

LAIDER CONSULT MANAGEMENT TRAINING



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MONTH OF JANUARY 2021

WEEK ONE						
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
JAN 18 - 22, 2021	JAN 18 - 20, 2021	ADVANCED SUPERVISORY MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	JAN 18 - 20, 2021	ADVANCED SELLING SKILLS	3 DAYS	80,000.00	8,000.00	72,000.00
	JAN 20 - 21, 2021	MICROSOFT POWERPOINT PRESENTATION	2 DAYS	65,000.00	6,500.00	58,500.00
	JAN 20 - 21, 2021	ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	JAN. 22, 2021	WORKPLACE CLEANING TRAINING	1 DAY	50,000.00	5,000.00	45,000.00
	WEEK TWO					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
JAN 25 - 29, 2021	JAN 25 - 29, 2021	ADVANCED CUSTOMER SERVICE MANAGEMENT	5 DAYS	150,000.00	15,000.00	135,000.00
	JAN 25 - 28, 2021	BASIC HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	JAN 26 - 28, 2021	ADVANCED CUSTOMER SERVICE SKILLS & RELATIONSHIP MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	JAN 28 - 29, 2021	COMMUNICATION AND REPORT WRITING SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	JAN 28 - 29, 2021	ATTITUDE AND ORGANIZATIONAL PRODUCTIVITY	2 DAYS	65,000.00	6,500.00	58,500.00

MONTH OF FEBRUARY 2021

WEEK ONE

	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
FEB 1 - 5, 2021	FEB 1 - 3, 2021	AGGRESSIVE MARKET PENETRATION STRATEGY	3 DAYS	80,000.00	8,000.00	72,000.00
	FEB 1 - 3, 2021	MANAGING PEOPLE WITHIN THE LAW (HUMAN RESOURCES)	3 DAYS	80,000.00	8,000.00	72,000.00
	FEB 3 - 4, 2021	BEST PRACTICE FOR PERSONAL ASSISTANTS AND ADMINISTRATIVE OFFICERS	2 DAYS	65,000.00	6,500.00	58,500.00
	FEB 3 - 4, 2021	BRAND MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	FEB. 5, 2021	PERFORMANCE MANAGEMENT	1 DAY	50,000.00	5,000.00	45,000.00

WEEK TWO						
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
FEB 8 - 12, 2021	FEB 8 - 10, 2021	ADVANCED EXCEL TRAINING	3 DAYS	80,000.00	8,000.00	72,000.00
	FEB 8 - 9, 2021	CREATING A POSITIVE CUSTOMER EXPERIENCE	2 DAYS	65,000.00	6,500.00	58,500.00
	FEB 9 - 11, 2021	COACHING AND MENTORING SKILLS	3 DAYS	80,000.00	8,000.00	72,000.00
	FEB 11 - 12, 2021	RECEPTIONIST, FRONT DESK AND CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	FEB 11 - 12, 2020	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	2 DAYS	65,000.00	6,500.00	58,500.00
	WEEK THREE					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
FEB 16 - 19, 2021	FEB 16 - 19, 2021	ADVANCED HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	FEB 17 - 18, 2021	BRAND MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	FEB 17 - 18, 2021	BASIC MICROSOFT EXCEL AND PAYROLL MANAGEMENT TRAINING	2 DAYS	65,000.00	6,500.00	58,500.00
	FEB 18 - 19, 2021	ACCOUNT FOR A NON-ACCOUNTING MANAGER	2 DAYS	65,000.00	6,500.00	58,500.00
	WEEK FOUR					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
FEB 22 - 26, 2021	FEB 22 - 26, 2021	BUSINESS-READINESS (REGIONAL SALES MANAGERS COURSE)	5 DAYS	150,000.00	15,000.00	135,000.00
	FEB 23 - 25, 2021	EMOTIONAL INTELLIGENCE	3 DAYS	80,000.00	8,000.00	72,000.00
	FEB 24 - 25, 2021	EFFECTIVE TIME MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	FEB 24 - 25, 2021	DOCUMENT CONTROL AND RECORD MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	FEB 25 - 26, 2021	FRONT OFFICE CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	MONTH OF MARCH 2021					
WEEK ONE						
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
MAR 1 - 5, 2021	MAR 1- 4, 2021	GROWING THE SALES COMPETENCIES FOR PEAK PERFORMANCE	4 DAYS	100,000.00	10,000.00	90,000.00
	MAR 2 - 3, 2021	BLUE OCEAN STRATEGY	2 DAYS	65,000.00	6,500.00	58,500.00
	MAR 2 - 4, 2021	DELIVERING RESULTS THROUGH TEAM	3 DAYS	80,000.00	8,000.00	72,000.00
	MAR 3 - 5, 2021	DEALING WITH DIFFICULT PERSONALITIES	3 DAYS	80,000.00	8,000.00	72,000.00
	MAR 4 - 5, 2021	TRANSITIONING TO A SUPERVISORY ROLE	2 DAYS	65,000.00	6,500.00	58,500.00
	WEEK TWO					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL

MAR 8 - 12, 2021	DATES	PROGRAM TITLE	DURATION	CLASSROOM	10% OFF	VIRTUAL
	MAR 8 - 12, 2021	EFFECTIVE STOCK CONTROL AND INVENTORY MANAGEMENT	5 DAYS	150,000.00	15,000.00	135,000.00
MAR 9 - 12, 2021	BEGINNERS TRAINING ON BIDS AND TENDERS MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00	
MAR 10 - 11, 2021	STRESS MANAGEMENT FOR HR PROFESSIONALS	3 DAYS	80,000.00	8,000.00	72,000.00	
MAR 11 - 12, 2021	DEBT RECOVERY MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00	
MAR. 12, 2021	HEALTH AND WELLBEING IN THE WORKPLACE	1 DAY	50,000.00	5,000.00	45,000.00	

WEEK THREE

MAR 15 - 19, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
MAR 15 - 17, 2021	CHANGE MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00	
MAR 15 - 17, 2021	LEADERSHIP DEVELOPMENT	3 DAYS	80,000.00	8,000.00	72,000.00	
MAR 15 - 17, 2021	MANAGEMENT DEVELOPMENT FOR PERSONAL ASSISTANTS	3 DAYS	80,000.00	8,000.00	72,000.00	
MAR 18 - 19, 2021	MANAGING CHANGE IN THE WORKPLACE	2 DAYS	65,000.00	6,500.00	58,500.00	
MAR 18 - 19, 2021	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	2 DAYS	65,000.00	6,500.00	58,500.00	

WEEK FOUR

MAR 22 - 26, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
MAR 22 - 24, 2021	TRAIN THE TRAINER	3 DAYS	80,000.00	8,000.00	72,000.00	
MAR 22 - 23, 2021	TEAM BUILDING FOR PEAK PERFORMANCE	2 DAYS	65,000.00	6,500.00	58,500.00	
MAR 23 - 24, 2021	CONSULTATIVE SELLING TECHNIQUES	2 DAYS	65,000.00	6,500.00	58,500.00	
MAR 25 - 26, 2021	MEASURING SELLING PROFITABILITY	2 DAYS	65,000.00	6,500.00	58,500.00	
MAR 25 - 26, 2021	PRE-RETIREMENT TRAINING	2 DAYS	65,000.00	6,500.00	58,500.00	

WEEK FIVE

MAR 29 - 31, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
MAR 28 - 30, 2021	INTERMEDIATE HUMAN RESOURCES MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00	
MAR 28 - 31, 2021	BASIC MICROSOFT EXCEL TRAINING	3 DAYS	80,000.00	8,000.00	72,000.00	
MA 30 - 31, 2021	RELATIONSHIP MARKETING MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00	

MONTH OF APRIL 2021

WEEK ONE

APR 7 - 9, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
APR 7 - 9, 2021	ADVANCED SELLING SKILLS	3 DAYS	80,000.00	8,000.00	72,000.00	
APR 7 - 8, 2021	NEGOTIATION SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00	

	APR 8 - 9, 2021	ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
WEEK TWO						
APR 12 - 16, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	APR 12 - 16, 2021	ADVANCED CUSTOMER SERVICE MANAGEMENT	5 DAYS	150,000.00	15,000.00	135,000.00
	APR 12 - 15, 2021	BASIC HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	APR 13 - 15, 2021	ADVANCED CUSTOMER SERVICE SKILLS & RELATIONSHIP MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	APR 13 - 14, 2021	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	2 DAYS	65,000.00	6,500.00	58,500.00
	APR 14 - 16, 2021	ESSENTIALS OF A SALES ADMINISTRATOR	3 DAYS	80,000.00	8,000.00	72,000.00
WEEK THREE						
APR 19 - 23, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	APR 19 - 22, 2021	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS	4 DAYS	100,000.00	10,000.00	90,000.00
	APR 21 - 22, 2021	DEVELOPING A WINING SALES FORCE	3 DAYS	80,000.00	8,000.00	72,000.00
	APR 21 - 22, 2021	DIGITAL / SOCIAL MEDIA MARKETING	3 DAYS	80,000.00	8,000.00	72,000.00
	APR 22 - 23, 2021	CUSTOMER RELATIONSHIP MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	APR. 23, 2021	HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT	1 DAY	50,000.00	5,000.00	45,000.00
WEEK FOUR						
APR 26 - 30, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	APR 26 - 30, 2021	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	5 DAYS	150,000.00	15,000.00	135,000.00
	APR 27 - 29, 2021	MANAGING PEOPLE WITHIN THE LAW (HUMAN RESOURCES)	3 DAYS	80,000.00	8,000.00	72,000.00
	APR 27 - 28, 2021	MICROSOFT POWERPOINT PRESENTATION	2 DAYS	65,000.00	6,500.00	58,500.00
	APR 28 - 29, 2021	COMMUNICATION AND REPORT WRITING SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	APR 28 - 29, 2021	BUSINESS AND SOCIAL ETIQUETTE	2 DAYS	65,000.00	6,500.00	58,500.00
MONTH OF MAY 2021						
WEEK ONE						
MAY 3 - 7, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	MAY 3 - 6, 2021	ADVANCED HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	MAY 3 - 4, 2021	BASIC MICROSOFT EXCEL AND PAYROLL MANAGEMENT TRAINING	2 DAYS	65,000.00	6,500.00	58,500.00
	MAY 4 - 6, 2021	AGGRESSIVE MARKET PENETRATION STRATEGY	3 DAYS	80,000.00	8,000.00	72,000.00
	MAY 4 - 5, 2021	EMOTIONAL INTELLIGENCE FOR LEADERS	2 DAYS	65,000.00	6,500.00	58,500.00
	MAY 5 - 6, 2021	ACCOUNT FOR A NON-ACCOUNTING MANAGER	2 DAYS	65,000.00	6,500.00	58,500.00

WEEK TWO						
MAY 17 - 21, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
	MAY 17 - 19, 2021	ADVANCED EXCEL TRAINING	3 DAYS	80,000.00	8,000.00	72,000.00
	MAY 17 - 18, 2021	DOCUMENT CONTROL AND RECORD MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	MAY 19 - 21, 2021	MANAGERS EFFECTIVENESS	3 DAYS	80,000.00	8,000.00	72,000.00
	MAY 20 - 21, 2021	BEST PRACTICE FOR PERSONAL ASSISTANTS AND ADMINISTRATIVE OFFICERS	2 DAYS	65,000.00	6,500.00	58,500.00
	MAY 20 - 21, 2021	CREATING A POSITIVE CUSTOMER EXPERIENCE	2 DAYS	65,000.00	6,500.00	58,500.00
WEEK THREE						
MAY 24 - 28, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
	MAY 24 - 28, 2021	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	5 DAYS	150,000.00	15,000.00	135,000.00
	MAY 24 - 26, 2021	COACHING AND MENTORING SKILLS	3 DAYS	80,000.00	8,000.00	72,000.00
	MAY 25 - 26, 2021	SUPPLY CHAIN MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	MAY 26 - 27, 2021	EFFECTIVE TIME MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	MAY. 28, 2021	PERFORMANCE MANAGEMENT	1 DAY	50,000.00	5,000.00	45,000.00
MONTH OF JUNE 2021						
WEEK ONE						
JUN 1 - 4, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
	JUN 1 - 4, 2021	PERFORMANCE IMPROVEMENT (PROFESSIONAL HUMAN RESOURCE)	4 DAYS	100,000.00	10,000.00	90,000.00
	JUN 1 - 3, 2021	KEY ACCOUNT MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	JUN 2 - 4, 2021	MANAGING THE SALES TEAM	3 DAYS	80,000.00	8,000.00	72,000.00
	JUN 2 - 3, 2021	PROBLEM ANALYSIS AND DECISION-MAKING WORKSHOP	2 DAYS	65,000.00	6,500.00	58,500.00
	JUN. 3, 2021	DEVELOPING YOUR INTERPERSONAL SKILLS WITH EMOTIONAL INTELLIGENCE	1 DAY	50,000.00	5,000.00	45,000.00
WEEK TWO						
JUN 7 - 11, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
	JUN 7 - 11, 2021	EFFECTIVE STOCK CONTROL AND INVENTORY MANAGEMENT	5 DAYS	150,000.00	15,000.00	135,000.00
	JUN 7 - 9, 2021	STRESS MANAGEMENT FOR HR PROFESSIONALS	3 DAYS	80,000.00	8,000.00	72,000.00
	JUN 8 - 10, 2021	DELIVERING RESULTS THROUGH TEAM	3 DAYS	80,000.00	8,000.00	72,000.00
	JUN 10 -11, 2021	TRANSITIONING TO A SUPERVISORY ROLE	2 DAYS	65,000.00	6,500.00	58,500.00
	JUN 10 -11, 2021	MEASURING SELLING PROFITABILITY	2 DAYS	65,000.00	6,500.00	58,500.00
WEEK THREE						

	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
JUN 14 - 18, 2021	JUN 15 - 17, 2021	EFFECTIVE BUDGET AND COST MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	JUN 15 - 18, 2021	BEGINNERS TRAINING ON BIDS AND TENDERS MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	JUN 16 - 17, 2021	INTERMEDIATE HUMAN RESOURCES MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	JUN 16 - 17, 2021	DEBT RECOVERY MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	JUN. 18, 2021	HEALTH AND WELLBEING IN THE WORKPLACE	1 DAY	50,000.00	5,000.00	45,000.00
	WEEK FOUR					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
JUN 21 - 25, 2021	JUN 21 - 25, 2021	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	5 DAYS	150,000.00	15,000.00	135,000.00
	JUN 21 - 24, 2021	GROWING THE SALES COMPETENCIES FOR PEAK PERFORMANCE	4 DAYS	100,000.00	10,000.00	90,000.00
	JUN 22 - 24, 2021	MANAGEMENT DEVELOPMENT FOR PERSONAL ASSISTANTS	3 DAYS	80,000.00	8,000.00	72,000.00
	JUN 22 - 23, 2021	BLUE OCEAN STRATEGY	2 DAYS	65,000.00	6,500.00	58,500.00
	JUN 22 - 23, 2021	LEADERSHIP: CRITICAL THINKING AND INNOVATION	2 DAYS	65,000.00	6,500.00	58,500.00
	WEEK FIVE					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
JUN 28 - 30	JUN 28 - 29, 2021	EFFECTIVE DECISION MAKING	2 DAYS	65,000.00	6,500.00	58,500.00
	JUN 28 - 29, 2021	BLUE OCEAN STRATEGY	2 DAYS	65,000.00	6,500.00	58,500.00
	JUN 29 - 30, 2021	CONSULTATIVE SELLING TECHNIQUES	2 DAYS	65,000.00	6,500.00	58,500.00
	MONTH OF JULY 2021					
WEEK ONE						
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
JUL 5 - 9, 2021	JUL 5 - 8, 2021	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS	4 DAYS	100,000.00	10,000.00	90,000.00
	JUL 6 - 8, 2021	MANAGING PEOPLE WITHIN THE LAW (HUMAN RESOURCES)	3 DAYS	80,000.00	8,000.00	72,000.00
	JUL 6 - 8, 2021	AGGRESSIVE MARKET PENETRATION STRATEGY	3 DAYS	80,000.00	8,000.00	72,000.00
	JUL 8 - 9, 2021	BRAND MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	JUL 8 - 9, 2021	CUSTOMER RELATIONSHIP MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	WEEK TWO					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
....	JUL 12 - 16, 20121	ADVANCED CUSTOMER SERVICE MANAGEMENT	5 DAYS	150,000.00	15,000.00	135,000.00

JUL 12 - 16, 2021	JUL 13 - 14, 2021	THE BALANCED SCORECARD APPROACH	2 DAYS	65,000.00	6,500.00	58,500.00
	JUL 13 - 15, 2021	DIGITAL / SOCIAL MEDIA MARKETING	3 DAYS	80,000.00	8,000.00	72,000.00
	JUL 15 - 16, 2021	RELATIONSHIP MARKETING MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	JUL 15 - 16, 2021	STRATEGIES FOR FINDING & WINNING NEW BUSINESS	2 DAYS	65,000.00	6,500.00	58,500.00
WEEK THREE						
JUL 26 - 30, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	JUL 26 - 28, 2021	ADVANCED SELLING SKILLS	3 DAYS	80,000.00	8,000.00	72,000.00
	JUL 26 - 28, 2021	DEVELOPING A WINING SALES FORCE	3 DAYS	80,000.00	8,000.00	72,000.00
	JUL 28 - 29, 2021	MICROSOFT POWERPOINT PRESENTATION	2 DAYS	65,000.00	6,500.00	58,500.00
	JUL 29 - 30, 2021	ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
JUL 29 - 30, 2021	MANAGING AND RESOLVING WORKPLACE CONFLICT	2 DAYS	65,000.00	6,500.00	58,500.00	
MONTH OF AUGUST 2021						
WEEK ONE						
AUG 2 - 6, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	AUG 2 - 5, 2021	ADVANCED HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	AUG 3 - 6, 2021	BASIC HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	AUG 4 - 6, 2021	MANAGERS EFFECTIVENESS	3 DAYS	80,000.00	8,000.00	72,000.00
	AUG 5 - 6, 2021	CREATING A POSITIVE CUSTOMER EXPERIENCE	2 DAYS	65,000.00	6,500.00	58,500.00
AUG 5 - 6, 2021	CUSTOMER FOCUSED SELLING (BUILD TRUST)	2 DAYS	65,000.00	6,500.00	58,500.00	
WEEK TWO						
AUG 9 - 13, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	AUG 9 - 11, 2021	ADVANCED EXCEL TRAINING	3 DAYS	80,000.00	8,000.00	72,000.00
	AUG 9 - 11, 2021	LEADERSHIP DEVELOPMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	AUG 11 - 13, 2021	ESSENTIALS OF A SALES ADMINISTRATOR	3 DAYS	80,000.00	8,000.00	72,000.00
	AUG 12 - 13, 2021	RECEPTIONIST, FRONT DESK AND CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
AUG 12 - 13, 2021	BLUE OCEAN STRATEGY	2 DAYS	65,000.00	6,500.00	58,500.00	
WEEK THREE						
AUG 16 - 20, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	AUG 16 - 20, 2021	BUSINESS-READINESS (REGIONAL SALES MANAGERS COURSE)	5 DAYS	150,000.00	15,000.00	135,000.00
AUG 18 - 19, 2021	BASIC MICROSOFT EXCEL AND PAYROLL MANAGEMENT TRAINING	2 DAYS	65,000.00	6,500.00	58,500.00	

	AUG 18 - 19, 2021	ACCOUNT FOR A NON-ACCOUNTING MANAGER	2 DAYS	65,000.00	6,500.00	58,500.00
	AUG 19 - 20, 2021	BEST PRACTICE FOR PERSONAL ASSISTANTS AND ADMINISTRATIVE OFFICERS	2 DAYS	65,000.00	6,500.00	58,500.00
	AUG. 20, 2021	ENHANCING THE SKILLS AND COMPETENCIES OF AN ACCOUNTING OFFICER	1 DAY	50,000.00	5,000.00	45,000.00
WEEK FOUR						
AUG 23 - 27, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	AUG 23 - 26, 2021	PERFORMANCE IMPROVEMENT (PROFESSIONAL HUMAN RESOURCE)	4 DAYS	100,000.00	10,000.00	90,000.00
	AUG 23 - 24, 2021	EFFECTIVE TIME MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	AUG 24 - 26, 2021	COACHING AND MENTORING SKILLS	3 DAYS	80,000.00	8,000.00	72,000.00
	AUG 26 - 27, 2021	EMOTIONAL INTELLIGENCE FOR LEADERS	2 DAYS	65,000.00	6,500.00	58,500.00
	AUG 26 - 27, 2021	DOCUMENT CONTROL AND RECORD MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
MONTH OF SEPTEMBER 2021						
WEEK ONE						
SEPT 1 - 3, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	SEPT 1 - 3, 2021	MANAGEMENT DEVELOPMENT FOR PERSONAL ASSISTANTS	3 DAYS	80,000.00	8,000.00	72,000.00
	SEPT 1 - 2, 2021	BLUE OCEAN STRATEGY	2 DAYS	65,000.00	6,500.00	58,500.00
	SEPT 2 - 3, 2021	BUSINESS AND SOCIAL ETIQUETTE	2 DAYS	65,000.00	6,500.00	58,500.00
WEEK TWO						
SEPT 6 - 10, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	SEPT 6 - 10, 2021	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	5 DAYS	150,000.00	15,000.00	135,000.00
	SEPT 7 - 9, 2021	DELIVERING RESULTS THROUGH TEAM	3 DAYS	80,000.00	8,000.00	72,000.00
	SEPT 7 - 9, 2021	STRESS MANAGEMENT FOR HR PROFESSIONALS	3 DAYS	80,000.00	8,000.00	72,000.00
	SEPT 9 - 10, 2021	CONSULTATIVE SELLING TECHNIQUES	2 DAYS	65,000.00	6,500.00	58,500.00
	SEPT 9 - 10, 2021	TRANSITIONING TO A SUPERVISORY ROLE	2 DAYS	65,000.00	6,500.00	58,500.00
WEEK THREE						
SEPT 13 - 17, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
	SEPT 13 - 16, 2021	GROWING THE SALES COMPETENCIES FOR PEAK PERFORMANCE	4 DAYS	100,000.00	10,000.00	90,000.00
	SEPT 14 - 16, 2021	EFFECTIVE BUDGET AND COST MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	SEPT 15 - 16, 2021	MEASURING SELLING PROFITABILITY	2 DAYS	65,000.00	6,500.00	58,500.00
	SEPT 16 - 17, 2021	EFFECTIVE DECISION MAKING	2 DAYS	65,000.00	6,500.00	58,500.00
	SEPT 16 - 17, 2021	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	2 DAYS	65,000.00	6,500.00	58,500.00

WEEK FOUR						
SEPT 20 - 24, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
	SEPT 20 - 21, 2021	INTERMEDIATE HUMAN RESOURCES MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	SEPT 20 - 22, 2021	INFLUENCING BEHAVIOUR FOR PEAK PERFORMANCE PROGRAM	3 DAYS	80,000.00	8,000.00	72,000.00
	SEPT 20 - 22, 2021	MANAGING THE SALES TEAM	3 DAYS	80,000.00	8,000.00	72,000.00
	SEPT 23 - 24, 2021	PROBLEM ANALYSIS AND DECISION-MAKING WORKSHOP	2 DAYS	65,000.00	6,500.00	58,500.00
	SEPT 23 - 24, 2021	TEAM BUILDING FOR PEAK PERFORMANCE	2 DAYS	65,000.00	6,500.00	58,500.00
WEEK FIVE						
SEPT 27 - 30, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
	SEPT 27 - 30, 2021	BEGINNERS TRAINING ON BIDS AND TENDERS MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	SEPT 27 - 28, 2021	STRATEGIES FOR FINDING & WINNING NEW BUSINESS	2 DAYS	65,000.00	6,500.00	58,500.00
	SEPT 27 - 29, 2021	CHANGE MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	SEPT 29 - 30, 2021	DEBT RECOVERY MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	SEPT 29 - 30, 2021	FRONT OFFICE CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
MONTH OF OCTOBER 2021						
WEEK ONE						
OCT 4 - 8, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
	OCT 4 - 8, 2021	EFFECTIVE STOCK CONTROL AND INVENTORY MANAGEMENT	5 DAYS	150,000.00	15,000.00	135,000.00
	OCT 5 - 8, 2021	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS	4 DAYS	100,000.00	10,000.00	90,000.00
	OCT 6 - 7, 2021	WORKPLACE ETIQUETTE	2 DAYS	65,000.00	6,500.00	58,500.00
	OCT 6 - 7, 2021	CUSTOMER FOCUSED SELLING (BUILD TRUST)	2 DAYS	65,000.00	6,500.00	58,500.00
	OCT. 8, 2021	ENHANCING THE SKILLS AND COMPETENCIES OF AN ACCOUNTING OFFICER	1 DAY	50,000.00	5,000.00	45,000.00
WEEK TWO						
OCT 11 - 15, 2021	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
	OCT 11 - 12, 2021	PRESENTATION SKILLS FOR SELLING PROFESSIONALS	2 DAYS	65,000.00	6,500.00	58,500.00
	OCT. 11, 2021	EFFECTIVE MEETING MANAGEMENT	1 DAY	50,000.00	5,000.00	45,000.00
	OCT 12 - 14, 2021	DEVELOPING A WINING SALES FORCE	3 DAYS	80,000.00	8,000.00	72,000.00
	OCT 12 - 14, 2021	COMMUNICATION AND REPORT WRITING SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	OCT 14 - 15, 2021	MANAGING CHANGE IN THE WORKPLACE	2 DAYS	65,000.00	6,500.00	58,500.00
WEEK THREE						

	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
OCT 18 - 22, 2021	OCT 18 - 20, 2021	EFFECTIVE BUSINESS COMMUNICATION SKILL	3 DAYS	65,000.00	6,500.00	58,500.00
	OCT 18 - 19, 2021	RELATIONSHIP MARKETING MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	OCT 20 - 21, 2021	DEVELOPING INTERPERSONAL COMMUNICATION SKILLS FOR WORK	2 DAYS	65,000.00	6,500.00	58,500.00
	OCT 20 - 21, 2021	BUSINESS WRITING & COMMUNICATION SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	OCT. 22, 2021	HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT	1 DAY	50,000.00	5,000.00	45,000.00
	WEEK FOUR					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
OCT 25 - 29, 2021	OCT 25 - 29, 2021	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	5 DAYS	150,000.00	15,000.00	135,000.00
	OCT 25 - 27, 2021	DIGITAL / SOCIAL MEDIA MARKETING	3 DAYS	80,000.00	8,000.00	72,000.00
	OCT 27 - 28, 2021	CUSTOMER RELATIONSHIP MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	OCT 27 - 28, 2021	LEADERSHIP: CRITICAL THINKING AND INNOVATION	2 DAYS	65,000.00	6,500.00	58,500.00
	OCT. 29, 2021	PERFORMANCE MANAGEMENT	1 DAY	50,000.00	5,000.00	45,000.00
	MONTH OF NOVEMBER 2021					
WEEK ONE						
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
NOV 1 - 5, 2021	NOV 1 - 2, 2021	FLEET MANAGEMENT TRAINING	2 DAYS	65,000.00	6,500.00	58,500.00
	NOV 1 - 3, 2021	BASIC MICROSOFT EXCEL TRAINING	3 DAYS	80,000.00	8,000.00	72,000.00
	NOV 2 - 4, 2021	TRAIN THE TRAINER	3 DAYS	80,000.00	8,000.00	72,000.00
	NOV 3 - 4, 2021	MANAGING AND RESOLVING WORKPLACE CONFLICT	2 DAYS	65,000.00	6,500.00	58,500.00
	NOV. 5, 2021	DEVELOPING YOUR INTERPERSONAL SKILLS WITH EMOTIONAL INTELLIGENCE	1 DAY	50,000.00	5,000.00	45,000.00
	WEEK TWO					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		
				CLASSROOM	10% OFF	VIRTUAL
NOV 8 - 12, 2021	NOV 8 - 9, 2021	FRONT OFFICE CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	NOV 8 - 10, 2021	EMOTIONAL INTELLIGENCE	3 DAYS	80,000.00	8,000.00	72,000.00
	NOV 9 - 10, 2021	RELATIONSHIP MARKETING MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	NOV 11 - 12, 2021	EMOTIONAL INTELLIGENCE FOR LEADERS	2 DAYS	65,000.00	6,500.00	58,500.00
	NOV. 11, 2021	MANAGEMENT WORKSHOP FOR TRANSPORT OFFICERS AND DRIVERS	1 DAY	50,000.00	5,000.00	45,000.00
	WEEK THREE					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exlusive)		

	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
NOV 15 - 19, 2021	NOV 15 - 18, 2021	ADVANCED PROJECT MANAGEMENT PROFESSIONAL (PMP)	4 DAYS	100,000.00	10,000.00	90,000.00
	NOV 15 - 17, 2021	EFFECTIVE BUSINESS COMMUNICATION SKILL	3 DAYS	65,000.00	6,500.00	58,500.00
	NOV 16 - 18, 2021	MANAGERS EFFECTIVENESS	3 DAYS	80,000.00	8,000.00	72,000.00
	NOV 17 - 18, 2021	NEGOTIATION SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	NOV 17 - 19, 2021	EXCESSIVE BANK CHARGES	3 DAYS	80,000.00	8,000.00	72,000.00
	WEEK FOUR					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
NOV 22 - 26, 2021	NOV 22 - 24, 2021	THE EXECUTIVE ASSISTANT AND PERSONAL ASSISTANT MASTER CLASS	3 DAYS	80,000.00	8,000.00	72,000.00
	NOV 22 - 23, 2021	ATTITUDE AND ORGANIZATIONAL PRODUCTIVITY	2 DAYS	65,000.00	6,500.00	58,500.00
	NOV 23 - 24, 2021	STRATEGIES FOR FINDING & WINNING NEW BUSINESS	2 DAYS	65,000.00	6,500.00	58,500.00
	NOV 25 - 26, 2021	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	2 DAYS	65,000.00	6,500.00	58,500.00
	NOV. 25, 2021	HEALTH AND WELLBEING IN THE WORKPLACE	1 DAY	50,000.00	5,000.00	45,000.00
	MONTH OF DECEMBER 2021					
WEEK ONE						
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
DEC 1 - 3, 2021	DEC 1 - 3, 2021	PUBLIC SPEAKING AND PRESENTATION TECHNIQUES	3 DAYS	80,000.00	8,000.00	72,000.00
	DEC 1 - 3, 2021	TRAIN THE TRAINER	3 DAYS	80,000.00	8,000.00	72,000.00
	DEC 1 - 3, 2021	BASIC PROJECT MANAGEMENT PROFESSIONAL (PMP)	2 DAYS	65,000.00	6,500.00	58,500.00
	DEC 2 - 3, 2021	MANAGEMENT OF TRADE RECEIVABLES	3 DAYS	80,000.00	8,000.00	72,000.00
	WEEK TWO					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
DEC 6 - 10, 2021	DEC 6 - 8, 2021	DEALING WITH DIFFICULT PERSONALITIES	3 DAYS	80,000.00	8,000.00	72,000.00
	DEC 6 - 8, 2021	KEY ACCOUNT MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	DEC 7 - 9, 2021	MANAGING THE SALES TEAM	3 DAYS	80,000.00	8,000.00	72,000.00
	DEC 7 - 8, 2021	RECEPTIONIST, FRONT DESK AND CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	DEC 8 - 10, 2021	HANDLING ACCOUNTS – RECEIVABLES AND PAYABLES	3 DAYS	80,000.00	8,000.00	72,000.00
	WEEK THREE					
	DATES	PROGRAM TITLE	DURATION	TRAINING FEE (VAT Exclusive)		
				CLASSROOM	10% OFF	VIRTUAL
DEC	DEC 13 - 17, 2021	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	5 DAYS	150,000.00	15,000.00	135,000.00

13 - 17, 2021	DEC 13 - 14, 2021	WORKPLACE ETIQUETTE	2 DAYS	65,000.00	6,500.00	58,500.00
	DEC 14 - 16, 2021	EFFECTIVE BUDGET AND COST MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	DEC 15 - 17, 2021	INFLUENCING BEHAVIOUR FOR PEAK PERFORMANCE PROGRAM	3 DAYS	80,000.00	8,000.00	72,000.00
ON- REQUEST PROGRAM						
INDUCTION MANAGEMENT	BUSINESS – READINESS TRAINING		11 WEEKS	On - Demand		
	ENTRY TO JUNIOR MANAGEMENT SKILLS		3 MONTHS	On - Demand		
	GRAPHICS AND WEB DESIGNING		6 WEEKS	On - Demand		
	PROFESSIONAL DIGITAL PHOTOGRAPHY		5 WEEKS	On - Demand		
SCHOOL PROGRAM	BEST PRACTICES IN TEACHER EDUCATION FOR QUALITY ENHANCEMENT		1 DAY	On - Demand		
	BUILDING PARENT-TEACHER RELATIONSHIPS		1 DAY	On - Demand		
	ETHICS IN THE SCHOOL ADMINISTRATION		3 DAYS	On - Demand		
	FOOD SAFETY AND HYGIENE		2 DAYS	On - Demand		
	LEADERSHIP IN THE EDUCATION SYSTEM		1 DAY	On - Demand		
ASSESSMENT	PSYCHOMETRIC ASSESSMENT			On Request		