5 Days	January 19 – 23, 2015, April 13 - 17, 2015, August 17 - 21, 2015, November 2 - 6, 2015	N155,000	Tom Associates
		Advanced Office Management & Administrative Skills	5 Days	March 2 - 6, 2015, June 1 - 5, 2015, September 7 - 11, 2015, December 7-11, 2015	N155,000	Tom Associates
		Best Practices In Documents/Records Management And Archival Administration	4 Days	February 24 - 27, 2015, July 21-24, 2015	N130,000	Tom Associates
		Management Development For Personal Assistants And Senior Secretaries	5 Days	February 2 - 6, 2015, May 11 - 15, 2015, September 14 - 18, 2015, December 7 - 11, 2015	N155,000	Tom Associates
2	BUSINESS MANAGEMENT AND STRATEGY	Basic Management Process (Young Business Managers Development Programme)	3 Days	April 22 - 24, 2015, August 19 - 21, 2015, November 25 - 27, 2015	N110,000	Tom Associates
		Beginners Training On Bids And Tenders Management	4 Days	February 3-6, 2015, July 7-10, 2015	N130,000	Tom Associates
		Business Development Competency Training	3 Days	April 8 – 10, 2015, August 5 – 7, 2015	N110,000	Tom Associates
		Business Ethics – The Case For Corporate Governance	2 Days	July 9 – 10, 2015, October 8 – 9, 2015	N90,000	Tom Associates
		Business Life Cycle Management	2 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Change Leadership & People Management	4 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Contract Management Course	4 Days	May 5 - 8, 2015, August 4 – 7, 2015, December 8 - 11, 2015	N130,000	Tom Associates
		Cross-Functional Competence Training For Young Managers (Enterprise Management Competences)	5 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Generating Innovative Business Models For Delivering Strategic Goals	2 Days	January 29 – 30, 2015, May 7 – 8, 2015	N90,000	Tom Associates
		How To Prepare Business Plans & Business Models	3 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Innovating For Business (Rethinking Products & Service Strategies)	2 Days	January 22 – 23, 2015, April 23 – 24, 2015, September 29 - 30, 2015	N90,000	Tom Associates
		Integrated Business Risk Assurance Training For Managers	3 Days	February 11 -13, 2015, June 10 – 12, 2015	N110,000	Tom Associates
		Management Strategy Retreat – The 10 Steps	2 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Managers As Corporate Entrepreneurs	3 Days	March 25 - 27, 2015, December 9 - 11, 2015	N110,000	Tom Associates
		Performance Value-Chain	3 Days	April 28 -30, 2015, August 12 – 14, 2015	N110,000	Tom Associates
		Staff Retreat		ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Simple Steps To Successful Business Strategies (Planning Them, Managing Them)	2 Days	March 12 – 13, 2015, July 9 – 10, 2015	N110,000	Tom Associates
		Strategies For Empowering Female Executives	3 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		The Effective Managers Training	3 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
3	COMPUTER SKILLS	Data Analysis, Dashboards & Reports Techniques Using Advanced Excel Tools	3 Days	March 11- 13, 2015, September 23 – 25, 2015	N110,000	Tom Associates
		Excel For Statistics And Econometrics Modeling	3 Days	August 5 – 7, 2015, Dec 9 – 11, 2015	N110,000	Tom Associates
		Foundation Excel For Financial & Business Analysis	3 Days	June 3 – 5, 2015, October 28 – 30, 2015	N110,000	Tom Associates
		Intermediate Excel For Financial & Business Analysis	3 Days	June 24 – 26, 2015, December 2 – 4, 2015	N110,000	Tom Associates
		Fundamentals Of Ms Excel Application	3 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Fundamental Powerpoint Skills For Powerful Presentations	2 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Ms Word Professional Application	2 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates

4	CUSTOMER SERVICE	Competencies In Service Strategy	4 Days	April 27 - 30, 2015, September 1 - 4, 2015, December 1 - 4, 2015	N130,000	Tom Associates
		Customer Care Essentials	3 Days	March 25 – 27, 2015, July 1 -3, 2015	N110,000	Tom Associates
		Front Desk & Customer Relations Skills	3 Days	April 28 – 30, 2015, August 12 – 14, 2015, November 4 - 6, 2015	N110,000	Tom Associates
		How To Create Positive Customer Experience (Service As An Art And A Science)	2 Days	February 26 - 27, 2015, September 17 - 18, 2015	N90,000	Tom Associates
		Analytical & Creative Thinking For Customer Service Dynamics	3 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
5	FINANCIAL MANAGEMENT	Budgeting & Budgetary Control	4 Days	April 14 -17, 2015, August 25 - 28, 2015	N130,000	Tom Associates
		Building Financial Models	3 Days	May 20 - 22, 2015, September 2 - 4, 2015	N110,000	Tom Associates
		Business & Personal Financial Strategy (Finance For Non-Finance Managers)	5 Days	June 8 - 12, 2015, November 2 - 6, 2015	N155,000	Tom Associates
		Business Data Analysis And Modeling With Excel	3 Days	February 18 - 20, 2015, September 16 - 18, 2015	N110,000	Tom Associates
		Comprehensive Basic Accounting Training	5 Days	March 16 – 20, 2015, August 10 - 14, 2015	N155,000	Tom Associates
		Finance & Accounting Competency Training	5 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Financial Modeling And Forecasting Techniques Using Advanced Excel Tools	4 Days	April 21 – 24, 2015, July 21 – 24, 2015	N130,000	Tom Associates
		Inventory Accounting	2 Days	February 5 – 6, 2015, July 30 - 31, 2015	N90,000	Tom Associates
		Investment Analysis And Portfolio Management	3 Days	April 28 – 30, 2015, October 7 – 9, 2015	N110,000	Tom Associates
		Management Of Non-Current Assets (Fixed Assets Management)	3 Days	May 6 - 8, 2015, August 5 - 7, 2015, November 18 - 20, 2015	N110,000	Tom Associates
		Modeling For Financial Reporting And Analysis	3 Days	January 21 – 23, 2015, July 8 – 10, 2015	N110,000	Tom Associates
		Management Of Trade Receivables	3 Days	February 11 -13, 2015, August 26 – 28, 2015	N110,000	Tom Associates
6	HUMAN CAPITAL MANAGEMENT	Advanced Human Resources Management Skills	5 Days	March 2 - 6, 2015, August 10 - 14, 2015, November 16 - 20, 2015	N155,000	Tom Associates
		Career Development & Succession Planning	3 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Competencies In Human Resources Management (Basic Human Resources Management)	5 Days	February 9 - 13, 2015, June 8 - 12, 2015, October 12 - 16, 2015	N155,000	Tom Associates
		Driving Performance Through Targets & Appraisal Processes	4 Days	February 3 - 6, 2015, July 13 - 17, 2015	N130,000	Tom Associates
		Employee Relations For Non Hr Managers	3 Days	May 26 – 28, 2015, August 26 – 28, 2015	N110,000	Tom Associates
		Fundamentals Of Knowledge Management	3 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Guides To Setting Up A New Hr Department	4 Days	January 19 - 23, 2015, September 7 - 11, 2015	N130,000	Tom Associates
		Industrial Relations For Productivity Improvement	3 Days	May 12 – 15, 2015, October 19 – 21, 2015	N110,000	Tom Associates
		Laws Relating To Employment & Regulatory Compliance	3 Days	September 9 – 11, 2015	N110,000	Tom Associates
		Managing Cultural Diversity And Inclusion In A Multicultural Organization	2 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Managing Employees For Strategic Advantage (Hr Skills For Non-Hr Managers)	2 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Managing The Learning & Development Function	4 Days	March 17 - 20, 2015, July 21 - 24, 2015	N130,000	Tom Associates
		Mastering The Performance Management System	3 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Training Managers To Train - Classroom Training Delivery Skills	4 Days	April 14 - 17, 2015, October 27 - 30, 2015	N130,000	Tom Associates
		Training The Trainer: Taking The Fear Out Of Facilitating	3 Days	August 12 – 14, 2015, November 11 – 13, 2015	N110,000	Tom Associates
		Payroll Administration	3 Days	April 22 - 24, 2015, September 9 - 11, 2015	N110,000	Tom Associates

7	LEADERSHIP AND MANAGEMENT DEVELOPMENT	Becoming An Effective Supervisory Manager	4 Days	February 10 - 13, 2015, June 9 - 12, 2015, November 10 - 13, 2015	N130,000	Tom Associates
		Branch Management Course	4 Days	February 17 - 20, 2015, June 2 - 5, 2015, November 17 - 20, 2015	N130,000	Tom Associates
		Business Leadership: Becoming A Management Material	3 Days	February 11 - 13, 2015, September 2 - 4, 2015	N110,000	Tom Associates
		Delivering Results Through Teams	3 Days	March 4 - 6, 2015, September 23 - 25, 2015	N110,000	Tom Associates
		Executive Leadership And Corporate Governance	5 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Frontline Leadership (Emerging Leadership Course)	3 Days	May 6 - 8, 2015, October 14 - 16, 2015	N110,000	Tom Associates
		Leadership Foundation Course	4 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Leadership Transformation Course	4 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Management Skills Training For New Managers	3 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Managerial Skills Appreciation (First Level Managers Programme)	3 Days	March 18 - 20, 2015, August 5 - 7, 2015	N110,000	Tom Associates
		Managers As Leaders	2 Days	May 21 - 22, 2015, September 24 - 25, 2015, December 3 - 4, 2015	N90,000	Tom Associates
		Mentoring Skills Training For Managers	3 Days	March 25 - 27, 2015, July 22 - 24, 2015	N110,000	Tom Associates
		New Managers – Moving Into Management Transition From Individual Contributor To Manager		ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Powerful Leadership Communication And Influence Management	5 Days	March 16 - 20, 2015, August 17 - 21, 2015	N155,000	Tom Associates
		Power Of Positive Reinforcement	2 Days	April 23 - 24, 2015, October 29 - 30, 2015	N90,000	Tom Associates
		Situational Leadership Programme (Leadership Competencies Development Training)	4 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		The Effective Coach	2 Days	April 16 - 17, 2015, October 15 - 16, 2015	N90,000	Tom Associates
8	MARKETING MANAGEMENT	Aggressive Market Penetration (Battles For Market Share)	4 Days	March 24 - 27, 2015, June 16 - 19, 2015, September 1 - 4, 2015, December 1 - 4, 2015	N130,000	Tom Associates
		Business Development Executive Training	3 Days	April 8 - 10, 2015, August 5 - 7, 2015	N110,000	Tom Associates
		Getting Up To Speed On Marketing Of Financial Service	2 Days	April 9 - 10, 2015, October 24 - 25, 2015	N90,000	Tom Associates
		How To Succeed As A Product Manager	4 Days	May 25 - 28, 2015, December 1 - 4, 2015	N130,000	Tom Associates
		Key-Account Managers Training	3 Days	January 28 - 30, 2015, May 20 - 22, 2015, October 7 - 9, 2015	N110,000	Tom Associates
		Marketing Excellence Training	2 Days	July 2 - 3, 2015, October 8 - 9, 2015	N90,000	Tom Associates
		Marketing Knowledge Training For Beginners	4 Days	May 5 - 8, 2015, September 8 - 11, 2015	N130,000	Tom Associates
		Mastering The Principles And Techniques Of Pricing	2 Days	June 18 - 19, 2015, October 29 - 30, 2015	N90,000	Tom Associates
		Relationship Management And Marketing	3 Days	April 15 - 17, 2015, September 23 - 25, 2015	N110,000	Tom Associates
		Value Added Marketing (Advanced Marketing Strategies)	4 Days	May 12 - 15, 2015, August 25 - 28, 2015, November 24 - 27, 2015	N130,000	Tom Associates
9	PERSONAL SKILLS DEVELOPMENT	A Manager's Personal Effectiveness	2 Days	January 29 - 30, 2015, April 23 - 24, 2015, August 6 - 7, 2015	N90,000	Tom Associates
		Assertiveness Skills Training For Young Executives	2 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates
		Attention-Grabbing Presentation & Public Speaking Skills	3 Days	March 11 - 13, 2015, July 14 - 16, 2015, October 7 - 9, 2015	N110,000	Tom Associates
		Building Self Esteem And Assertiveness Skills	2 Days	May 14 - 15, 2015, September 17 - 18, 2015	N90,000	Tom Associates
		Business Reports And Proposals Writing Skills	3 Days	January 28 - 30, 2015, July 1 - 3, 2015	N110,000	Tom Associates
		Confident Communications For Career Success	2 Days	ON DEMAND ONLY	NEGOTIABLE	Tom Associates

10		Effective Management Of Time, Priority & Work Pressure	2 Days	June 25 - 26, 2015, December 10 - 11, 2015	N90,000	Tom Associates
		Emotional Intelligence At Work	2 Days	ON DEMAND ONLY	NEGOTIA BLE	Tom Associates
		Entrepreneurship Development For Managing A New Beginning	3 Days	June 3 - 5, 2015, September 28 - 30, 2015	N110,000	Tom Associates
		Influencing Skills	3 Days	May 20 - 22, 2015, October 7 - 9, 2015	N110,000	Tom Associates
		Pre-Retirement Course (Managing A New Beginning)	4 Days	March 10 - 13, 2015, July 7 - 10, 2015, November 3 - 6, 2015	N130,000	Tom Associates
		Problem Solving And Decision Making Techniques	3 Days	February 18 - 20, 2015, June 17 - 19, 2015, October 19 - 21, 2015	N110,000	Tom Associates
		Mastering Negotiations - The Principles And Practice	3 Days	February 4 - 6, 2015, July 1 - 3, 2015, September 9 - 11, 2015.	N110,000	Tom Associates
		Speech Writing Course	3 Days	ON DEMAND ONLY	NEGOTIA BLE	Tom Associates
		Work Ethics And Attitude Training For Improved Productivity	2 Days	ON DEMAND ONLY	NEGOTIA BLE	Tom Associates
		Youth Engagement And Empowerment Strategy Training	2 Days	ON DEMAND ONLY	NEGOTIA BLE	Tom Associates
10	PRODUCTION & SERVICE PROCESSES MANAGEMENT	Advanced Strategic Warehousing And Stores Management	3 Days	April 15 - 17, 2015, July 14 - 16, 2015, December 2 - 4, 2015	N110,000	Tom Associates
		Contract Management Course	4 Days	May 5 - 8, 2015, August 4 - 7, 2015, December 8 - 11, 2015	N130,000	Tom Associates
		Facility Maintenance & Management Training	3 Days	January 21 - 23, 2015, May 13 - 15, 2015, September 16 - 18, 2015	N110,000	Tom Associates
		Inventory, Logistics & Distribution Management	3 Days	March 18 - 20, 2015, October 19 - 21, 2015	N110,000	Tom Associates
		Lean Six Sigma Yellow Belt	4 Days	April 14 - 17, 2015, October 13 - 16, 2015	N130,000	Tom Associates
		Lean Six Sigma Green Belt Training	5 Days	March 16 - 20, 2015, August 24 - 28, 2015	N155,000	Tom Associates
		Managing Fleet For Profitability	3 Days	February 25 - 27, 2015, June 24 - 26, 2015, November 11 - 13, 2015	N110,000	Tom Associates
		Occupational Health And Safety Management	2 Days	January 29 - 30, 2015, May 21 - 22, 2015, October 29 - 30, 2015	N90,000	Tom Associates
		Production Excellence Training: Productivity Improvement In Manufacturing & Service Operations	4 Day	March 10 - 13, 2015, August 18 - 21, 2015, November 24 - 27, 2015	N130,000	Tom Associates
		Project Management Professional (Pmp) Training	4 Days	February 13 - 16, 2015, November 17 - 20, 2015	N130,000	Tom Associates
		Shopfloor Quality Control And Assurance Training	2 Days	ON DEMAND ONLY	NEGOTIA BLE	Tom Associates
		Strategic Procurement Management Course	3 Days	March 25 - 27, 2015, August 26 - 28, 2015, November 18 - 20, 2015	N110,000	Tom Associates
		Supply Chain Management	3 Days	July 22 - 24, 2015, November 25 - 27, 2015	N110,000	Tom Associates
		Total Quality Management (Tqm) Training (A Practical Guide For Improving Processes)	2 Days	ON DEMAND ONLY	NEGOTIA BLE	Tom Associates
		Workplace Safety Attitudes Improvement Training - 'Heart & Mind On Thinking Safety, Acting Safely'	2 Days	ON DEMAND ONLY	NEGOTIA BLE	Tom Associates
11	SELLING SKILLS AND SALES MANAGEMENT	Advanced Selling Skills	4 Days	October 6 - 9, 2015	N130,000	Tom Associates
		Basic Selling Skills	3 Days	May 26 - 28, 2015, August 12 - 14, 2015	N110,000	Tom Associates
		Distributors And Dealers Development Support Programme	2 Days	ON DEMAND ONLY	NEGOTIA BLE	Tom Associates
		Growing Distribution Channels Effectively	3 Days	April 28 - 30, 2015, July 29 - 31, 2015, November 25 - 27, 2015	N110,000	Tom Associates
		How To Find And Win New Business	3 Days	January 21 - 23, 2015, May 6 - 8, 2015, October 14 - 16, 2015	N110,000	Tom Associates
		Managing The Sales Team For Result	3 Days	February 25 - 27, 2015, June 24 - 26, 2015, November 11 - 13, 2015	N110,000	Tom Associates
		Medical Sales Representatives Training Course	2 Days	ON DEMAND ONLY	NEGOTIA BLE	Tom Associates
		Pharmaceuticals Marketing Excellence In Hospital Selling & Promotions	3 Days	ON DEMAND ONLY	NEGOTIA BLE	Tom Associates

	Professional Selling Skills	3 Days	February 18 – 20, 2015, July 1 – 3, 2015	N110,000	Tom Associates
	Selling High Stake Products	3 Days	April 22 - 24, 2015, October 28 - 30, 2015	N110,000	Tom Associates
	Selling In A Difficult Environment	2 Days	March 5 - 6, 2015, August 20 - 21, 2015, November 5 – 6, 2015	N110,000	Tom Associates

2015 COURSES LIST

A Manager's Personal Effectiveness
 Administrative Functions & Office Management
 Advanced Human Resources Management
 Advanced Office Management & Administrative Skills
 Advanced Selling Skills
 Advanced Strategic Warehousing & Stores Management
 Aggressive Market Penetration (The Battles For Market Share)
 Analytical & Creative Thinking For Customer Service Dynamics
 Assertiveness Skills Training For Young Executives
 Attention-Grabbing Presentation & Public Speaking Skills
 Basic Management Process (Early Stage Managers Development Programme)
 Basic Selling Skills
 Becoming An Effective Supervisory Manager
 Beginners Training On Bids And Tenders Management
 Best Practices In Documents/Records Management And Archival Administration
 Branch Management Course
 Budgeting & Budgetary Control
 Building Financial Models
 Building Self Esteem And Assertiveness Skills
 Business & Personal Financial Strategy (Finance For Non-Finance Managers)
 Business Data Analysis And Modeling With Excel
 Business Development Competency Training
 Business Development Executive Skills Training
 Business Ethics – The Case For Corporate Governance
 Business Leadership: Becoming A Management Material
 Business Life Cycle Management
 Career Development & Succession Planning

Change Leadership & People Management

Competencies In Human Resources Management
(Basic Human Resources Management)

Competencies In Service Strategy

Confident Communications For Career Success

Contract Management Course

Cross-Functional Competence Training For Young
Managers (Enterprise Management Competencies)

Comprehensive Basic Accounting Training

Customer Care Essentials

Data Analysis, Dashboard And Reports Techniques
Using Advanced Excel Tools

Delivering Results Through Teams

Distributors And Dealers Development Support
Programme

Driving Performance Through Targets And Appraisal
Processes

Effective Management Of Time, Priority And Work
Pressure

Emotional Intelligence At Work

Employee Relations For Non Hr Managers

Entrepreneurship Development For Managing A New
Beginning

Excel For Statistics And Econometrics Modeling

Executive Leadership And Corporate Governance

Facility Maintenance & Management Training

Finance & Accounting Competency Training

Financial Modeling And Forecasting Techniques Using
Advanced Excel Tools

Foundation Excel For Financial & Business Analysis

Front Desk And Customer Relations Skills

Frontline Leadership – Emerging Leadership Course

Fundamental Powerpoint Skills For Powerful
Presentations

Fundamentals Of Ms Excel Application

Fundamentals Of Knowledge Management

Generating Innovative Business Models For Delivering
Strategic Goals

Getting Up To Speed On Marketing Of Financial Service

Growing Distribution Channels Effectively

Guides To Setting Up A New Hr Department

How To Create Positive Customer Experience - Service
As An Art And A Science

How To Find And Win New Business

How To Prepare Business Plans And Business Models

How To Succeed As A Product Manager

Industrial Relations For Productivity Improvement
Influencing Skills

Innovating For Business – Rethinking Products And
Services Strategies

Integrated Business Risk Assurance Training For
Managers

Intermediate Excel For Financial & Business Analysis

Inventory Accounting

Inventory, Logistics & Distribution Management

Investment Analysis And Portfolio Management

Key-Account Manager's Training

Laws Relating To Employment And Regulatory
Compliance

Leadership Foundation Course

Leadership Transformation Course

Lean Six Sigma Yellow Belt Training

Lean Six Sigma Green Belt Training

Management Development For Personal Assistants &
Senior Secretaries

Management Of Non-Current Assets (Fixed Assets
Management)

Management Skills Training For New Managers

Management Strategy Retreat – The 10 Steps

Managerial Skills Appreciation: First Level Manager's
Programme

Managers As Corporate Entrepreneurs

Managers As Leaders

Managing Cultural Diversity And Inclusion In A
Multicultural Organization

Managing Employees For Strategic Advantage (Hr Skills
For Non- Hr Managers)

Managing Fleet For Profitability

Managing The Learning & Development Function

Managing The Sales Team For Result

Manufacturing And Service Operations Management

Marketing Excellence Training

Marketing Knowledge Training For Beginners

Mastering Negotiations - The Principles And The
Practice

Mastering The Performance Management System

Mastering The Principles And Techniques Of Pricing

Medical Sales Representatives Training

Mentoring Skills Training For Managers

Modeling For Financial Reporting And Analysis

Modern Writing Skills For Reports And Proposals

Ms Word Professional Application

New Managers – Moving Into Management Transition
From Individual Contributor To Manager

Occupational Health And Safety Management

Payroll Administration

Performance Value-Chain

Pharmaceuticals Marketing: Excellence In Hospital
Selling And Promotional Projects

Power Of Positive Reinforcement

Powerful Leadership Communication And Influence
Management

Pre-Retirement Course – Managing A New Beginning

Problem Solving And Decision Making Techniques

Production Excellence Training: Productivity

Improvement In Manufacturing And Service Operations

Professional Selling – The Foundation Skills

Project Management Professional (Pmp) Training

Relationship Management And Marketing

Selling High Stake Products

Selling In A Difficult Environment

Shopfloor Quality Control And Assurance Training

Simple Steps To Successful Business Strategies

Situational Leadership Programme - Leadership
Competencies Development Training

Speechwriting Course

Staff Retreat

Strategic Procurement Management Course

Strategies For Empowering Female Executives

Supply Chain Management

The Effective Coach

The Effective Managers Training

The Fundamentals Of Knowledge Management

Total Quality Management: Practical Guide To
Improving Processes

Trade Receivables Management

Training Managers To Train – Classroom Training
Delivery Skills

Training The Trainer: Taking The Fear Out Of Facilitating

Value Added Marketing (Advanced Strategies)

Work Ethics And Attitude Training For Improved
Productivity

Workplace Safety Attitudes Improvement Training -
'Heart & Mind On Thinking Safety, Acting Safely'

Youth Engagement & Empowerment Training