



## LAIDER CONSULT MANAGEMENT TRAINING

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DATE	PROGRAM TITLE	DURATION	TRAINING FEE (WHT Exclusive)	
			CLASSROOM	VIRTUAL
<b>January-23</b>				
<b>WEEK 1 - JANUARY 16 - 20, 2023</b>				
Jan 16., 2023	DEVELOPING YOUR INTERPERSONAL SKILLS WITH EMOTIONAL INTELLIGENCE	1 DAY	50,000.00	45,000.00
Jan 16 - 17, 2023	CUSTOMER RELATIONSHIP MANAGEMENT	2 DAYS	65,000.00	58,500.00
Jan 17 - 19, 2023	DEVELOPING A WINING SALES FORCE	3 DAYS	80,000.00	72,000.00
Jan 18 - 20, 2023	EFFECTIVE BUSINESS COMMUNICATION SKILL	3 DAYS	80,000.00	72,000.00
Jan 19 - 20, 2023	MANAGING AND RESOLVING WORKPLACE CONFLICT	2 DAYS	65,000.00	58,500.00
<b>WEEK 2 - JANUARY 23 - 27, 2023</b>				
Jan 23 - 27, 2023	EFFECTIVE STOCK CONTROL AND INVENTORY MANAGEMENT	5 DAYS	150,000.00	135,000.00
Jan 23 - 25, 2023	DELIVERING RESULTS THROUGH TEAM	3 DAYS	80,000.00	72,000.00
Jan 24 - 25, 2023	CUSTOMER FOCUSED SELLING (BUILD TRUST)	2 DAYS	65,000.00	58,500.00
Jan 25 - 26, 2023	BUSINESS WRITING & COMMUNICATION SKILLS	2 DAYS	65,000.00	58,500.00

Jan 27., 2023	AMPLIFICATION OF AN ACCOUNTING OFFICER SKILLS & COMPETENCIES	1 DAY	50,000.00	45,000.00
<b>February-23</b>				
<b>WEEK 1 - FEBRUARY 1 - 3, 2023</b>				
Feb 1 - 2, 2023	NEGOTIATION SKILLS	2 DAYS	65,000.00	58,500.00
Feb 2 - 3, 2023	DEBT RECOVERY MANAGEMENT	2 DAYS	65,000.00	58,500.00
<b>WEEK 2 - FEBRUARY 6 - 10, 2023</b>				
Feb 6 - 8, 2023	COACHING AND MENTORING SKILLS	3 DAYS	80,000.00	72,000.00
Feb 6 - 8, 2023	BASIC MICROSOFT EXCEL TRAINING	3 DAYS	80,000.00	72,000.00
Feb 7 - 9, 2023	DIGITAL / SOCIAL MEDIA MARKETING	3 DAYS	80,000.00	72,000.00
Feb 8 - 9, 2023	BRAND MANAGEMENT	2 DAYS	65,000.00	58,500.00
Feb 9 - 10, 2023	TEAM BUILDING FOR PEAK PERFORMANCE	2 DAYS	65,000.00	58,500.00
<b>WEEK 3 - FEBRUARY 13 - 17, 2023</b>				
Feb 13 - 15, 2023	MANAGING PEOPLE WITHIN THE LAW (HUMAN RESOURCES)	3 DAYS	80,000.00	72,000.00
Feb 14 - 15, 2023	DEVELOPING INTERPERSONAL COMMUNICATION SKILLS FOR WORK	2 DAYS	65,000.00	58,500.00
Feb 14 - 16, 2023	ADVANCED CUSTOMER SERVICE SKILLS & RELATIONSHIP MANAGEMENT	3 DAYS	80,000.00	72,000.00
Feb 16 - 17, 2023	RECEPTIONIST, FRONT DESK AND CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	58,500.00
Feb 16 - 17, 2023	CONSULTATIVE SELLING TECHNIQUES	2 DAYS	65,000.00	58,500.00

<b>WEEK 4 - FEBRUARY 20 - 24, 2023</b>				
Feb 20 -21 2022	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	2 DAYS	65,000.00	58,500.00
Feb 23 - 24, 2023	EFFECTIVE DECISION MAKING	2 DAYS	65,000.00	58,500.00
Feb 24,2023	MANAGEMENT WORKSHOP FOR TRANSPORT OFFICERS AND DRIVERS	1 DAY	50,000.00	45,000.00
<b>WEEK 5 - FEBRUARY 27 - 28, 2023</b>				
Feb 27 -28, 2023	COMMUNICATION AND REPORT WRITING SKILLS	2 DAYS	65,000.00	58,500.00
Feb 27., 2023	HEALTH AND WELLBEING IN THE WORKPLACE	1 DAY	50,000.00	45,000.00
<b>March-23</b>				
<b>WEEK 1 - MARCH 1 - 3, 2023</b>				
Mar 1., 2022	HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT	1 DAY	50,000.00	45,000.00
Mar 2 - 3, 2023	FLEET MANAGEMENT TRAINING	2 DAYS	65,000.00	58,500.00
<b>WEEK 2 - MARCH 6 - 10, 2023</b>				
Mar 6 - 8, 2023	ADVANCED EXCEL TRAINING	3 DAYS	80,000.00	72,000.00
Mar 6 - 7, 2023	CREATING A POSITIVE CUSTOMER EXPERIENCE	2 DAYS	65,000.00	58,500.00
Mar 8 - 9, 2023	ACCOUNT FOR A NON-ACCOUNTING MANAGER	2 DAYS	65,000.00	58,500.00
Mar 9 - 10, 2023	CRITICAL THINKING AND INNOVATION IN LEADERSHIP	2 DAYS	65,000.00	58,500.00
Mar 10., 2023	PERFORMANCE MANAGEMENT	1 DAY	50,000.00	45,000.00

<b>WEEK 3 - MARCH 13 - 17, 2023</b>				
Mar 13 - 14, 2023	STRATEGIES FOR FINDING & WINNING NEW BUSINESS	2 DAYS	65,000.00	58,500.00
Mar 13 - 14, 2023	EFFECTIVE TIME MANAGEMENT	2 DAYS	65,000.00	58,500.00
Mar 15 - 16, 2023	EMOTIONAL INTELLIGENCE FOR LEADERS	2 DAYS	65,000.00	58,500.00
Mar 16 - 17, 2023	TRANSITIONING TO A SUPERVISORY ROLE	2 DAYS	65,000.00	58,500.00
Mar 17., 2023	EFFECTIVE MEETING MANAGEMENT	1 DAY	50,000.00	45,000.00
<b>WEEK 4 - MARCH 20 - 24, 2023</b>				
Mar 21 - 23, 2023	DEVELOPING A WINING SALES FORCE	3 DAYS	80,000.00	72,000.00
Mar 21 - 23, 2023	PUBLIC SPEAKING AND PRESENTATION TECHNIQUES	3 DAYS	80,000.00	72,000.00
Ma4 21 - 22, 2023	MANAGEMENT OF DOCUMENT CONTROL & RECORD KEEPING	2 DAYS	65,000.00	58,500.00
Mar 22- 24, 2023	CHANGE MANAGEMENT	3 DAYS	80,000.00	72,000.00
Mar 23 - 24, 2023	BASIC PROJECT MANAGEMENT PROFESSIONAL (PMP)	2 DAYS	65,000.00	58,500.00
<b>WEEK 5 - MARCH 27 - 31, 2023</b>				
Mar 27 - 29, 2023	EFFICIENT SALES AND MARKETING MANAGEMENT	3 DAYS	80,000.00	72,000.00
Mar 27 - 29, 2023	MANAGEMENT OF TRADE RECEIVABLES	3 DAYS	80,000.00	72,000.00
Mar. 28 - 30, 2023	MANAGEMENT DEVELOPMENT FOR PERSONAL ASSISTANTS	3 DAYS	80,000.00	72,000.00
Mar 30 - 31, 2022	TRANSITIONING TO A SUPERVISORY ROLE	2 DAYS	65,000.00	58,500.00
Mar 30 - 31, 2022	INTERMEDIATE HUMAN RESOURCES MANAGEMENT	2 DAYS	65,000.00	58,500.00

**April-23**

**WEEK 1 - APRIL 3 - 5, 2023**

Apr 3., 2023	BEST PRACTICES IN TEACHER EDUCATION FOR QUALITY ENHANCEMENT	1 DAY	50,000.00	45,000.00
Apr 3 - 5, 2023	KEY ACCOUNT MANAGEMENT	3 DAYS	80,000.00	72,000.00
Apr 4 -5, 2023	OFFICE MANAGEMENT ETIQUETTE AND BUSINESS PROTOCOL	2 DAYS	65,000.00	58,500.00

**WEEK 2 - APRIL 12 - 14, 2023**

Apr 12 - 13, 2023	CONTROLLING PRODUCTION & SERVICE WASTAGES	2 DAYS	65,000.00	58,500.00
Apr 13 - 14, 2023	MICROSOFT POWERPOINT PRESENTATION	2 DAYS	65,000.00	58,500.00
Apr 14., 2023	HEALTH AND WELLBEING IN THE WORKPLACE	1 DAY	50,000.00	45,000.00

**WEEK 3 - APRIL 17 - 21, 2023**

Apr. 17 - 20, 2023	GROWING THE SALES COMPETENCIES FOR PEAK PERFORMANCE	4 DAYS	100,000.00	90,000.00
Apr 17 - 18, 2023	ATTITUDE AND ORGANIZATIONAL PRODUCTIVITY	2 DAYS	65,000.00	58,500.00
Apr 18 - 20, 2023	LEADERSHIP DEVELOPMENT	3 DAYS	80,000.00	72,000.00
Apr 19 - 20, 2023	THE BALANCED SCORECARD APPROACH	2 DAYS	65,000.00	58,500.00
Apr 20 - 21, 2023	PROBLEM ANALYSIS AND DECISION-MAKING	2 DAYS	65,000.00	58,500.00

**WEEK 3 - APRIL 26 - 28, 2023**

Apr 26 - 27, 2023	ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	2 DAYS	65,000.00	58,500.00
Apr 26 - 28, 2023	ADVANCED SELLING SKILLS	3 DAYS	80,000.00	72,000.00
Apr 28., 2023	BUILDING PARENT-TEACHER RELATIONSHIPS	1 DAY	50,000.00	45,000.00
<b>May-23</b>				
<b>WEEK 1 - MAY 2 - 5, 2023</b>				
May 2- 5, 2023	BEGINNERS TRAINING ON BIDS AND TENDERS MANAGEMENT	4 DAYS	100,000.00	90,000.00
May 2 - 3, 2023	SUPPLY CHAIN MANAGEMENT	2 DAYS	65,000.00	58,500.00
May 3 - 5, 2023	MANAGERS EFFECTIVENESS	3 DAYS	80,000.00	72,000.00
May 5., 2023	WORKPLACE CLEANING TRAINING	1 DAY	50,000.00	45,000.00
<b>WEEK 2 - MAY 8 - 12, 2023</b>				
May 8 - 9, 2023	BEST PRACTICE FOR PERSONAL ASSISTANTS & ADMINISTRATIVE OFFICERS	2 DAYS	65,000.00	58,500.00
May 8 - 11, 2023	ADVANCED HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	90,000.00
May 9 - 11, 2023	THE EXECUTIVE ASSISTANT & PERSONAL ASSISTANT MASTER CLASS	3 DAYS	80,000.00	72,000.00
May 11 - 12, 2023	FRONT OFFICE CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	58,500.00
May 12., 2023	FOOD SAFETY AND HYGIENE	1 DAY	50,000.00	45,000.00
<b>WEEK 3 - MAY 15 - 19, 2023</b>				
May 15 - 19, 2023	ADVANCED CUSTOMER SERVICE MANAGEMENT	5 DAYS	80,000.00	72,000.00

May 15 - 16, 2023	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	2 DAYS	65,000.00	58,500.00
May 17 - 18, 2023	MEASURING SELLING PROFITABILITY	2 DAYS	65,000.00	58,500.00
May 17 - 19, 2023	EFFECTIVE BUDGET AND COST MANAGEMENT	3 DAYS	80,000.00	72,000.00
May 18., 2022	LEADERSHIP IN THE EDUCATION SYSTEM	1 DAY	50,000.00	45,000.00
<b>WEEK 4 - MAY 22 - 26, 2023</b>				
May 22., 2023	AMPLIFICATION OF AN ACCOUNTING OFFICER SKILLS & COMPETENCIES	1 DAY	50,000.00	45,000.00
May 22 - 23, 2023	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	3 DAYS	80,000.00	72,000.00
May 24 - 26, 2023	STRESS MANAGEMENT FOR HR PROFESSIONALS	3 DAYS	80,000.00	72,000.00
May 24 - 25, 2023	BUSINESS AND SOCIAL ETIQUETTE	2 DAYS	65,000.00	58,500.00
May 24 - 25, 2023	BASIC MICROSOFT EXCEL AND PAYROLL MANAGEMENT TRAINING	2 DAYS	65,000.00	58,500.00
<b>WEEK 5 - MAY 29 - 31, 2023</b>				
May 29 - 31, 2023	EXCESSIVE BANK CHARGES	3 DAYS	80,000.00	72,000.00
May 30 - 31, 2023	RELATIONSHIP MARKETING MANAGEMENT	2 DAYS	65,000.00	58,500.00
<b>June-23</b>				
<b>WEEK 1 - JUNE 1 - 2, 2023</b>				
Jun 1 - 2, 2023	PRESENTATION SKILLS FOR SELLING PROFESSIONALS	2 DAYS	65,000.00	58,500.00
June 1 - 2, 2023	BLUE OCEAN STRATEGY	2 DAYS	65,000.00	58,500.00

<b>WEEK 2 - JUNE 5 - 9, 2023</b>				
Jun 5 - 9, 2023	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	5 DAYS	150,000.00	135,000.00
Jun 6 - 7, 2023	MANAGING CHANGE IN THE WORKPLACE	2 DAYS	65,000.00	58,500.00
June 6 - 8, 2023	HANDLING ACCOUNTS – RECEIVABLES AND PAYABLES	3 DAYS	80,000.00	72,000.00
June 8 - 9, 2023	PRE-RETIREMENT-A NEW BEGINNING	2 DAYS	65,000.00	58,500.00
Jun 9. 2023	DEVELOPING YOUR INTERPERSONAL SKILLS WITH EMOTIONAL INTELLIGENCE	1 DAY	50,000.00	45,000.00
<b>WEEK 3 - JUNE 13 - 16, 2023</b>				
Jun 13 - 14, 2023	CUSTOMER FOCUSED SELLING (BUILD TRUST)	2 DAYS	65,000.00	58,500.00
Jun 13 - 15, 2023	BASIC HUMAN RESOURCES MANAGEMENT	3 DAYS	80,000.00	72,000.00
Jun 15 - 16, 2023	BUSINESS WRITING & COMMUNICATION SKILLS	2 DAYS	65,000.00	58,500.00
Jun 15., 2023	EFFECTIVE MEETING MANAGEMENT	1 DAY	50,000.00	45,000.00
<b>WEEK 4 - JUNE 19 - 23 2023</b>				
Jun 19 - 22, 2023	ADVANCED HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	90,000.00
Jun 19 - 21, 2023	ADVANCED CUSTOMER SERVICE SKILLS & RELATIONSHIP MANAGEMENT	3 DAYS	80,000.00	72,000.00
Jun 20 - 22, 2023	MANAGING THE SALES TEAM	3 DAYS	80,000.00	72,000.00
June 21 - 23, 2023	DIGITAL / SOCIAL MEDIA MARKETING	3 DAYS	80,000.00	72,000.00
Jun 22 - 23, 2023	COMMUNICATION AND REPORT WRITING SKILLS	2 DAYS	65,000.00	58,500.00



<b>WEEK 5 - JUNE 26 - 27 2023</b>				
Jun 26 - 27, 2023	CONSULTATIVE SELLING TECHNIQUES	2 DAYS	65,000.00	58,500.00
June 27., 2023	MANAGEMENT WORKSHOP FOR TRANSPORT OFFICERS AND DRIVERS	1 DAY	50,000.00	45,000.00
<b>July-23</b>				
<b>WEEK 1 - JULY 3 - 7, 2023</b>				
Jul 3 - 5, 2023	AGGRESSIVE MARKET PENETRATION STRATEGY	3 DAYS	80,000.00	72,000.00
Jul 3 - 5, 2023	BRAND MANAGEMENT	2 DAYS	65,000.00	58,500.00
Jul 4 - 6, 2023	BASIC MICROSOFT EXCEL TRAINING	3 DAYS	80,000.00	72,000.00
July 6 - 7, 2023	MANAGING AND RESOLVING WORKPLACE CONFLICT	2 DAYS	65,000.00	58,500.00
July 6 - 7, 2023	EFFECTIVE TIME MANAGEMENT	2 DAYS	65,000.00	58,500.00
<b>WEEK 2 - JULY 10 - 14, 2023</b>				
Jul 10 - 12, 2023	EMOTIONAL INTELLIGENCE	3 DAYS	80,000.00	72,000.00
Jul 10 - 12, 2023	PUBLIC SPEAKING AND PRESENTATION TECHNIQUES	3 DAYS	80,000.00	72,000.00
Jul 11 - 12, 2023	MANAGEMENT OF DOCUMENT CONTROL AND RECORD KEEPING	2 DAYS	65,000.00	58,500.00
Jul 13 - 14, 2023	NEGOTIATION SKILLS	2 DAYS	65,000.00	58,500.00
Jul 13 - 14, 2023	DEVELOPING INTERPERSONAL COMMUNICATION SKILLS FOR WORK	2 DAYS	65,000.00	58,500.00
<b>WEEK 3 - JULY 17 - 21, 2023</b>				
Jul 17 - 19, 2023	MANAGING THE SALES TEAM	3 DAYS	80,000.00	72,000.00

Jul 17 - 19, 2023	MANAGING PEOPLE WITHIN THE LAW (HUMAN RESOURCES)	3 DAYS	80,000.00	72,000.00
Jul 19 - 20, 2023	TEAM BUILDING FOR PEAK PERFORMANCE	2 DAYS	65,000.00	58,500.00
Jul 20 - 21, 2023	EFFECTIVE DECISION MAKING	2 DAYS	65,000.00	58,500.00
Jul 20 - 21, 2023	TRANSITIONING TO A SUPERVISORY ROLE	2 DAYS	65,000.00	58,500.00
<b>WEEK 4 - JULY 24 - 28, 2023</b>				
Jul 24 - 26, 2023	TRAIN THE TRAINER	3 DAYS	80,000.00	72,000.00
Jul 24 - 26, 2023	DEVELOPING A WINING SALES FORCE	3 DAYS	80,000.00	72,000.00
Jul 24 - 27, 2023	GROWING THE SALES COMPETENCIES FOR PEAK PERFORMANCE	4 DAYS	100,000.00	90,000.00
Jul 27 - 28, 2-23	ADVANCED OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	2 DAYS	65,000.00	58,500.00
Jul 27 - 28, 2-23	STRATEGIES FOR FINDING & WINNING NEW BUSINESS	2 DAYS	65,000.00	58,500.00
<b>August-23</b>				
<b>WEEK 1 - AUGUST 1 - 4, 2023</b>				
Aug 1 - 2, 2023	AGGRESSIVE MARKET PENETRATION STRATEGY	3 DAYS	80,000.00	72,000.00
Aug 1 - 3, 2023	DELIVERING RESULTS THROUGH TEAM	3 DAYS	80,000.00	72,000.00
Aug 2 - 4, 2023	ADVANCED SUPERVISORY MANAGEMENT	3 DAYS	80,000.00	72,000.00
Aug 3 - 4, 2023	INTERMEDIATE HUMAN RESOURCES MANAGEMENT	2 DAYS	65,000.00	58,500.00
<b>WEEK 2 - AUGUST 7 - 11, 2023</b>				
Aug 7 - 8, 2023	ATTITUDE AND ORGANIZATIONAL PRODUCTIVITY	2 DAYS	65,000.00	58,500.00

Aug 7 - 9, 2023	EFFECTIVE BUSINESS COMMUNICATION SKILL	3 DAYS	65,000.00	58,500.00
Aug 8 - 9, 2023	DEBT RECOVERY MANAGEMENT	2 DAYS	65,000.00	58,500.00
Aug 10 - 11, 2023	RECEPTIONIST, FRONT DESK AND CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	58,500.00
Aug 10, 2023	PERFORMANCE MANAGEMENT	1 DAY	50,000.00	45,000.00
<b>WEEK 3 - AUGUST 14 - 18, 2023</b>				
Aug 14 - 16, 2023	ADVANCED EXCEL TRAINING	3 DAYS	80,000.00	72,000.00
Aug 14 - 17, 2023	PERFORMANCE IMPROVEMENT (PROFESSIONAL HUMAN RESOURCE)	4 DAYS	100,000.00	90,000.00
Aug 15 - 16, 2023	ACCOUNT FOR A NON-ACCOUNTING MANAGER	2 DAYS	65,000.00	58,500.00
Aug 17 - 18, 2023	CUSTOMER RELATIONSHIP MANAGEMENT	2 DAYS	65,000.00	58,500.00
Aug 19., 2023	HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT	1 DAY	50,000.00	45,000.00
<b>WEEK 4 - AUGUST 21 - 25, 2023</b>				
Aug 21 - 23, 2023	MANAGEMENT OF TRADE RECEIVABLES	3 DAYS	80,000.00	72,000.00
Aug 21 - 23, 2023	LEADERSHIP DEVELOPMENT	3 DAYS	80,000.00	72,000.00
Aug 22 - 23, 2023	CREATING A POSITIVE CUSTOMER EXPERIENCE	2 DAYS	65,000.00	58,500.00
Aug 23 - 24, 2023	BASIC PROJECT MANAGEMENT PROFESSIONAL (PMP)	2 DAYS	65,000.00	58,500.00
Aug 24 - 25, 2023	THE BALANCED SCORECARD APPROACH	2 DAYS	65,000.00	58,500.00
<b>WEEK 5 - AUGUST 28 - 31, 2023</b>				
Aug 28 - 29, 2023	MICROSOFT POWERPOINT PRESENTATION	2 DAYS	65,000.00	58,500.00

Aug 28 - 30, 2023	PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT	3 DAYS	80,000.00	72,000.00
Aug 28 - 31, 2023	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS	4 DAYS	100,000.00	
Aug 29 - 31, 2023	AGGRESSIVE MARKET PENETRATION STRATEGY	3 DAYS	80,000.00	72,000.00
<b>September-23</b>				
<b>WEEK 1 - SEPTEMBER 4 - 8, 2023</b>				
Sept 4 - 8, 2023	EFFECTIVE STOCK CONTROL AND INVENTORY MANAGEMENT	5 DAYS	150,000.00	135,000.00
Sept 4 - 6, 2023	KEY ACCOUNT MANAGEMENT	3 DAYS	80,000.00	72,000.00
Sept 4 - 8, 2023	COACHING AND MENTORING SKILLS	3 DAYS	80,000.00	72,000.00
Sept 7 - 8, 2023	OFFICE MANAGEMENT ETIQUETTE AND BUSINESS PROTOCOL	2 DAYS	65,000.00	58,500.00
Sept 7 - 8, 2023	BEST PRACTICE FOR PERSONAL ASSISTANTS AND ADMINISTRATIVE OFFICERS	2 DAYS	65,000.00	58,500.00
<b>WEEK 2 - SEPTEMBER 11 - 15, 2023</b>				
Sept 11 - 12, 2023	EMOTIONAL INTELLIGENCE FOR LEADERS	2 DAYS	65,000.00	58,500.00
Sept 11 - 13, 2023	MANAGEMENT DEVELOPMENT FOR PERSONAL ASSISTANTS	3 DAYS	80,000.00	72,000.00
Sept 12 - 14, 2023	INFLUENCING BEHAVIOUR FOR PEAK PERFORMANCE	3 DAYS	80,000.00	72,000.00
Sept 13 - 15, 2023	CHANGE MANAGEMENT	3 DAYS	80,000.00	72,000.00
Sept 14 - 15, 2023	CONTROLLING PRODUCTION & SERVICE WASTAGES	2 DAYS	65,000.00	58,500.00
<b>WEEK 3 - SEPTEMBER 18 - 22, 2023</b>				
Sept 18 - 21, 2023	ADVANCED PROJECT MANAGEMENT PROFESSIONAL (PMP)	4 DAYS	100,000.00	90,000.00

Sept 18 - 19, 2023	SUPPLY CHAIN MANAGEMENT	2 DAYS	65,000.00	58,500.00
Sept 19 - 21, 2023	MANAGING THE SALES TEAM	3 DAYS	80,000.00	72,000.00
Sept 20 - 22, 2023	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATION SKILLS	3 DAYS	80,000.00	72,000.00
Sept 21 - 22, 2023	CUSTOMER FOCUSED SELLING (BUILD TRUST)	2 DAYS	65,000.00	58,500.00
<b>WEEK 4 - SEPTEMBER 25 - 29, 2023</b>				
Sept 25 - 26, 2023	BASIC MICROSOFT EXCEL AND PAYROLL MANAGEMENT	2 DAYS	65,000.00	58,500.00
Sept 25 - 27, 2023	COACHING AND MENTORING SKILLS	3 DAYS	80,000.00	72,000.00
Sept 27., 2023	WORKPLACE CLEANING	1 DAY	50,000.00	45,000.00
Sept 28 - 29, 2023	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	2 DAYS	65,000.00	58,500.00
Sept 28 - 29, 2023	CUSTOMER FOCUSED SELLING (BUILD TRUST)	2 DAYS	65,000.00	58,500.00
<b>October-23</b>				
<b>WEEK 1 - OCTOBER 3 - 6, 2023</b>				
Oct 3 - 4, 2023	BUSINESS WRITING & COMMUNICATION SKILLS	2 DAYS	65,000.00	58,500.00
Oct 3 - 4, 2023	FRONT OFFICE CUSTOMER RELATIONS SKILLS	2 DAYS	65,000.00	58,500.00
Oct 5 - 6, 2023	BUSINESS AND SOCIAL ETIQUETTE	2 DAYS	65,000.00	58,500.00
Oct 5 - 6, 2023	BLUE OCEAN STRATEGY	2 DAYS	65,000.00	58,500.00
<b>WEEK 2 - OCTOBER 9 - 13, 2023</b>				
Oct 9 - 13, 2023	EFFECTIVE STOCK CONTROL AND INVENTORY MANAGEMENT	5 DAYS	150,000.00	135,000.00

Oct 9 - 11, 2023	THE EXECUTIVE ASSISTANT AND PERSONAL ASSISTANT MASTER CLASS	3 DAYS	80,000.00	72,000.00
Oct 11., 2023	HEALTH AND WELLBEING IN THE WORKPLACE	1 DAY	50,000.00	45,000.00
Oct 12 - 13, 2023	CRITICAL THINKING AND INNOVATION IN LEADERSHIP	2 DAYS	65,000.00	58,500.00
Oct 12 - 13, 2023	MANAGING CHANGE IN THE WORKPLACE	2 DAYS	65,000.00	58,500.00
<b>WEEK 3 - OCTOBER 16 - 20, 2023</b>				
Oct 16 - 18, 2023	EFFECTIVE BUDGET AND COST MANAGEMENT	3 DAYS	80,000.00	72,000.00
Oct 16 - 18, 2023	STRESS MANAGEMENT FOR HR PROFESSIONALS	3 DAYS	80,000.00	72,000.00
Oct 17 - 19, 2023	KEY ACCOUNT MANAGEMENT	3 DAYS	80,000.00	72,000.00
Oct 19 - 12, 2023	PROBLEM ANALYSIS AND DECISION-MAKING	2 DAYS	65,000.00	58,500.00
Oct 17 - 19, 2023	TREASURY MANAGEMENT	3 DAYS	80,000.00	72,000.00
<b>WEEK 4 - OCTOBER 23 - 27, 2023</b>				
Oct 23 - 27, 2023	PERFORMANCE IMPROVEMENT (PROFESSIONAL HUMAN RESOURCE)	4 DAYS	100,000.00	90,000.00
Oct 23 - 25, 2023	EXCESSIVE BANK CHARGES	3 DAYS	80,000.00	72,000.00
Oct 23 - 25, 2023	DIGITAL / SOCIAL MEDIA MARKETING	3 DAYS	80,000.00	72,000.00
Oct 24 - 25, 2023	PRESENTATION SKILLS FOR SELLING PROFESSIONALS	2 DAYS	65,000.00	58,500.00
Oct 26 - 27, 2023	PRE-RETIREMENT-A NEW BEGINNING	2 DAYS	65,000.00	58,500.00
<b>WEEK 5 - OCTOBER 30 - 31, 2023</b>				
Oct 30 - 31, 2023	ETHICS IN THE SCHOOL ADMINISTRATION	2 DAYS	65,000.00	58,500.00

Oct 30 - 31, 2023	DEALING WITH DIFFICULT PERSONALITIES	2 DAYS	80,000.00	72,000.00
<b>November-23</b>				
<b>WEEK 1 - NOVEMBER 1 - 3, 2023</b>				
Nov 1 - 3, 2023	EFFICIENT SALES AND MARKETING MANAGEMENT	3 DAYS	80,000.00	72,000.00
Nov 1 - 3, 2023	MANAGING THE SALES TEAM	3 DAYS	80,000.00	72,000.00
Nov 2 - 3, 2023	RELATIONSHIP MARKETING MANAGEMENT	2 DAYS	65,000.00	58,500.00
<b>WEEK 2 - NOVEMBER 6 - 10, 2023</b>				
Nov 6 - 9, 2023	ADVANCED PROJECT MANAGEMENT PROFESSIONAL (PMP)	4 DAYS	100,000.00	90,000.00
Nov 7 - 9, 2023	ADVANCED SUPERVISORY MANAGEMENT	3 DAYS	80,000.00	72,000.00
Nov 7 - 8, 2023	MEASURING SELLING PROFITABILITY	2 DAYS	65,000.00	58,500.00
Nov 8 - 10, 2023	AGGRESSIVE MARKET PENETRATION STRATEGY	3 DAYS	80,000.00	72,000.00
Nov 8 - 10, 2023	TRAIN THE TRAINER	3 DAYS	80,000.00	72,000.00
<b>WEEK 3 - NOVEMBER 13 - 17, 2023</b>				
Nov 13 - 15, 2023	ADVANCED SELLING SKILLS	3 DAYS	80,000.00	72,000.00
Nov 13 - 15, 2023	ADVANCED CUSTOMER SERVICE SKILLS & RELATIONSHIP MANAGEMENT	3 DAYS	80,000.00	72,000.00
Nov 14 - 16, 2023	BASIC HUMAN RESOURCES MANAGEMENT	3 DAYS	80,000.00	72,000.00
Nov 16 - 17, 2023	BRAND MANAGEMENT	2 DAYS	65,000.00	58,500.00

Nov 17., 2023	DEVELOPING YOUR INTERPERSONAL SKILLS WITH EMOTIONAL INTELLIGENCE	1 DAY	50,000.00	45,000.00
<b>WEEK 4 - NOVEMBER 20 - 24, 2023</b>				
Nov 20 - 22, 2023	INFLUENCING BEHAVIOUR FOR PEAK PERFORMANCE	3 DAYS	80,000.00	72,000.00
Nov 21 - 24, 2023	ADVANCED HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	90,000.00
Nov 22 - 24, 2023	LEADERSHIP DEVELOPMENT	3 DAYS	80,000.00	72,000.00
Nov 23 - 24, 2023	FLEET MANAGEMENT TRAINING	2 DAYS	65,000.00	58,500.00
Nov 23., 2023	FOOD SAFETY AND HYGIENE	1 DAY	50,000.00	45,000.00
<b>WEEK 5 - NOVEMBER 27 - 30, 2023</b>				
Nov 27 - 30, 2023	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS	4 DAYS	100,000.00	90,000.00
Nov 28 - 29, 2023	EFFECTIVE BUSINESS COMMUNICATION SKILL	3 DAYS	65,000.00	58,500.00
Nov 28 - 30, 2023	MANAGERS EFFECTIVENESS	3 DAYS	80,000.00	72,000.00
Nov 29 - 30, 2023	CUSTOMER FOCUSED SELLING (BUILD TRUST)	2 DAYS	65,000.00	58,500.00
<b>December-23</b>				
<b>WEEK 1 - DECEMBER 4 - 8, 2023</b>				
Dec 4 - 7, 2023	BEGINNERS TRAINING ON BIDS AND TENDERS MANAGEMENT	4 DAYS	100,000.00	90,000.00
Dec 4 - 6, 2023	TREASURY MANAGEMENT	3 DAYS	80,000.00	72,000.00
Dec 5 - 7, 2023	HANDLING ACCOUNTS – RECEIVABLES AND PAYABLES	3 DAYS	80,000.00	72,000.00
Dec 6 - 7, 2023	NEGOTIATION SKILLS	2 DAYS	65,000.00	58,500.00



Dec 7 - 8, 2023	OFFICE MANAGEMENT ETIQUETTE AND BUSINESS PROTOCOL	2 DAYS	65,000.00	58,500.00
<b>WEEK 2 - DECEMBER 11 - 15, 2023</b>				
Dec 11 - 13, 2023	MANAGEMENT DEVELOPMENT FOR PERSONAL ASSISTANTS	3 DAYS	80,000.00	72,000.00
Dec 11 - 15, 2023	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	5 DAYS	150,000.00	135,000.00
Dec 12 - 13, 2023	DEVELOPING INTERPERSONAL COMMUNICATION SKILLS FOR WORK	2 DAYS	65,000.00	58,500.00
Dec 13 - 14, 2023	PERFORMANCE IMPROVEMENT (PROFESSIONAL HUMAN RESOURCE)	4 DAYS	100,000.00	90,000.00
Dec 14 - 15, 2023	TEAM BUILDING FOR PEAK PERFORMANCE	2 DAYS	65,000.00	58,500.00