



**LAIDER CONSULT MANAGEMENT TRAINING**

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**JUNE .... 2022**

**WEEK FOUR - JUNE 20 - 24 2022**

TRAINING FEE (VAT Exclusive)

DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL
JUN 20 - 21, 2022	EFFECTIVE BUSINESS COMMUNICATION SKILLS	2 DAYS	65,000	58,500
JUN 20 - 22, 2022	ADVANCED PROJECT MANAGEMENT PROFESSIONAL (PMP)	3 DAYS	80,000	72,000
JUN 21 - 22, 2022	MANAGEMENT OF TRADE RECEIVABLES	2 DAYS	65,000	58,500
JUN 22 - 24, 2022	ADVANCED SUPERVISORY MANAGEMENT	3 DAYS	80,000	72,000
JUN. 24, 2022	PROBLEM ANALYSIS AND DECISION-MAKING WORKSHOP	1 DAY	50,000	45,000

**WEEK FIVE - JUNE 27 - 30, 2022**

TRAINING FEE (VAT Exclusive)

DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL
JUN 27 - 28, 2022	MANAGEMENT DEVELOPMENT FOR PERSONAL ASSISTANTS	2 DAYS	65,000	58,500
JUN 28 - 30, 2022	ADVANCED EXCEL TRAINING	3 DAYS	80,000	72,000
JUN 29 - 30, 2022	BLUE OCEAN STRATEGY	2 DAYS	65,000	58,500
JUN. 30, 2022	ACCOUNT FOR A NON-ACCOUNTING MANAGER	1 DAY	50,000	45,000

## JULY .... 2022

### WEEK ONE - JULY 4 - 8, 2022

			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL
JUL 4 - 6, 2022	LEADERSHIP DEVELOPMENT	3 DAYS	80,000	72,000
JUL 4 - 5, 2022	PERFORMANCE IMPROVEMENT (PROFESSIONAL HUMAN RESOURCE)	2 DAYS	65,000	58,500
JUL. 6, 2022	WORKPLACE CLEANING TRAINING	1 DAY	50,000	45,000
JUL 7., 2022	CUSTOMER RELATIONSHIP MANAGEMENT	1 DAY	50,000	45,000
JUL 7 - 8, 2022	BRAND MANAGEMENT	2 DAYS	65,000	58,500

### WEEK TWO - JULY 13 - 15, 2022

			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL
JUL 13 - 14, 2022	DEALING WITH DIFFICULT PERSONALITIES	2 DAYS	65,000	58,500
JUL 13 - 15, 2022	CHANGE MANAGEMENT	3 DAYS	80,000	72,000
JUL 14 - 15, 2022	CUSTOMER FOCUSED SELLING (BUILD TRUST)	2 DAYS	65,000	58,500
JUL. 15, 2022	ENHANCING THE SKILLS AND COMPETENCIES OF AN ACCOUNTING OFFICER	1 DAY	50,000	45,000

### WEEK THREE - JULY 18 - 22, 2022

			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL
JUL 18 - 20, 2022	ADVANCED CUSTOMER SERVICE MANAGEMENT	3 DAYS	80,000	72,000
JUL. 18, 2022	THE BALANCED SCORECARD APPROACH	1 DAY	50,000	45,000
JUL 19 - 21, 2022	DIGITAL / SOCIAL MEDIA MARKETING	3 DAYS	80,000	72,000

JUL. 23, 2022	RELATIONSHIP MARKETING MANAGEMENT	1 DAY	50,000	45,000
JUL 21 - 22, 2022	STRATEGIES FOR FINDING & WINNING NEW BUSINESS	2 DAYS	65,000	58,500

### WEEK FOUR - JULY 25 - 29 2022

			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL
JUL 25 - 27, 2022	EFFECTIVE STOCK CONTROL AND INVENTORY MANAGEMENT	3 DAYS	80,000	72,000
JUL 25 - 26, 2022	BASIC PROJECT MANAGEMENT PROFESSIONAL (PMP)	2 DAYS	65,000	58,500
JUL 25 - 26, 2022	MEASURING SELLING PROFITABILITY	2 DAYS	65,000	58,500
JUL 27 - 29, 2022	DELIVERING RESULTS THROUGH TEAMS	2 DAYS	65,000	58,500
JUL 28 - 29, 2022	TRANSITIONING TO A SUPERVISORY ROLE	2 DAYS	65,000	58,500

## AUGUST .... 2022

### WEEK ONE - AUGUST 1 - 5, 2022

			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL
AUG 1 - 2, 2022	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS	2 DAYS	65,000	58,500
AUG. 2, 2022	PERFORMANCE MANAGEMENT	1 DAY	50,000	45,000
AUG 1 - 3, 2022	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	3 DAYS	80,000	72,000
AUG 4 - 5, 2022	SUPPLY CHAIN MANAGEMENT	2 DAYS	65,000	58,500
AUG. 5, 2022	TIME MANAGEMENT	1 DAY	50,000	45,000

### WEEK TWO - AUGUST 8 - 12, 2022

			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL

AUG 8 - 9, 2022	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	2 DAYS	65,000	58,500
AUG 8 - 10, 2022	GROWING THE SALES COMPETENCIES FOR PEAK PERFORMANCE	3 DAYS	80,000	72,000
AUG. 9, 2022	EMOTIONAL INTELLIGENCE FOR LEADERS	1 DAY	50,000	45,000
AUG 10 - 11, 2022	STRESS MANAGEMENT FOR HR PROFESSIONALS	2 DAYS	65,000	58,500
AUG 11 - 12, 2022	MANAGING THE SALES TEAM	2 DAYS	65,000	58,500

<b>WEEK THREE - AUGUST 15 - 19, 2022</b>			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL

AUG 15 - 16, 2022	ADVANCED OFFICE MANAGEMENT & EFFECTIVE ADMINISTRATION SKILLS	2 DAYS	65,000	58,500
AUG15 - 17, 2022	ADVANCED SELLING SKILLS	3 DAYS	80,000	72,000
AUG 16 - 17, 2022	ATTITUDE AND ORGANIZATIONAL PRODUCTIVITY	2 DAYS	65,000	58,500
AUG 18., 2022	MICROSOFT POWERPOINT PRESENTATION	1 DAY	50,000	45,000
AUG 18 - 19, 2022	DEVELOPING A WINING SALES FORCE	2 DAYS	65,000	58,500

<b>WEEK FOUR - AUGUST 22 - 26, 2022</b>			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL

AUG 22 - 24, 2022	ADVANCED HUMAN RESOURCES MANAGEMENT	3 DAYS	80,000	72,000
AUG 22 - 23, 2022	BASIC HUMAN RESOURCES MANAGEMENT	2 DAYS	65,000	58,500
AUG 23 - 24, 2022	MANAGERS EFFECTIVENESS	2 DAYS	65,000	58,500
AUG 25 - 26, 2022	CREATING A POSITIVE CUSTOMER EXPERIENCE	2 DAYS	65,000	58,500
AUG. 25, 2022	INTERMEDIATE HUMAN RESOURCES MANAGEMENT	1 DAY	50,000	45,000

<b>WEEK FIVE - AUGUST 29 - 31, 2022</b>			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL

AUG 29 - 30, 2022	EFFECTIVE BUDGET AND COST MANAGEMENT	2 DAYS	65,000	58,500
AUG. 29, 2022	RECEPTIONIST, FRONT DESK AND CUSTOMER RELATIONS SKILLS	1 DAY	50,000	45,000
AUG 30- 31, 2022	ESSENTIALS OF A SALES ADMINISTRATOR	2 DAYS	65,000	58,500
AUG 30 - 31, 2022	BEST PRACTICE FOR PERSONAL ASSISTANTS AND ADMINISTRATIVE OFFICERS	2 DAYS	65,000	58,500

## SEPTEMBER .... 2022

WEEK ONE - SEPTEMBER 5 - 9, 2022			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE		CLASSROOM	VIRTUAL
SEPT 5 -6, 2022	BASIC MICROSOFT EXCEL AND PAYROLL MANAGEMENT TRAINING	2 DAYS	65,000	58,500
SEPT 5 -7, 2022	ADVANCED CUSTOMER SERVICE SKILLS & RELATIONSHIP MANAGEMENT	3 DAYS	80,000	72,000
SEPT. 7, 2022	PRE-RETIREMENT TRAINING	1 DAY	50,000	45,000
SEPT. 6, 2022	ACCOUNT FOR A NON-ACCOUNTING MANAGER	1 DAY	50,000	45,000
SEPT 8 -9, 2022	CONSULTATIVE SELLING TECHNIQUES	2 DAYS	65,000	58,500

WEEK TWO - SEPTEMBER 12 - 16, 2022			TRAINING FEE (VAT Exclusive)	
DATES	PROGRAM TITLE	DURATION	CLASSROOM	VIRTUAL
SEPT 12 - 13, 2022	MANAGING PEOPLE WITHIN THE LAW (HUMAN RESOURCES)	2 DAYS	65,000	58,500
SEPT 12 - 13, 2022	CONTROLLING PRODUCTION & SERVICE	2 DAYS	65,000	58,500
SEPT 12 - 13, 2022	COACHING AND MENTORING SKILLS	2 DAYS	65,000	58,500
SEPT 14 -16, 2022	ADVANCED PROJECT MANAGEMENT PROFESSIONAL (PMP)	3 DAYS	80,000	72,000
SEPT. 16, 2022	DOCUMENT CONTROL AND RECORD MANAGEMENT	1 DAY	50,000	45,000

<b>WEEK THREE - SEPTEMBER 19 - 23, 2022</b>			<b>TRAINING FEE (VAT Exclusive)</b>	
<b>DATES</b>	<b>PROGRAM TITLE</b>	<b>DURATION</b>	<b>CLASSROOM</b>	<b>VIRTUAL</b>
SEPT 19 - 20, 2022	EXCESSIVE BANK CHARGES	2 DAYS	65,000	58,500
SEPT. 19, 2022	MANAGING YOURSELF AND PERSONAL EFFECTIVENESS	1 DAY	50,000	45,000
SEPT 20 - 22, 2022	AGGRESSIVE MARKET PENETRATION STRATEGY	3 DAYS	80,000	72,000
SEPT 22 - 23, 2022	CONSULTATIVE SELLING TECHNIQUES	2 DAYS	65,000	58,500
SEPT. 23, 2022	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	1 DAY	50,000	45,000

<b>WEEK FOUR - SEPTEMBER 26 - 30, 2022</b>			<b>TRAINING FEE (VAT Exclusive)</b>	
<b>DATES</b>	<b>PROGRAM TITLE</b>	<b>DURATION</b>	<b>CLASSROOM</b>	<b>VIRTUAL</b>
SEPT 26 - 28, 2022	LEADERSHIP DEVELOPMENT	3 DAYS	80,000	72,000
SEPT 26 - 27, 2022	CUSTOMER FOCUSED SELLING (BUILD TRUST)	2 DAYS	65,000	58,500
SEPT 27 - 28, 2022	MEASURING SELLING PROFITABILITY	2 DAYS	65,000	58,500
SEPT. 30, 2022	EFFECTIVE DECISION MAKING	1 DAY	50,000	45,000
SEPT 29 - 30, 2022	BEGINNERS TRAINING ON BIDS AND TENDERS MANAGEMENT	2 DAYS	65,000	58,500

## OCTOBER .... 2022

<b>WEEK ONE - OCTOBER 3 - 6, 2022</b>			<b>TRAINING FEE (VAT Exclusive)</b>	
<b>DATES</b>	<b>PROGRAM TITLE</b>		<b>CLASSROOM</b>	<b>VIRTUAL</b>
OCT 3 - 4, 2022	BLUE OCEAN STRATEGY	2 DAYS	65,000	58,500
OCT 3 - 4, 2022	DELIVERING RESULTS THROUGH TEAMS	2 DAYS	65,000	58,500
OCT. 5, 2022	MANAGING AND RESOLVING WORKPLACE CONFLICT	1 DAY	50,000	45,000

OCT 5 - 6, 2022	BUSINESS AND SOCIAL ETIQUETTE	2 DAYS	65,000	58,500
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<b>WEEK TWO - OCTOBER 11 - 14, 2022</b>			<b>TRAINING FEE (VAT Exclusive)</b>	
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DATES	PROGRAM TITLE		CLASSROOM	VIRTUAL
OCT 11 - 12, 2022	STRATEGIES FOR FINDING & WINNING NEW BUSINESS	2 DAYS	65,000	58,500
OCT 11 - 13, 2022	BEGINNERS TRAINING ON BIDS AND TENDERS MANAGEMENT	3 DAYS	80,000	72,000
OCT. 14, 2022	DEBT RECOVERY MANAGEMENT	1 DAY	50,000	45,000

<b>WEEK THREE - OCTOBER 17 - 21, 2022</b>			<b>TRAINING FEE (VAT Exclusive)</b>	
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DATES	PROGRAM TITLE		CLASSROOM	VIRTUAL
OCT 17 - 18, 2022	PRESENTATION SKILLS FOR SELLING PROFESSIONALS	2 DAYS	65,000	58,500
OCT. 17, 2022	EFFECTIVE MEETING MANAGEMENT	1 DAY	50,000	45,000
OCT 18 - 20, 2022	THE EXECUTIVE ASSISTANT AND PERSONAL ASSISTANT MASTER CLASS	3 DAYS	80,000	72,000
OCT 19 - 20, 2022	COMMUNICATION AND REPORT WRITING SKILLS	2 DAYS	65,000	58,500
OCT 20 - 21, 2022	MANAGING CHANGE IN THE WORKPLACE	2 DAYS	65,000	58,500

<b>WEEK FOUR - OCTOBER 24 - 28, 2022</b>			<b>TRAINING FEE (VAT Exclusive)</b>	
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DATES	PROGRAM TITLE		CLASSROOM	VIRTUAL
OCT. 25, 2022	RELATIONSHIP MARKETING MANAGEMENT	1 DAY	50,000	45,000
OCT 24 - 25, 2022	EFFECTIVE BUSINESS COMMUNICATION SKILLS	2 DAYS	65,000	58,500
OCT 26 - 27, 2022	DEVELOPING INTERPERSONAL COMMUNICATION SKILLS FOR WORK	2 DAYS	65,000	58,500
OCT 27 - 28, 2022	BUSINESS WRITING & COMMUNICATION SKILLS	2 DAYS	65,000	58,500
OCT. 28, 2022	HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT	1 DAY	50,000	45,000

**NOVEMBER .... 2022**

<b>WEEK ONE - NOVEMBER 1 - 4, 2022</b>				<b>TRAINING FEE (VAT Exclusive)</b>	
<b>DATES</b>	<b>PROGRAM TITLE</b>			<b>CLASSROOM</b>	<b>VIRTUAL</b>
NOV 1 - 3, 2022	INFLUENCING BEHAVIOUR FOR PEAK PERFORMANCE PROGRAM	3 DAYS		80,000	72,000
NOV. 2, 2022	CUSTOMER RELATIONSHIP MANAGEMENT	1 DAY		50,000	45,000
NOV 3 - 4, 2022	WORKPLACE ETIQUETTE	2 DAYS		65,000	58,500
<b>WEEK TWO - NOVEMBER 7 - 11, 2022</b>				<b>TRAINING FEE (VAT Exclusive)</b>	
<b>DATES</b>	<b>PROGRAM TITLE</b>			<b>CLASSROOM</b>	<b>VIRTUAL</b>
NOV 7 -9, 2022	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	3 DAYS		80,000	72,000
NOV 7 - 8, 2022	ADVANCED OFFICE MANAGEMENT & EFFECTIVE ADMINISTRATION SKILLS	2 DAYS		65,000	58,500
NOV 8 -10, 2022	DIGITAL / SOCIAL MEDIA MARKETING	3 DAYS		80,000	72,000
NOV 10 -11, 2022	LEADERSHIP: CRITICAL THINKING AND INNOVATION	2 DAYS		65,000	58,500
NOV. 11, 2022	WORKPLACE CLEANING TRAINING	1 DAY		50,000	45,000
<b>WEEK THREE - NOVEMBER 14 - 18, 2022</b>				<b>TRAINING FEE (VAT Exclusive)</b>	
<b>DATES</b>	<b>PROGRAM TITLE</b>			<b>CLASSROOM</b>	<b>VIRTUAL</b>
NOV. 14, 2022	FLEET MANAGEMENT TRAINING	1 DAY		50,000	45,000
NOV 14 - 15, 2022	BASIC MICROSOFT EXCEL TRAINING	2 DAYS		65,000	58,500
NOV 16 -18, 2022	TRAIN THE TRAINER	3 DAYS		80,000	72,000
NOV 16 -18, 2022	EFFECTIVE STOCK CONTROL AND INVENTORY MANAGEMENT	3 DAYS		80,000	72,000
NOV. 18, 2022	DEVELOPING YOUR INTERPERSONAL SKILLS WITH EMOTIONAL INTELLIGENCE	1 DAY		50,000	45,000
<b>WEEK FOUR - NOVEMBER 21 - 25, 2022</b>				<b>TRAINING FEE (VAT Exclusive)</b>	



DATES	PROGRAM TITLE		CLASSROOM	VIRTUAL
NOV 21 - 22, 2022	SUPPLY CHAIN MANAGEMENT	2 DAYS	65,000	58,500
NOV 21 - 22, 2022	DEALING WITH DIFFICULT PERSONALITIES	2 DAYS	65,000	58,500
NOV 23 -24, 2022	EXCESSIVE BANK CHARGES	2 DAYS	65,000	58,500
NOV 23 -24, 2022	BRAND MANAGEMENT	2 DAYS	65,000	58,500
NOV. 25, 2022	THE BALANCED SCORECARD APPROACH	1 DAY	50,000	45,000

## DECEMBER .... 2022

### WEEK ONE - DECEMBER 5 - 9, 2022

TRAINING FEE (VAT Exclusive)

DATES	PROGRAM TITLE		CLASSROOM	VIRTUAL
DEC 5 - 7, 2022	PUBLIC SPEAKING AND PRESENTATION TECHNIQUES	2 DAYS	65,000	58,500
DEC 5 - 6, 2022	BASIC PROJECT MANAGEMENT PROFESSIONAL (PMP)	2 DAYS	65,000	58,500
DEC. 6, 2022	HEALTH AND WELLBEING IN THE WORKPLACE	1 DAY	50,000	45,000
DEC 7 - 8, 2022	NEGOTIATION SKILLS	2 DAYS	65,000	58,500
DEC. 9, 2022	MICROSOFT POWERPOINT PRESENTATION	1 DAY	50,000	45,000

### WEEK TWO - DECEMBER 12 - 16, 2022

TRAINING FEE (VAT Exclusive)

DATES	PROGRAM TITLE		CLASSROOM	VIRTUAL
DEC 12 - 14, 2022	GROWING THE SALES COMPETENCIES FOR PEAK PERFORMANCE	3 DAYS	80,000	72,000
DEC 12 - 14, 2022	KEY ACCOUNT MANAGEMENT	3 DAYS	80,000	72,000
DEC 13 - 15, 2022	DEVELOPING INTERPERSONAL COMMUNICATION SKILLS FOR WORK	2 DAYS	65,000	58,500
DEC. 15, 2022	RECEPTIONIST, FRONT DESK AND CUSTOMER RELATIONS SKILLS	1 DAY	50,000	45,000

<b>DEC 14 -16, 2022</b>	<b>HANDLING ACCOUNTS – RECEIVABLES AND PAYABLES</b>	<b>3 DAYS</b>	<b>80,000</b>	<b>72,000</b>
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## ON DEMAND

<b>DATES</b>	<b>PROGRAM TITLE</b>	<b>DURATION</b>	<b>TRAINING FEE (VAT Exclusive)</b>
	<b>BUSINESS – READINESS TRAINING</b>	<b>11 WEEKS</b>	<b>On - Demand</b>
	<b>ENTRY TO JUNIOR MANAGEMENT SKILLS</b>	<b>3 MONTHS</b>	<b>On - Demand</b>
	<b>GRAPHICS AND WEB DESIGNING</b>	<b>6 WEEKS</b>	<b>On - Demand</b>
	<b>PROFESSIONAL DIGITAL PHOTOGRAPHY</b>	<b>5 WEEKS</b>	<b>On - Demand</b>
	<b>BEST PRACTICES IN TEACHER EDUCATION FOR QUALITY ENHANCEMENT</b>	<b>1 DAY</b>	<b>On - Demand</b>
	<b>BUILDING PARENT-TEACHER RELATIONSHIPS</b>	<b>1 DAY</b>	<b>On - Demand</b>
	<b>ETHICS IN THE SCHOOL ADMINISTRATION</b>	<b>3 DAYS</b>	<b>On - Demand</b>
	<b>FOOD SAFETY AND HYGIENE</b>	<b>2 DAYS</b>	<b>On - Demand</b>
	<b>LEADERSHIP IN THE EDUCATION SYSTEM</b>	<b>1 DAY</b>	<b>On - Demand</b>
	<b>PSYCHOMETRIC ASSESSMENT</b>		<b>On Request</b>