



Training Calendar 2024

ABOUT US



We are

A leading and trusted Human Capital Partner with over 25 years of Experience.

Our Services

- Learning and Development
- Recruitment
- Outsourcing
- HR Advisory

Our Core Values

- Team Work
- Responsiveness
- Integrity
- Innovation
- Quality

WHY US?

OUR TRAINING MODEL

Kimberly Ryan always advocates a holistic approach in all its Learning interventions. Sustainable change can only be achieved through ensuring re-enforcement and support by creating systems, structure and a culture that encourages and rewards desired behaviour.

Our passion in Learning and Development is greatly demonstrated in the delivery of training programs and features the following:

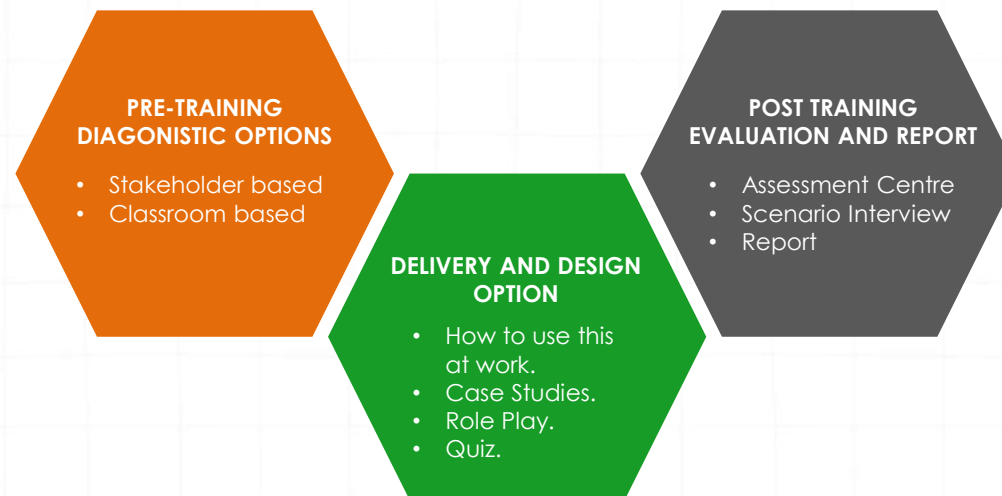
- The training is customized and tailored to your training needs.
- A classroom that is engaging and interactive.
- A Virtual Platform that is engaging and interactive.
- A timeframe and dates that fit your preference.

In this regard, Kimberly Ryan specially packages its learning events to:

- Meet the needs of the organization;
- Meet the needs of the participants;
- Identify and bridge existing skills gaps;
- Specify what participants should be able to do in the workplace/business environment and;
- Evaluate the learning progress of the participants.

OUR TRAINING MODEL

As graphically represented below, our learning and development model offers our client, options for operational effectiveness and organizational preferences.



Six qualities set our program apart from those of our competitors:

Moderate Level of Content: We are selective in our content, choosing the “need to know” over the “nice to know”, thereby avoiding information overload that minimize the impact of the program.

OUR TRAINING MODEL

Balance between affective, behavioural, and cognitive learning: Our program involves a three-pronged approach: fostering the right attitudes, developing, and practicing skills and promoting understanding of the concepts and models behind the subject.

Variety of learning approaches: The use of pre-read documents, questions (pre- & post-training exercises), case problems, role playing, videos, simulations and the inclusion of interactive exercises significantly improve the quality of our training interventions.

Real-life problem solving: Our training design emphasizes the real world. Opportunities are created for participants to utilize course content to address and help solve actual problems they encounter on a regular basis. Application is a major focus during training program.

Allowance for future planning & Evaluation: At the conclusion of any training program, participants will naturally ask, "Now what?" This is the best part of our training and development intervention because all our programs are designed with consideration of the next steps participants will take and the obstacles they might face as they implement new ideas and skills.

Life-Long-Learning/On-going Support: After the completion of our program, we continue to support delegate's life-long-learning aspirations through periodic mailing of relevant learning materials like articles, white papers, book summaries etc.

OUR TRAINING MODEL

WE OFFER A VARIETY OF BESPOKE IN-PLANTS AND VIRTUAL OPEN TRAINING PROGRAMS

In-Plant Programs:

1. Bespoke and tailored to suit your specific organisational needs.
2. Domiciled in your workspace or any desired location.
3. A conducive learning environment that offers an avenue for confidential conversations, insights and assessments of case studies and situations specific to your organization.
4. Incorporate hands-on learning opportunity.
5. Foster Team spirit and camaraderie, giving employees an opportunity to learn and grow together.

Virtual Open Programs:

1. Cost effective and efficient learning intervention.
2. Employees can participate from any of your work locations.
3. Eliminates travel costs and time.
4. Provides hands-on learning experience while improving technical knowledge.
5. Promotes increased engagement for remote teams.

The training fees are exclusive of all logistics costs with a minimum number of 10 Participants required for each training session.

- Bespoke Open Courses – Training and logistics costs to be determined.

TRAINING PROGRAMMES

Choose from our curated selection of programmes to fuel your business strategy, ensuring unparalleled efficiency and sustained success.

PAGE	PROGRAMMES
1 – 6	<u>LEADERSHIP AND SUPERVISORY DEVELOPMENT PROGRAMME</u>
7 – 11	<u>BANKING TRAINING PROGRAMMES</u>
12 – 16	<u>FINANCE AND BUSINESS RISK MANAGEMENT</u>
17 – 22	<u>BUSINESS INTELLIGENCE, OFFICE PRODUCTIVITY AND FINANCIAL MODELLING</u>
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31 – 33	<u>LIBRARY, DOCUMENT & INFORMATION MANAGEMENT</u>
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LEADERSHIP AND SUPERVISORY DEVELOPMENT PROGRAMMES

LEADERSHIP AND SUPERVISORY DEVELOPMENT PROGRAMMES

S/N	TITLE	DAYS	FEE (N)
1	Personal Effectiveness and Time Management	3	150,000
2	Managing People for Strategic Objectives	3	150,000
3	Behavioural Influence for Peak Performance and Decision Making	3	150,000
4	Assertive Communication Skills for Managers and Team Leads	3	150,000
5	Building a Multicultural Workplace: Diversity and Inclusion Outlook	3	150,000
6	Leadership and Strategic thinking for Industries	3	150,000
7	Essential Leadership and Management Skills for Engineers and Managers	3	150,000

LEADERSHIP AND SUPERVISORY DEVELOPMENT PROGRAMMES

S/N	TITLE	DAYS	FEE (N)
8	Planning, Organising and Controlling Budget	3	150,000
9	Budget Planning and Cost Control Skills	3	150,000
10	Performance Monitoring & Evaluation	3	150,000
11	Scenarios and Strategic Planning Skills	3	150,000
12	Behavioural Skills	3	150,000
13	Strategic Business Leadership Programme (SBLP)	3	150,000
14	High Impact Leadership - the Approach	3	150,000
15	Leadership Academy Programme	CUSTOMISED (BASED ON REQUEST)	

LEADERSHIP AND SUPERVISORY DEVELOPMENT PROGRAMMES

S/N	TITLE	DAYS	FEE (N)
16	Basics of Modern Corporate Governance and Compliance Practices	2	200,000
17	Becoming an Effective Supervisory Manager	2	200,000
18	Building Trust and Inspiring Followers - Small Behaviours that Create Positive Change	2	200,000
19	Change Leadership, Policy Transformation and People Management	2	200,000
20	Coaching and Mentoring Skills	2	200,000
21	Delivering Results through Teams	2	200,000
22	Developing Leadership Competencies	2	200,000

LEADERSHIP AND SUPERVISORY DEVELOPMENT PROGRAMMES

S/N	TITLE	DAYS	FEE (N)
23	Frontline Leadership (Emerging Leadership Course)	2	200,000
24	Harnessing Your Leadership Power for Constructive Guidance	2	200,000
25	Hit the Ground Running As A New Manager - Get Fast on the Right Track	2	200,000
26	Insights into the Structures of Corporate Governance & Leadership Capabilities	2	200,000
27	Leadership in a Polarised Work Environment	2	200,000
28	Leading with Emotional Intelligence	2	200,000
29	People Management in the Workplace	2	200,000

LEADERSHIP AND SUPERVISORY DEVELOPMENT PROGRAMMES

S/N	TITLE	DAYS	FEE (N)
30	Power of Positive Reinforcement (the Leadership Character Definitions)	2	200,000
31	Powerful Leadership Communication and Influence Management	2	200,000



BANKING TRAINING PROGRAMMES

BANKING TRAINING PROGRAMMES

S/N	TITLE	DAYS	FEE (N)
1	Bank Treasury Management	3	150,000
2	Credit Analysis for Lending to Business	3	150,000
3	Financial Analysis and Accounting Processes for Microfinance Banks	3	150,000
4	Fraud Detection Techniques in Microfinance Banks	3	150,000
5	Retail Banking Strategies	3	150,000
6	Loan Monitoring and Recovery Strategies	3	150,000
7	Credit Analysis for Lending to Business	3	400,000
8	Credit Risk Management	3	150,000

BANKING TRAINING PROGRAMMES

S/N	TITLE	DAYS	FEE (N)
9	Effective Credit Management and Debt Recovery	3	150,000
10	Customer Service in Microfinance	3	150,000
11	Digital Banking and Fintech Integration	3	150,000
12	Data Analytics and Business Intelligence	3	150,000
13	Operational Excellence in Banking	3	150,000
14	International Financial Reporting Standards	3	150,000
15	Project Finance	3	150,000
16	International Banking & Trade Finance	3	200,000

BANKING TRAINING PROGRAMMES

S/N	TITLE	DAYS	FEE (N)
17	KYC and AML/CFT Compliance in Banking Operations	4	
18	Integrating Ethics into Social Responsibility and Community Engagement Navigation in Banking	3	
19	Managing Changing Trends in Fraud and Financial Crimes	4	
20	Advanced Bank Financial Statement Analysis	4	
21	Settlement & Accounting in Channels Operations Management	3	
22	The Use of Documentary Credit, Bonds & Guarantees in International Trade	3	
23	Relationship Banking and Deposit Mobilisation for Bank Branch	4	

BANKING TRAINING PROGRAMMES

S/N	TITLE	DAYS	FEE (N)
24	Settlement and Accounting of Mobile Money Transactions in Banking Operations	4	
25	Mastering Bonds: A Practical Approach to Bond Portfolio Management with a Realistic Trading Game	4	
26	Generative AI and Chat GPT: Opportunities and Challenges in Banking and Finance	4	
27	Consumer Protection in Banking Operations	3	
28	Loan Portfolio Management	3	150,000
29	Financial Management & Credit Analysis	4	250,000
30	Bank Liquidity Planning, Management and Regulations	4	250,000



**FINANCE AND
BUSINESS RISK
MANAGEMENT**

FINANCE AND BUSINESS RISK MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
1	Advanced Financial Management for Non-Finance Managers	3	150,000
2	Accounts and Finance for Non-Finance Managers	3	150,000
3	Strategic Business Finance for Management Trainees	3	150,000
4	Financial Management and Cost Control	3	150,000
5	Essentials of Budgeting Budget Preparatory Skills	3	150,000
6	IFRS Training /Workshop, IFRS Comprehensive Seminar	3	150,000
7	Financial Analysis for Non-Finance Managers	3	150,000
8	Managing Business Risk	3	150,000

FINANCE AND BUSINESS RISK MANAGEMENT

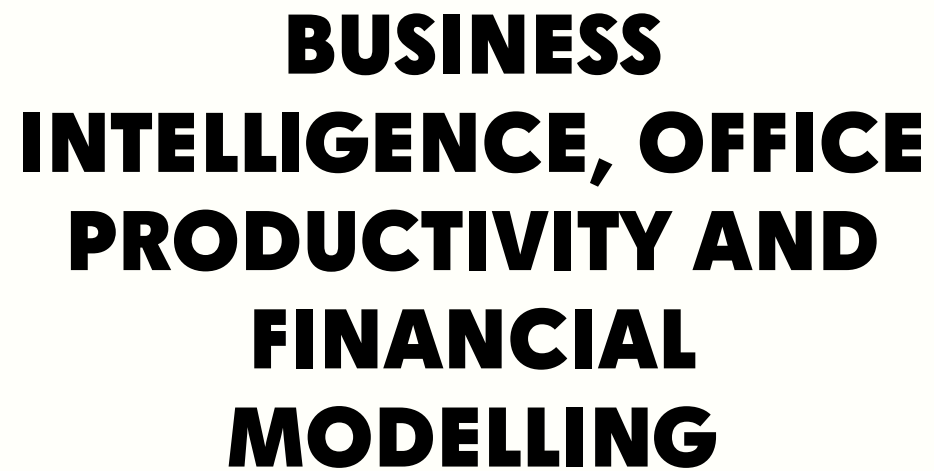
S/N	TITLE	DAYS	FEE (N)
9	Principle of Transfer Pricing	3	150,000
10	Understanding and Analysing Financial Statement and Annual Report	3	150,000
11	Transfer Pricing Master Class	3	150,000
12	Financial Analyst Development Programme	3	250,000
13	Advanced Financial Statement Analysis	3	250,000
14	Business Process Management	3	150,000
15	Business Acumen: Driving Sustainable Financial Success	3	400,000
16	Understanding Finance to Influence Strategic Decisions	3	200,000

FINANCE AND BUSINESS RISK MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
17	Cost and Budget Control for Effective Business Strategy and Performance Measurement	3	150,000
18	Accounting and Performance Management for Oil and Gas	3	150,000
19	Effective Budgeting and Cost Control for Strategic Planning	3	150,000
20	Capital Budgeting, Cash Budgeting & Sensitivity Analysis in Budget planning.	3	150,000
21	Cash Management and Risk Mitigation	3	150,000
22	Cost Reduction Strategies	3	150,000
23	International Finance Operations	3	150,000
24	Bookkeeping and Basic Accounting for Non-Accountants	3	150,000

FINANCE AND BUSINESS RISK MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
25	Fundamentals of Finance and Accounting	3	150,000
26	Financial Analysis and Financial Reporting Skills	3	150,000
27	Advanced Microsoft Excel for Financial Analysis	3	150,000
28	Inventory Accounting And Costing Techniques	3	150,000
29	Payroll Management And Effective Payroll Controls	3	150,000
30	Tax Planning, Compliance And Incentives	3	150,000



**BUSINESS
INTELLIGENCE, OFFICE
PRODUCTIVITY AND
FINANCIAL
MODELLING**

BUSINESS INTELLIGENCE, OFFICE PRODUCTIVITY AND FINANCIAL MODELLING

S/N	TITLE	DAYS	FEE (N)
1	Info graphics & Data Analytics for Oil & Gas Reporting	4	250,000
2	Advanced Energy Finance Analytics	4	250,000
3	Big Data Governance: Bad Data or Better Data or Best Data	4	250,000
4	Data Governance, Privacy with General Data Protection Regulation (GDPR) Masterclass	4	250,000
5	Enterprise Content Management	4	250,000
6	Business Performance Management Control Frameworks & Dashboards	4	250,000
7	People Analytics: HR Transformation through Data	4	250,000

BUSINESS INTELLIGENCE, OFFICE PRODUCTIVITY AND FINANCIAL MODELLING

S/N	TITLE	DAYS	FEE (N)
8	Basic and Intermediate SQL for Data Analysis	4	250,000
9	Artificial Intelligence for Executives: Integrating AI into your analytical strategy	4	250,000
10	Advanced Machine Learning Specialization	4	250,000
11	Robotics: Vision Intelligence and Machine Learning	4	250,000
12	Machine Learning, Data Science and Deep Learning with Python	4	250,000
13	Basic SQL and Python for Data Analysis	4	250,000
14	Advanced SQL and Python Skill for Data Analysis	4	250,000

BUSINESS INTELLIGENCE, OFFICE PRODUCTIVITY AND FINANCIAL MODELLING

S/N	TITLE	DAYS	FEE (N)
15	Block Chain and Digital Transformation Technology	4	250,000
16	Advanced Data Analytics for MTs and Young Managers	4	250,000
17	Data Analytics Techniques For Management Trainees	4	250,000
18	Business Intelligence and Analytics For Young Managers and MTs	4	250,000
19	Dashboard and Business Reporting Using Excel	4	250,000
20	Business Analytics Reporting Using Excel	4	250,000
21	Advanced Excel: Spreadsheet Techniques and Financial Applications	4	250,000
22	Financial Modelling Using Excel Applications	4	250,000

BUSINESS INTELLIGENCE, OFFICE PRODUCTIVITY AND FINANCIAL MODELLING

S/N	TITLE	DAYS	FEE (N)
23	Business Intelligence and Data Analytics	4	250,000
24	Building Data Models with PowerPoint and Power BI	4	250,000
25	Competitive Intelligence and Business Analytics Using Excel Tools	4	250,000
26	Corporate Business Intelligence & Analytics	4	250,000
27	Workplace Place Productivity Tools: Microsoft Office Suite 365	4	250,000
28	Corporate Business Intelligence and Analytics	3	150,000
29	Data Analytics for Workplace	3	150,000
30	Advanced Financial Analyst Development Programme	3	150,000

BUSINESS INTELLIGENCE, OFFICE PRODUCTIVITY AND FINANCIAL MODELLING

S/N	TITLE	DAYS	FEE (N)
31	Power Point and Excel Fusion	3	150,000
32	Advanced Microsoft Excel for Dashboard Reporting	3	150,000
33	Advanced Microsoft Excel for Data Analysis	3	150,000
34	Office Productivity Tools	3	150,000
35	Advanced Excel and PowerPoint for Business Reporting	3	150,000
36	Basic to Intermediate Microsoft Excel	3	150,000
37	Intermediate to Advanced Microsoft Excel	3	150,000



**SALES AND
MARKETING**

SALES AND MARKETING

S/N	TITLE	DAYS	FEE (N)
1	Essential Sales and Relationship Management Skills	3	150,000
2	Key Account Management and Solution Selling	3	150,000
3	Sales Master Class	3	150,000
4	Marketing Penetration and Acquisition Skills	3	150,000
5	Managing an Effective Sales Force	3	150,000
6	High Performing Selling Skills	3	150,000
7	Conceptual and Solution Selling Workshop	3	150,000
8	Developing Sales Strategies for SMEs Workshop	3	150,000

SALES AND MARKETING

S/N	TITLE	DAYS	FEE (N)
9	Managing Distribution Channels	3	150,000
10	Sales and Negotiation Training	3	150,000
11	Sales Integration and Onboarding Workshop	3	150,000
12	Sales Team Building for Excellence at Retail	3	150,000
13	Executing Marketing and Sales Strategies	3	150,000
14	Digital Marketing Strategies	3	150,000
15	Customer Service Excellence	3	150,000
16	Activation & Consumer Experiential Marketing Master Class	3	150,000

SALES AND MARKETING

S/N	TITLE	DAYS	FEE (N)
17	Competency training for Business Development	3	150,000
18	Getting Up to Speed in Marketing of Financial Service - A Training Orientation for Fresh Bank Executives	3	150,000
19	Key Account Management Training	3	150,000
20	Marketing Knowledge Training for Beginners	3	150,000
21	Proficiency in Digital Marketing and E-Commerce	3	150,000
22	Relationship Management and Marketing Skills	3	150,000
23	Strategic Brand Management Course - Success with Product Management Functions	3	150,000
24	Value Added Marketing - the Advanced Strategies	3	150,000

SALES AND MARKETING

S/N	TITLE	DAYS	FEE (N)
25	Accelerating the Sales Managers Productivity	3	150,000
26	Advanced Sales Operations Management	3	400,000
27	Executing Marketing and Sales Strategies	3	150,000
28	Implementing Field-Force Effectiveness	3	150,000
29	How to Profile and Manage Your Sales Territory for Profitability	3	150,000



**SUPPLY CHAIN,
PROCUREMENT
AND LOGISTICS
MANAGEMENT**

SUPPLY CHAIN, PROCUREMENT AND LOGISTICS MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
1	Fundamentals of Supply Chain Management	3	150,000
2	Procurement and Supply Chain Management Master Class	3	150,000
3	Global Best Practice in Managing the Procurement Functions	3	150,000
4	Essentials of Engineering, Procurement and Construction	3	150,000
5	Leading and Managing Vendor Relationship	3	150,000
6	Fleet and Transport Management for Strategic Advantage	3	150,000
7	Inventory, Logistics, Warehouse and Store Management	3	150,000
8	Inventory Management Stock Control	3	150,000

SUPPLY CHAIN, PROCUREMENT AND LOGISTICS MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
9	Mastering Negotiation in Procurement Functions	3	150,000
10	Supply Chain and Logistics Management	3	150,000
11	Store keeping and Warehouse Management	3	150,000
12	Best Practices for Warehouse Safety Optimization	3	150,000
13	Data Analytics for Supply Chain Optimization	4	250,000



**LIBRARY,
DOCUMENT &
INFORMATION
MANAGEMENT**

LIBRARY, DOCUMENT & INFORMATION MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
1	Document Management, Business Continuity and Disaster Recovery Process	4	250,000
2	Modern Trends in Librarianship: Library Management, Cataloguing Classification, Indexing and Abstracting	4	250,000
3	Record Management and Document Control for Capital Projects	4	250,000
4	Business Continuity and Disaster Recovery Programme	3	150,000
5	Library Management & Service Delivery	4	250,000
6	Library Cataloguing, Classification and Indexing	4	250,000
7	Knowledge and Database Management for Strategic Business	4	250,000

LIBRARY, DOCUMENT & INFORMATION MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
8	Electronic Cataloguing and Data Base Management (E Library)	4	250,000
9	Electronic Archiving	4	250,000
10	Hybrid Archiving and Record Management	4	250,000



HUMAN RESOURCES

HUMAN RESOURCES

S/N	TITLE	DAYS	FEE (N)
1	Advanced Human Resources Management	2	200,000
2	Advancing Performance by S.M.A.R.T. Targets Setting & Appraisal Processes - Employee Performance Assurance Training	2	200,000
3	Competencies in Human Resources Management - Basic Human Resources Management Training	2	200,000
4	Cultural Integration for Company Expatriates - The Business Case	2	200,000
5	Employee Relations Management	2	200,000
6	Framework for Implementing Performance Alignment for the Organization	2	200,000

HUMAN RESOURCES

S/N	TITLE	DAYS	FEE (N)
7	Guides to Setting Up a New HR Department	2	200,000
8	How to Set Key Performance Indicators (KPI) - for Objective Performance Management	2	200,000
9	HR for Non-HR Managers	2	200,000
10	Human Resources Business Partnering	2	200,000
11	Intermediate Skills Level for Human Resources Management	2	200,000
12	Laws Relating to Employment and Regulatory Compliance	2	200,000
13	Line Managers Classroom Training Delivery Skills - (Training-the-Trainer)	2	200,000

HUMAN RESOURCES

S/N	TITLE	DAYS	FEE (N)
14	Managing the Learning & Development Function	2	200,000
15	Payroll Management, Compensation and Benefits Administration	2	200,000
16	Compensation, Benefit Administration And Reward Management	2	200,000
17	Optimizing Time, Workflow And Productivity	2	200,000
18	Strategic Human Resources Management for Managers and Trainees	3	150,000
19	Human Resources Management for Mid-Level Managers	3	150,000
20	Strategic HR Business Partnering	3	150,000

HUMAN RESOURCES

S/N	TITLE	DAYS	FEE (N)
21	HR Metrics and Analytics	3	400,000
22	Human Resources Master Class	3	150,000
23	Corporate Culture and Employee Performance	3	150,000
24	Employee Retention Strategies for Line Managers	3	150,000
25	Diversity and Inclusiveness: Emerging Issues	3	150,000
26	Advancing Performance by S.M.A.R.T. Targets Setting & Appraisal Processes - Employee Performance Assurance Training	3	150,000
27	Employee Relations Management	3	150,000

HUMAN RESOURCES

S/N	TITLE	DAYS	FEE (N)
28	Setting Key Performance Indicators (KPI) - for Strategic Performance	3	150,000
29	Human Resource Fundamentals	3	150,000
30	Performance Management in a VUCA World	3	150,000



**ENGINEERING, OIL
& GAS PROJECT
MANAGEMENT**

ENGINEERING, OIL & GAS PROJECT MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
1	Project Management Skills for Engineers and First Time Managers	3	250,000
2	Project Budgeting and Cost Management for Engineers and First Time Managers	3	150,000
3	Building Skills For Working in Teams for Management Trainees	3	150,000
4	Occupational Health and Safety For Engineers	3	250,000
5	Strategic Awareness and Business Acumen For Young Managers	3	250,000
6	Joint Venture Accounting	3	250,000
7	Certified Anti money laundry Programme	3	250,000

ENGINEERING, OIL & GAS PROJECT MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
8	Understanding Finance and Strategic Decisions For Management	3	250,000
9	Oil and gas Financial Modelling	3	250,000
10	Project Leadership Skill for Commercial Success for Engineers & First Time Managers	3	250,000
11	Block Chain & Other Emerging Technology	3	250,000
12	Managing Tenders, Specifications and Contracts	3	250,000
13	Best Practice in Contract Management for Engineers and First Time Managers	3	250,000
14	Emergency Response and Crisis Management:	3	250,000

ENGINEERING, OIL & GAS PROJECT MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
15	Quality Control and Assurance:	3	250,000
16	Essential Leadership & Management Skills for Engineers and First Time Managers	3	250,000
17	Commercial and Business Contract Management for First Time Managers	3	250,000
18	Oil and Gas Finance Management	3	250,000
19	Finance for Non-Finance for Oil and Gas Personnel	3	250,000
20	Cost Reduction Strategies for Oil and Gas Personnel	3	250,000
21	Basic , and Advanced Mechanical Drives System Maintenance	3	250,000

ENGINEERING, OIL & GAS PROJECT MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
22	Basic Mechanical Drives System Maintenance	3	250,000
23	Bearing Maintenance and Lubrication	3	250,000
24	Facility Maintenance and Management Training	3	250,000
25	Process Safety Management (PSM):	3	250,000
26	Writing An Effective Maintenance Procedure	3	250,000
27	Instrumentation and Calibration Course	3	250,000
28	Asset Integrity and Asset Maintenance Management Course	3	250,000

ENGINEERING, OIL & GAS PROJECT MANAGEMENT

S/N	TITLE	DAYS	FEE (N)
29	Maintenance Strategy Development And Cost-effective Implementation	3	250,000
30	Process Control: Instrumentation, Troubleshooting And Problem-solving Course	3	250,000
31	Air Conditioning System, Design, Selection, Operation And Troubleshooting	3	250,000



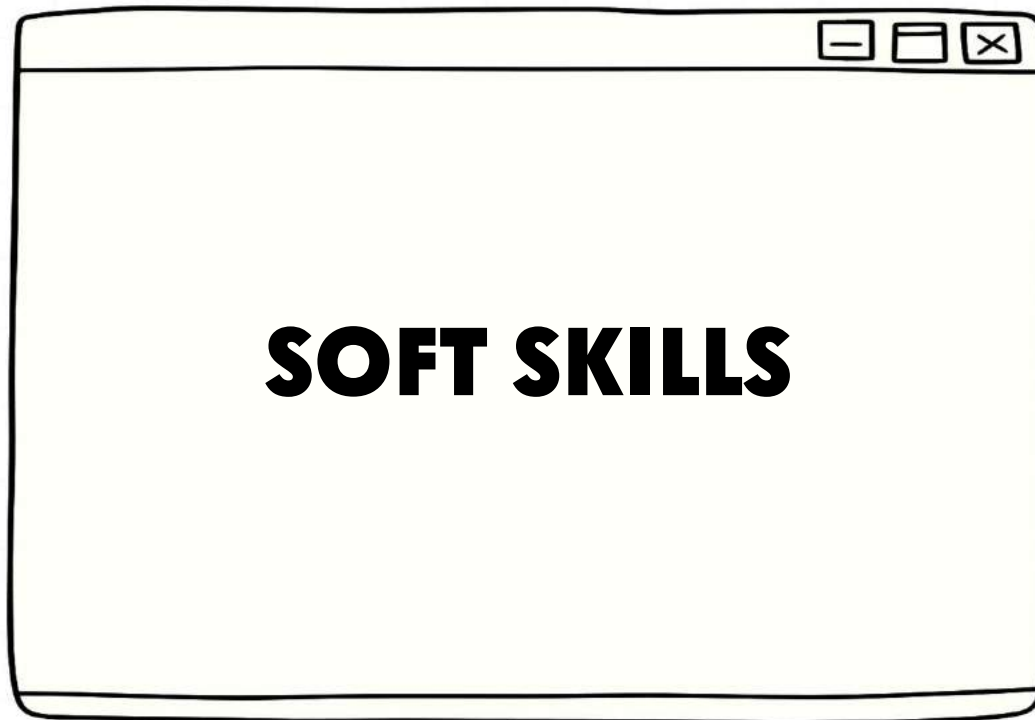
HOTEL AND HOSPITALITY

HOTEL AND HOSPITALITY

S/N	TITLE	DAYS	FEE (N)
1	Events and Catering Management	3	200,000
2	Customer Service Excellence for Hospitality Services	3	200,000
3	Food and Catering Services	3	200,000
4	Cost Control Strategies for Food and Beverages	3	200,000
5	Hospitality Management	3	200,000
6	Effective Hotel Marketing	3	200,000
7	Hotel Asset Management	3	200,000
8	Hotel and Hospitality Management Auditing Training	3	200,000

HOTEL AND HOSPITALITY

S/N	TITLE	DAYS	FEE (N)
9	Restaurant Operations Management	3	200,000
10	Fundamentals Of Hotel Revenue Management In Hospitality Industry	3	200,000
11	Event and Conference Management course	3	200,000
12	Hotel Quality Control	3	200,000
13	Hotel Reservation Techniques	3	200,000
14	Menu Analysis Workshop	3	200,000
15	Internal Control Fraud Management	3	200,000



SOFT SKILLS

S/N	TITLE	DAYS	FEE (N)
1	Relationship Management	2	150,000
2	Cost Management	2	150,000
3	Team Work & Team Spirit	2	150,000
4	Interpersonal & Influencing Skills	2	150,000
5	Managing Self & Work	2	150,000
6	Effective Communication	2	150,000

SOFT SKILLS

S/N	TITLE	DAYS	FEE (N)
7	Emotional Intelligence	2	150,000
8	Taking Accountability & Ownership	2	150,000
9	Stress Management	2	150,000
10	Business Etiquette and Ethics	2	150,000
11	Business Selling & Negotiation Skills	2	150,000
12	Advance Communication Strategy for High Performance	2	150,000
13	Creating Excellence Service Culture	2	150,000

SOFT SKILLS

S/N	TITLE	DAYS	FEE (N)
14	Business Communication	2	150,000
15	Creative Problem Solving	2	150,000
16	Crisis Management	2	150,000
17	Presentation Skills	2	150,000
18	Time Management	2	150,000
19	Supervision Skills	2	150,000
20	Leadership & Mentoring	2	150,000



VIRTUAL TRAINING SESSION

VIRTUAL TRAINING SESSION

S/N	TITLE	DAYS	DATE	FEE (N)
1	Translating Organisational Strategies into Action	2	12th & 13th March	80,000
2	Change Management and Building High Performing Teams	2	17th & 18th April	80,000
3	Innovative Thinking as an engine for organisational growth	2	14th & 15th May	80,000
4	Harnessing HR Analytics for Strategic Impact	2	19th & 20th June	80,000
5	Creating Healthy Product Ideas Pipeline with Open Innovation	2	17th & 18th July	80,000
6	Strategic Capabilities for Emerging Business Leaders/Managers	2	14th & 15th August	80,000
7	Strategic Human Resource Management for Non-HR Managers	2	24th & 25th September	80,000
8	Understanding and Analysing Financial Statement and Annual Report	2	16th & 17th October	80,000
9	Managing Inflation: Increasing Prices Without Losing Customers	2	19th & 20th November	80,000
10	Capital Budgeting, Cash Budgeting & Sensitivity Analysis in Budget planning.	3	4th to 6th December	100,000

CONTACT US

For further details about our **Learning and Development Solutions**,

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SOME OF OUR CLIENTS

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Thank you