



## LAIDER CONSULT MANAGEMENT TRAINING

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

<b>FINANCIAL MANAGEMENT AND ACCOUNTING</b>	DEBT RECOVERY MANAGEMENT	2 DAYS	65,000.00	58,500.00
	EFFECTIVE BUDGET AND COST MANAGEMENT	3 DAYS	80,000.00	72,000.00
	AMPLIFICATION OF AN ACCOUNTING OFFICER SKILLS & COMPETENCIES	1 DAY	50,000.00	45,000.00
	EXCESSIVE BANK CHARGES	3 DAYS	80,000.00	72,000.00
	PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT	3 DAYS	80,000.00	72,000.00
	HANDLING ACCOUNTS – RECEIVABLES AND PAYABLES	3 DAYS	80,000.00	72,000.00
	TREASURY MANAGEMENT	3 DAYS	80,000.00	72,000.00
	MANAGEMENT OF TRADE RECEIVABLES	3 DAYS	80,000.00	72,000.00
<b>HUMAN RESOURCES MANAGEMENT</b>	ADVANCED HUMAN RESOURCES MANAGEMENT	4 DAYS	100,000.00	90,000.00
	BASIC HUMAN RESOURCES MANAGEMENT	3 DAYS	80,000.00	72,000.00
	CHANGE MANAGEMENT	3 DAYS	80,000.00	72,000.00
	INTERMEDIATE HUMAN RESOURCES MANAGEMENT	2 DAYS	65,000.00	58,500.00
	MANAGING PEOPLE WITHIN THE LAW (HUMAN RESOURCES)	3 DAYS	80,000.00	72,000.00
	PERFORMANCE IMPROVEMENT (PROFESSIONAL HUMAN RESOURCE)	4 DAYS	100,000.00	90,000.00
	STRESS MANAGEMENT FOR HR PROFESSIONALS	3 DAYS	80,000.00	72,000.00
<b>INDUCTION MANAGEMENT</b>	BUSINESS – READINESS	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	
<b>LEADERSHIP MANAGEMENT</b>	ADVANCED SUPERVISORY MANAGEMENT	3 DAYS	80,000.00	72,000.00
	COACHING AND MENTORING SKILLS	3 DAYS	80,000.00	72,000.00
	DELIVERING RESULTS THROUGH TEAM	3 DAYS	80,000.00	72,000.00
	EFFECTIVE DECISION MAKING	2 DAYS	65,000.00	58,500.00
	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS	4 DAYS	100,000.00	90,000.00
	EMOTIONAL INTELLIGENCE FOR LEADERS	2 DAYS	65,000.00	58,500.00
	CRITICAL THINKING AND INNOVATION IN LEADERSHIP	2 DAYS	65,000.00	58,500.00
	LEADERSHIP DEVELOPMENT	3 DAYS	80,000.00	72,000.00
	MANAGERS EFFECTIVENESS	3 DAYS	80,000.00	72,000.00
	MANAGING AND RESOLVING WORKPLACE CONFLICT	2 DAYS	65,000.00	58,500.00

	PROBLEM ANALYSIS AND DECISION-MAKING	2 DAYS	65,000.00	58,500.00
	TRANSITIONING TO A SUPERVISORY ROLE	2 DAYS	65,000.00	58,500.00
<b>PRODUCTION MANAGEMENT</b>	CONTROLLING PRODUCTION & SERVICE WASTAGES	2 DAYS	65,000.00	58,500.00
	EFFECTIVE STOCK CONTROL AND INVENTORY MANAGEMENT	5 DAYS	150,000.00	135,000.00
	FLEET MANAGEMENT	2 DAYS	65,000.00	58,500.00
	HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT	1 DAY	50,000.00	45,000.00
	HEALTH AND WELLBEING IN THE WORKPLACE	1 DAY	50,000.00	45,000.00
	SUPPLY CHAIN MANAGEMENT	2 DAYS	65,000.00	58,500.00
	THE BALANCED SCORECARD APPROACH	2 DAYS	65,000.00	58,500.00
<b>PEOPLE SKILLS MANAGEMENT</b>	ATTITUDE AND ORGANIZATIONAL PRODUCTIVITY	2 DAYS	65,000.00	58,500.00
	BEGINNERS TRAINING ON BIDS AND TENDERS MANAGEMENT	4 DAYS	100,000.00	90,000.00
	BUSINESS AND SOCIAL ETIQUETTE	2 DAYS	65,000.00	58,500.00
	DEALING WITH DIFFICULT PERSONALITIES	2 DAYS	80,000.00	72,000.00
	DEVELOPING INTERPERSONAL COMMUNICATION SKILLS FOR WORK	2 DAYS	65,000.00	58,500.00
	DEVELOPING YOUR INTERPERSONAL SKILLS WITH EMOTIONAL INTELLIGENCE	1 DAY	50,000.00	45,000.00
	EFFECTIVE BUSINESS COMMUNICATION SKILL	3 DAYS	65,000.00	58,500.00
	EFFECTIVE TIME MANAGEMENT	2 DAYS	65,000.00	58,500.00
	EMOTIONAL INTELLIGENCE	3 DAYS	80,000.00	72,000.00
	INFLUENCING BEHAVIOUR FOR PEAK PERFORMANCE	3 DAYS	80,000.00	72,000.00
	MANAGING CHANGE IN THE WORKPLACE	2 DAYS	65,000.00	58,500.00
	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	2 DAYS	65,000.00	58,500.00
	PERFORMANCE MANAGEMENT	1 DAY	50,000.00	45,000.00
	PRE-RETIREMENT- A NEW BEGINNING	2 DAYS	65,000.00	58,500.00
	TEAM BUILDING FOR PEAK PERFORMANCE	2 DAYS	65,000.00	58,500.00
	TRAIN THE TRAINER	3 DAYS	80,000.00	72,000.00
	WORKPLACE CLEANING	1 DAY	50,000.00	45,000.00
	OFFICE MANAGEMENT ETIQUETTE AND BUSINESS PROTOCOL	2 DAYS	65,000.00	58,500.00
<b>PROJECT MANAGEMENT</b>	ADVANCED PROJECT MANAGEMENT PROFESSIONAL (PMP)	4 DAYS	100,000.00	90,000.00
	BASIC PROJECT MANAGEMENT PROFESSIONAL (PMP)	2 DAYS	65,000.00	58,500.00

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

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<b>ASSESSMENT</b>	PSYCHOMETRIC ASSESSMENT	On Request
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<b>SCHOOL PROGRAM</b>	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	2 DAYS	On - Demand
	FOOD SAFETY AND HYGIENE	1 DAY	On - Demand
	LEADERSHIP IN THE EDUCATION SYSTEM	1 DAY	On - Demand

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