



Training Calendar 2011

Month	Dates	Program	Course Code	Duration	Fees /Participant (NGN)
APRIL	14-15th	Business Soft skills (Communication, Leadership, Teamwork, Negotiation, Decision-making)	SST 5.0	2 Days	50,000
	19-20th	MS Word - Intermediate	MOW 2.0	2 Days	45,000
	21-22nd	Business Development - Essentials of Sales and Marketing	BDB 1.0	2 Days	65,000
	27-29th	Fundamentals of Human Resource Mgt	FHR 101	3 Days	100,000
MAY	5-6th	MS Excel -Intermediate	MOE 2.0	2 Days	45,000
	17-18th	Project Management Basics	PM 1.0	2 Days	45,000
	19th	Managing projects with MS Project	MOP 1.0	2 Days	50,000
	25-26th	Business Development - Essentials of Sales and Marketing	BDB 1.0	2 Days	65,000
JUNE	1-3rd	iPADS Classic	COM 2.0	3 Days	75,000
	9th	IT Security & Strategies for the 21st century organisation	ITS 1.0	1 Day	65,000
	23-24th	Business Soft skills (Communication, Leadership, Teamwork, Negotiation, Decision-making)	SST 5.0	2 Days	50,000
	28-29th	MS Word - Intermediate	MOW 2.0	2 Days	45,000
JULY	5-6th	Project Management Basics	PM 1.0	2 Days	45,000
	19-21st	Fundamentals of Human Resource Mgt	FHR 101	3 Days	100,000
	26-27th	MS Excel - Intermediate	MOE 2.0	2 Days	45,000
	29th	MS Powerpoint	MOP 1.0	2 Days	45,000
AUGUST	3-4th	Business Development- Understanding, Engaging, Retaining and Managing Customers	BDB 1.5	2 Days	80,000
	11-12th	MS Word - Intermediate	MOW 2.0	2 Days	45,000
	24-26th	iPADS Classic	COM 2.0	3 Days	75,000
	31st	MS Outlook	MOO 1.0	1 Day	45,000
SEPTEMBER	2nd	MS Powerpoint	MOP 1.0	2 Days	45,000

	15-16th	Business Soft skills (Communication, Leadership, Teamwork, Negotiation, Decision-making)	SST 5.0	2 Days	50,000
	21-23rd	iPADS Classic	COM 2.0	3 Days	75,000
	28-29th	Business Development- Understanding, Engaging, Retaining and Managing Customers	BDB 1.5	2 Days	80,000
OCTOBER	5-7th	Fundamentals of Human Resource Mgt	FHR 101	3 Days	100,000
	19-20th	Project Management Basics	PM 1.0	2 Days	45,000
	21st	Managing projects with MS Project	MOP 1.0	2 Days	50,000
	26-27th	MS Excel - Intermediate	MOE 2.0	2 Days	45,000
NOVEMBER	2nd	MS Outlook	MOO 1.0	1 Day	45,000
	8-10th	iPADS Classic	COM 2.0	3 Days	75,000
	16th	IT Security & Strategies for the 21st century organisation	ITS 1.0	1 Day	65,000
	24-25th	Business Development - Strategies for creating, winning and dominating markets	BDB 2.0	2 Days	150,000
FEES COVER TUITION, VAT, COURSE MATERIAL, LUNCH AND REFERESHMENT ON EACH DAY.					

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