

LAIDER CONSULT MANAGEMENT TRAINING



16b, Seinde Callisto Street, Oshodi, Lagos, Nigeria

Telephone: +2348055470339, +2348028113364

+2347032537187, +2349082691396, +2348033021930, +2348055025977

Email: info@laidierconsulting.com, laidierconsulting@gmail.com, laidierconsulting@yahoo.com

Website: www.laidierconsulting.com

CATEGORY	TRAINING PROGRAM	DURATION	TRAINING FEE (VAT Exlusive)		
			CLASSROOM	10% OFF	VIRTUAL
ADMINISTRATIVE SKILLS MANAGEMENT	ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	BEST PRACTICE FOR PERSONAL ASSISTANTS AND ADMINISTRATIVE OFFICERS	2 DAYS	65,000.00	6,500.00	58,500.00
	COMMUNICATION AND REPORT WRITING SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	DOCUMENT CONTROL AND RECORD MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	EFFECTIVE MEETING MANAGEMENT	1 DAY	50,000.00	5,000.00	45,000.00
	FRONT OFFICE CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
	MANAGEMENT DEVELOPMENT FOR PERSONAL ASSISTANTS	3 DAYS	80,000.00	8,000.00	72,000.00
	MANAGEMENT WORKSHOP FOR TRANSPORT OFFICERS AND DRIVERS	1 DAY	50,000.00	5,000.00	45,000.00
	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	5 DAYS	150,000.00	15,000.00	135,000.00
	PUBLIC SPEAKING AND PRESENTATION TECHNIQUES	3 DAYS	80,000.00	8,000.00	72,000.00
	THE EXECUTIVE ASSISTANT AND PERSONAL ASSISTANT MASTER CLASS	3 DAYS	80,000.00	8,000.00	72,000.00
COMPUTER SKILLS MANAGEMENT	ADVANCED EXCEL TRAINING	3 DAYS	80,000.00	8,000.00	72,000.00
	BASIC MICROSOFT EXCEL AND PAYROLL MANAGEMENT TRAINING	2 DAYS	65,000.00	6,500.00	58,500.00
	BASIC MICROSOFT EXCEL TRAINING	3 DAYS	80,000.00	8,000.00	72,000.00
	MICROSOFT POWERPOINT PRESENTATION	2 DAYS	65,000.00	6,500.00	58,500.00
CUSTOMER SERVICES MANAGEMENT	ADVANCED CUSTOMER SERVICE MANAGEMENT	5 DAYS	150,000.00	15,000.00	135,000.00
	CREATING A POSITIVE CUSTOMER EXPERIENCE	2 DAYS	65,000.00	6,500.00	58,500.00
	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	5 DAYS	150,000.00	15,000.00	135,000.00
	CUSTOMER RELATIONSHIP MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	RECEPTIONIST, FRONT DESK AND CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
FINANCIAL MANAGEMENT	ACCOUNT FOR A NON-ACCOUNTING MANAGER	2 DAYS	65,000.00	6,500.00	58,500.00

AND ACCOUNTING	DEBT RECOVERY MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	EFFECTIVE BUDGET AND COST MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	ENHANCING THE SKILLS AND COMPETENCIES OF AN ACCOUNTING OFFICER	1 DAY	50,000.00	5,000.00	45,000.00
	EXCESSIVE BANK CHARGES	3 DAYS	80,000.00	8,000.00	72,000.00
	HANDLING ACCOUNTS – RECEIVABLES AND PAYABLES	3 DAYS	80,000.00	8,000.00	72,000.00
	MANAGEMENT OF TRADE RECEIVABLES	3 DAYS	80,000.00	8,000.00	72,000.00
HUMAN RESOURCES MANAGEMENT	ADVANCED HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	BASIC HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	CHANGE MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	INTERMEDIATE HUMAN RESOURCES MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	MANAGING PEOPLE WITHIN THE LAW (HUMAN RESOURCES)	3 DAYS	80,000.00	8,000.00	72,000.00
	PERFORMANCE IMPROVEMENT (PROFESSIONAL HUMAN RESOURCE)	4 DAYS	100,000.00	10,000.00	90,000.00
	STRESS MANAGEMENT FOR HR PROFESSIONALS	3 DAYS	80,000.00	8,000.00	72,000.00
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	
LEADERSHIP MANAGEMENT	ADVANCED SUPERVISORY MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	COACHING AND MENTORING SKILLS	3 DAYS	80,000.00	8,000.00	72,000.00
	DELIVERING RESULTS THROUGH TEAM	3 DAYS	80,000.00	8,000.00	72,000.00
	EFFECTIVE DECISION MAKING	2 DAYS	65,000.00	6,500.00	58,500.00
	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS	4 DAYS	100,000.00	10,000.00	90,000.00
	EMOTIONAL INTELLIGENCE FOR LEADERS	2 DAYS	65,000.00	6,500.00	58,500.00
	LEADERSHIP: CRITICAL THINKING AND INNOVATION	2 DAYS	65,000.00	6,500.00	58,500.00
	LEADERSHIP DEVELOPMENT	3 DAYS	80,000.00	8,000.00	72,000.00
	MANAGERS EFFECTIVENESS	3 DAYS	80,000.00	8,000.00	72,000.00
	MANAGING AND RESOLVING WORKPLACE CONFLICT	2 DAYS	65,000.00	6,500.00	58,500.00
	PROBLEM ANALYSIS AND DECISION-MAKING WORKSHOP	2 DAYS	65,000.00	6,500.00	58,500.00
	TRANSITIONING TO A SUPERVISORY ROLE	2 DAYS	65,000.00	6,500.00	58,500.00

PEOPLE SKILLS MANAGEMENT	ATTITUDE AND ORGANIZATIONAL PRODUCTIVITY	2 DAYS	65,000.00	6,500.00	58,500.00
	BEGINNERS TRAINING ON BIDS AND TENDERS MANAGEMENT	4 DAYS	100,000.00	10,000.00	90,000.00
	BUSINESS AND SOCIAL ETIQUETTE	2 DAYS	65,000.00	6,500.00	58,500.00
	DEALING WITH DIFFICULT PERSONALITIES	3 DAYS	80,000.00	8,000.00	72,000.00
	DEVELOPING INTERPERSONAL COMMUNICATION SKILLS FOR WORK	2 DAYS	65,000.00	6,500.00	58,500.00
	DEVELOPING YOUR INTERPERSONAL SKILLS WITH EMOTIONAL INTELLIGENCE	1 DAY	50,000.00	5,000.00	45,000.00
	EFFECTIVE BUSINESS COMMUNICATION SKILL	3 DAYS	65,000.00	6,500.00	58,500.00
	EFFECTIVE TIME MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	EMOTIONAL INTELLIGENCE	3 DAYS	80,000.00	8,000.00	72,000.00
	INFLUENCING BEHAVIOUR FOR PEAK PERFORMANCE PROGRAM	3 DAYS	80,000.00	8,000.00	72,000.00
	MANAGING CHANGE IN THE WORKPLACE	2 DAYS	65,000.00	6,500.00	58,500.00
	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	2 DAYS	65,000.00	6,500.00	58,500.00
	PERFORMANCE MANAGEMENT	1 DAY	50,000.00	5,000.00	45,000.00
	PRE-RETIREMENT TRAINING	2 DAYS	65,000.00	6,500.00	58,500.00
	TEAM BUILDING FOR PEAK PERFORMANCE	2 DAYS	65,000.00	6,500.00	58,500.00
	TRAIN THE TRAINER	3 DAYS	80,000.00	8,000.00	72,000.00
	WORKPLACE CLEANING TRAINING	1 DAY	50,000.00	5,000.00	45,000.00
WORKPLACE ETIQUETTE	2 DAYS	65,000.00	6,500.00	58,500.00	
PRODUCTION MANAGEMENT	CONTROLLING PRODUCTION & SERVICE WASTAGES	2 DAYS	65,000.00	6,500.00	58,500.00
	EFFECTIVE STOCK CONTROL AND INVENTORY MANAGEMENT	5 DAYS	150,000.00	15,000.00	135,000.00
	FLEET MANAGEMENT TRAINING	2 DAYS	65,000.00	6,500.00	58,500.00
	HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT	1 DAY	50,000.00	5,000.00	45,000.00
	HEALTH AND WELLBEING IN THE WORKPLACE	1 DAY	50,000.00	5,000.00	45,000.00
	SUPPLY CHAIN MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
	THE BALANCED SCORECARD APPROACH	2 DAYS	65,000.00	6,500.00	58,500.00
PROJECT MANAGEMENT	ADVANCED PROJECT MANAGEMENT PROFESSIONAL (PMP)	4 DAYS	100,000.00	10,000.00	90,000.00
	BASIC PROJECT MANAGEMENT PROFESSIONAL (PMP)	2 DAYS	65,000.00	6,500.00	58,500.00
	ADVANCED CUSTOMER SERVICE SKILLS & RELATIONSHIP MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00

**SALES
MANAGEMENT**

ADVANCED SELLING SKILLS	3 DAYS	80,000.00	8,000.00	72,000.00
AGGRESSIVE MARKET PENETRATION STRATEGY	3 DAYS	80,000.00	8,000.00	72,000.00
BLUE OCEAN STRATEGY	2 DAYS	65,000.00	6,500.00	58,500.00
BRAND MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
BUSINESS-READINESS (REGIONAL SALES MANAGERS COURSE)	5 DAYS	150,000.00	15,000.00	135,000.00
BUSINESS WRITING & COMMUNICATION SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
CONSULTATIVE SELLING TECHNIQUES	2 DAYS	65,000.00	6,500.00	58,500.00
CUSTOMER FOCUSED SELLING (BUILD TRUST)	2 DAYS	65,000.00	6,500.00	58,500.00
DEVELOPING A WINING SALES FORCE	3 DAYS	80,000.00	8,000.00	72,000.00
DIGITAL / SOCIAL MEDIA MARKETING	3 DAYS	80,000.00	8,000.00	72,000.00
ESSENTIALS OF A SALES ADMINISTRATOR	3 DAYS	80,000.00	8,000.00	72,000.00
GROWING THE SALES COMPETENCIES FOR PEAK PERFORMANCE	4 DAYS	100,000.00	10,000.00	90,000.00
KEY ACCOUNT MANAGEMENT	3 DAYS	80,000.00	8,000.00	72,000.00
MANAGING THE SALES TEAM	3 DAYS	80,000.00	8,000.00	72,000.00
NEGOTIATION SKILLS	2 DAYS	65,000.00	6,500.00	58,500.00
PRESENTATION SKILLS FOR SELLING PROFESSIONALS	2 DAYS	65,000.00	6,500.00	58,500.00
RELATIONSHIP MARKETING MANAGEMENT	2 DAYS	65,000.00	6,500.00	58,500.00
MEASURING SELLING PROFITABILITY	2 DAYS	65,000.00	6,500.00	58,500.00
STRATEGIES FOR FINDING & WINNING NEW BUSINESS	2 DAYS	65,000.00	6,500.00	58,500.00

ASSESSMENT

PSYCHOMETRIC ASSESSMENT	On Request
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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