

Cedars & Oaks Consul

COURSE NAMES	Duration	January	February
Accounting & Finance Courses			
Accounting for Non-Accountants	3 days	15 - 17	
Advanced Budgeting Workshop	3 days		Feb 7 - 9
Dashboards and Business Reports using Excel	3 days	15 - 17	
Finance for Non-Finance Professionals	3 days		12 - 14
Financial Accounting and Reporting	3 days	17 - 19	
Next Generation Excel-Advanced Business & Financial Reporting	3 days		14 - 16
Preparing Financial Statements and the Annual Report	3 days	22 - 24	
Advanced Microsoft Excel Training	3 days		14 - 16
Microsoft Office Bundle	4 days	22 - 24	
Administration and Secretarial Courses			
Administration and Office Management - Best Practices & Technologies	3 days	15 - 17	
Advanced Business Writing	2 days		Feb 5 - 6
Document Control & Record Management	3 days	22 - 24	
Efficient Administration Skills	3 days		
HR Administration Skills	3 days	22 - 24	
The Executive, Personal Assistant Masterclass	3 days		14 - 16
The Highly Productive and Effective Administrator	3 days		21 - 23
Foundation and Advanced Skills for PAs and Executives Assistants	3 days	15 - 17	
Communication & Writing Skills			
Advanced Communication skills for Effective Professionals	3 days		14 - 16
Advanced Communication Skills	3 days	24 - 26	
Communication & Presentation skills for Professionals	3 days		21 - 23
Effective Report Writing Techniques	3 days		
Presentation Design & Delivery	3 days		19 - 21
The Power of Positive Attitude	2 days	24 - 26	
Winning Social Media Strategies for Public Relations	2 days		26 - 27
Communication for Managers	3 days		21 - 23
Professional Report Writing Skills	3 days	24 - 26	
Business Writing Skills	3 days		
Technical Report Writing Skills	3 days	24 - 26	
Customer Service Courses			
Building an Award Winning Service Culture	3 days	24 - 26	
Customer Satisfaction and Loyalty	3 days		21 - 23
Customer Service Management	3 days	17 - 19	
The Customer Compliant System- A Tool for Customer Service Improvement	3 days		14 - 16
Managing Customer Service for Managers	3 days		
Facility Management Courses			
Facility Planning and Management	3 days		
Human Resources & Training			
HR for Line Managers	3 days	17 - 19	
Human Resources Management	3 days		21 - 23

Train-the-Trainer: An Intensive Workshop	3 days		
Train-the-Trainer: from Design to Delivery	3 days		
Recruitment & Selection for HR Officers Training Course	2 days		26 - 27
Performance Management & Appraisals Course	2 days	29 - 30	
Facilitation Skills Course	2 days		
Advanced Facilitation skills Course	2 days		
Foundation Skills for New HR officers Course	2 days	29 - 30	
Interpersonal Skills and Development			
Emotional Intelligence: Strategies for Success.	2 days	25 - 26	
Managing Multiple Tasks, Priorities and Deadlines.	3 days		21 - 23
Negotiating for Success.	2 days	29 - 30	
The Essentials of Business Etiquette and Protocol.	3 days		Feb 7 - 9
Time Management and Stress Control.	3 days	24 - 26	
Public Speaking Course	2 days		13 - 14
IT Management Courses			
Cyber Security- Information Security Management Best Practice.	3 days		
Microsoft Excel Advanced Course	3 days		21 - 23
Cyber Security Awareness for Non-IT Personnel	2 days		
Cyber Security Awareness for IT Personnel	3 days		21 - 23
Digital Marketing & Social Media in the Work place	3 days	24 - 26	
Leadership and Management			
Leadership and Communication	3 days		20 - 22
Leading with Agility and Resilience	3 days		
Results Based Leadership	3 days		
The Effective Female Leader	3 days		
The Power of Leaders	3 days		
Leadership, Problem Solving & Decision Making	3 days		
Highly Effective Management for Middle Managers	3 days		
Marketing & Sales			
Customer Relationship Management(CRM) - The Power of Information	3 days	24 - 26	
Guerrilla Marketing	3 days		21 - 23
The Digital Marketing Hands-on Masterclass	3 days	24 - 26	
The Strategic and Breakthrough Selling Workshop	3 days		14 - 16
Advanced Selling Skills	2 days		
Sales and Customer Service for Frontlines Employees	3 days	24 - 26	
Pitch Proposal & Presentation Sales Training Course	3 days		
Time Management	3 days	28 - 30	
Marketing for Business	3 days	28 - 30	
Project management Courses			
Managing Projects using Microsoft Projects	3 days		21 - 23
Preparation for PMP Certification	4 days		
Project Management Skills	3 days		
Project Management using Prince2 Approach	4 days		

Supply Chain and Logistics Management			
Certificate in Supply Chain and Logistics Management	3 days		
Fundamentals of Purchasing	3 days		
Inventory Planning and Stock Control	3 days		
Logistics Management	3 days		
Successful Fleet and Transport Management	3 days		
Six Sigma and Lean			
Lean Six Sigma Black Belt Certification	6 days		
Lean Six Sigma Green Belt Certification	4 days		
Lean Six Sigma Yellow Belt Certification	2 days		
Business Process Management Course	2 days		
Lean Process Management Course	2 days		
Certification Courses			
Certified Service Representatives (CSR)	3 weekends		10-Feb
Certified Service Professional (CSP)	4 weekends		10-Feb
Certified Support Professional (CSP)	5 weekends		10-Feb
Certified Field service Engineer (CFSE)	5 weekends		10-Feb
Certified Customer Service Leader (CCSL)	3 days		10-Feb
Certified Customer Service Trainer (CCST)	4 days		10-Feb

ts(PDTraining) 2019 Learning & Development Calendar.

March	April	May	June	July	August	September	October	November
March 7 - 9		May 2 -4			August 1 - 3			Nov 7 - 9
			June 5 - 7					
March 7 - 9		May 9 -11		18 - 20		Sept 3 -5		12 - 14
	18 - 20		20-22			Sept 5 - 8		
12 - 14		May 9 -11			August 7-9			Nov 5 -7
	25 - 27			18 - 20		Sept 3 -5		12 - 14
			20 - 22					
	25 - 27			18 - 20		Sept 3 - 5		12 - 14
18 - 20		May 9 -11		18 - 20		Sept 3 - 5		Sept 3 - 5
March 7 - 9			June 6-8			17 - 19		
		May 3 -4			August 2-3			Nov 7 - 9
	18 - 20					12 - 14		
21 - 23		May 8 - 10			August 8 -10			14 - 16
	18 - 20		June 6-8		August 8 -10			14 - 16
27 - 29		16 - 18		July 10- 12		12 - 14	17 - 19	
	18 - 20		June 6-8		August 8 -10			14 - 16
27 - 29		16 - 18		July 10- 12		12 - 14	17 - 19	
	25 - 27		20 - 22		15 - 17			27 - 29
March 8 - 9			20 - 22		15 - 17			27 - 29
	17 - 29			July 11-13			Oct 10 -12	
14 - 16				16 - 18			17 - 19	
	April 9 -11				15 - 17			27 - 29
March 5 -6			June 7 - 8			Sept 10 - 11		
	April 19 - 20			16 - 17		17 - 18		
	17 - 29			July 11-13			Oct 10 -12	
14 - 16				16 - 18			17 - 19	
14 - 16				16 - 18			17 - 19	
14 - 16				16 - 18			17 - 19	
27 - 29			June 4 - 6			18 - 20		
	18 - 20			12 - 13			17 - 19	
21 - 23			June 4 - 6			18 - 20		
		23 - 25			14 - 16			27 - 29
	25 - 27			July 9 - 11			24 - 26	
27- 29			27 - 29			26 - 28		
								28 - 30
27 - 29		16 - 18			28 - 30			28 - 30
		May 9-11			28 - 30			

27 - 29			21 - 22				24 - 26	
27 - 29			21 - 22				24 - 26	
		16 - 18						28 - 30
				19 - 20				
26 - 27				24 - 25				27 - 28
26 - 27				26 - 27				22 - 23
22 - 23		May 9-11			16 - 17			
	April 3 - 4		June 7 - 8				Sept 11 - 12	
		May 22-25					13 - 14	
22 - 23			June 4 - 5				19 - 20	
		May 21-23			13 - 15			
	April 10-12		20 - 22				26 - 28	
				July 3 - 4			29 - 30	
22 - 23		May 22-25			28 - 30			27 - 29
	April 25-27		June 6 - 8		16 - 17		Oct 3 - 5	27 - 29
28 - 29			20 - 22			19 - 20		
		May 22-25			28 - 30			27 - 29
	19 - 20		June 6 - 8			12 - 14		
		May 23-25		25 - 27			17 - 19	
14 - 16				July 11- 13				27 - 28
	April 10-12				28 - 30			27 - 28
	18 - 20			18 - 20			24 - 26	
	18 - 20			18 - 20			24 - 26	
21 - 23		May 23-25		25 - 27			17 - 19	
	25 - 27				28 - 30			27 - 28
	April 4 - 6			July 4 -6			Oct 3 -5	
		May 9-11			August 8-10			
27 - 29			June 6 - 8			12 - 14		
		May 16-18			15 - 17			
27 - 29			21 - 22			24 - 25		
	April 10-12			July 11 - 13			Oct 10 - 12	
27 - 29		May 16-18		18 - 20				
27 - 29				July 4 -6			Oct 3 -5	
27 - 29		May 9-11		July 4 -6			Oct 3 -5	
		May 2-4			28 - 30			Nov 7 - 9
26 - 29			19 - 22			25 - 28		
	18 - 20	May 9-11		July 11 - 13			15 - 16	
	24 - 27			17 - 20			23 - 26	

December	Locations	Cost
	Lagos	65,000
Dec 5 - 7	Lagos	78,000
	Lagos	75,000
Dec 10- 12	Lagos	65,000
	Lagos	78,800
	Lagos	75,500
12 - 14	Lagos	72,700
	Lagos	75500
Dec 3 - 5	Lagos	78,200
	Lagos	78,000
	Lagos	75,500
	Lagos	72,400
	Lagos	72,400
12 - 14	Lagos	88,800
	Lagos	72,400
12 - 14	Lagos	88,800
	Lagos	78,200
	Lagos	78,200
	Lagos	72,500
	Lagos	72,500
	Lagos	72,500
Dec 6 -7	Lagos	68,200
13 - 14	Lagos	60,500
	Lagos	72,500
	Lagos	72,500
	Lagos	72,500
	Lagos	72,500
	Lagos	
12 - 14	Lagos	88,500
	Lagos	68,400
12 - 14	Lagos	68,400
	Lagos	72,500
	Lagos	88,500
12 - 14	Lagos	88,500
	Lagos	90,500
	Lagos	95,500

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	Lagos & Ghana	185,000
	Lagos & Ghana	185,000
	Lagos	88,800
12 - 14	Lagos	90,500
	Lagos & Ghana	135,000
	Lagos & Ghana	135,500
	Lagos	88,800
	Lagos	68,800
	Lagos	75,500
	Lagos	78,800
	Lagos	72,500
	Lagos	75,500
	Lagos	72,800
	Lagos & Ghana	125,500
	Lagos	72,500
	Lagos	68,800
	Lagos & Ghana	135,500
	Lagos	88,800
	Lagos	135,800
	Lagos & Ghana	125,500
	Lagos & Ghana	125,500
	Lagos	75,400
	Lagos	75,400
	Lagos & Ghana	135,800
	Lagos	125,500
	Lagos	92,500
	Lagos	72,500
	Lagos	75,500
	Lagos	68,500
	Lagos	68,500
	Lagos	78,500
	Lagos	88,500
	Lagos	78,500
	Lagos	65,800
	Lagos	65,000
	Lagos	70,500

	Lagos	88,800
	Lagos	70,500
	Lagos	78,800
	Lagos	88,800
	Lagos	125,800
	Lagos	210,000
	Lagos	160,000
	Lagos	100,000
	Lagos	105,500
	Lagos	105,500
16	Lagos & Abuja	73,500
16	Lagos & Abuja	97,500
16	Lagos & Abuja	103,500
16	Lagos & Abuja	103,500
16	Lagos	255,000
16	Lagos	310,500
