

OPEN PROGRAMS

Training Topics	Duration	Dates
Effective People Management skills & Practice for Line Managers & Non-HR professionals	2 days	15th & 16th Feb., 2017
Personal Effectiveness for Peak Performance	1 day	24th March, 2017
Effective Office Management & Administrative skills	1 day	26th April, 2017
Effective People Management skills & Practice for Line Managers & Non-HR professionals	2 days	24th & 25th May, 2017
Accounting for Non-Finance Professionals & Small Business Owners	1 day	23rd June, 2017
The Art of Selling: essential skill for business continuity	1 day	21st July, 2017
HR Metrics & Analytics: Using data to show HR values in an organisation	1 days	24th August, 2017
Effective Performance Management System	1 day	22nd September, 2017
Effective Team Building & Teamwork	1 day	25th October, 2017

Location: Lagos

IN-HOUSE PROGRAMS	
Management and Leadership skills for Managers	1 day
Enterprise Risk Management	2 days
Advanced Credit Management	2 days
Selling - an essential skill for business continuity	1 day
Developing Analytical Competencies to manage Operations	1 day
Internal Control for Process Excellence	1 day
Customer Relationship Management	1 day