

K&Q CONSULTING LTD

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K&Q 2020 TRAINING CALENDAR

SN	PROGRAM	DURATION	VENUE	FEES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
COMPUTER & TECHNOLOGY ESSENTIALS																
1	Advance Data Analysis And Financial Modelling	5 Days		90,000	20 - 24		16 - 20		4 - 8		27 - 31		21 - 25		2 - 6	
3	Mastering Microsoft Excel (Intermediate & Expert)	3 Days		60,000		26 - 28		9 - 11		29 - 1		12 - 14		7 - 9		2 - 4
3	Advance Microsoft Powerpoint Masterclass	2 Days		50,000	30 - 31		23 - 24		11 - 12		23 - 24		17 - 18		10 - 11	
4	Office Productivity - Working With Excel, PowerPoint & Outlook	6 Days		70,000		17 - 22		20 - 25		22 - 26		3 - 7		19 - 24		14 - 18
5	Essential Digital Skills & Tools For Productivity - Boost Your Productivity	2 Days		50,000	16 - 17		30 - 31		18 - 19		16 - 17		10 - 11		17 - 18	
6	Mastering Digital Marketing Workshop (100% Practicals)	3 Days		60,000		13 - 15		28 - 30		15 - 17		19 - 21		26 - 28		22 - 24
SALES & MARKETING AND CUSTOMER																
1	Developing & Implementing Strategic Marketing Plans	3 Days		90,000	13 - 15			1 - 3			13 - 15			28 - 30		
2	Prospecting and Business Lead Generation	2 Days		60,000		3 - 4			25 - 26			27 - 28			12 - 13	
3	Sales and Operation Planning (S&OP)	3 Days		90,000			11 - 13			1 - 3			9 - 11			1 - 3
4	Effective Business to Business (B2B) Marketing & Product Management for B2B	3 Days		90,000	20 - 22			15 - 17			20 - 22			19 - 21		
5	Interpersonal Relationship Management MasterClass	2 Days		70,000		10 - 11			21 - 22			20 - 21			19 - 20	
6	Client Relationship Management - For Business Excellence	2 Days		70,000			19 - 20			4 - 5			16 - 17			7 - 8
7	Customer Experience Perfection for Modern Managers	2 Days		70,000	27 - 28			23 - 24			27 - 28			12 - 13		
8	Customer Services Excellence	2 Days		60,000		17 - 18			27 - 28			13 - 14			26 - 27	
9	Effective Retail Marketing Strategy and Tactics	2 Days		70,000			26 - 27			8 - 9			23 - 24			9 - 10
HUMAN RESOURCES																
1	Managing HR Functions, Metrics & Analytics	4 Days		100,000		18 - 21			12 - 15			25 - 28			24 - 27	
2	Performance Management: Working with BSC & KPI	2 Days		70,000	15 - 16			8 - 9			29 - 30			1 - 2		
3	HR Essentials for Effective Management	3 Days		90,000			23 - 25			10 - 12			1 - 3			16 - 18
4	Designing & Implementing Competency Frameworks & Assessment Tools	3 Days		90,000		19 - 21			18 - 20			19 - 21			18 - 20	
5	Writing Effective Policies & Procedures	2 Days		70,000	22 - 23			6 - 7			23 - 24			8 - 9		
6	Managing Employee Performance, Behaviour and Attitudes	2 Days		70,000			16 - 17			15 - 16			23 - 24			14 - 15
7	Labour Relations: Managing in a Unionised Environment	2 Days		60,000		17 - 18			21 - 22			13 - 14			16 - 17	
8	Leading Strategic HR Transformation	2 Days		70,000	29 - 30			2 - 3			14 - 15			15 - 16		
9	Unleashing the Power of Workplace Psychology	2 Days		70,000			9 - 10			17 - 18			8 - 10			21 - 22
MANAGEMENT & LEADERSHIP																
1	The Strategy of Leadership: Unleashing the Power of Vision & Influence	2 Days		70,000			11 - 12			22 - 23			1 - 2			22 - 23
2	Effective Managerial Leadership Skills for Team Lead	2 Days		70,000		10 - 11			4 - 5			6 - 7			23 - 24	
3	Creating a Positive Corporate Culture - winning with your team	2 Days		70,000	13 - 14			14 - 15			1 - 2			6 - 7		
4	Improving Leadership, Governance and Risk Management in Nonprofit Organisations	2 Days		70,000			18 - 19			24 - 25			22 - 23			15 - 16
5	Effective Supervisory Skills - Advanced supervisory skills for top results	2 Days		70,000			25 - 26			29 - 30			16 - 17			8 - 9
6	Strategies for Leading Successful Change Initiative	2 Days		70,000		17 - 18			12 - 13			18 - 19			18 - 19	
7	Leading Business Transformation in a Digital Age	2 Days		70,000	20 - 21			20 - 21			15 - 16			20 - 21		
STRATEGY & PLANNING																
1	Business Strategy Development (The Master Game Plan)	4 Days		100,000	28 - 31			27 - 30			7 - 10			5 - 9		
2	Blue Ocean Strategy Development Workshop	3 Days		90,000		26 - 28			18 - 20			17 - 19			25 - 27	
3	Strategy Excellence: From Strategic Vision to Tactical Execution	3 Days		90,000		19 - 21	4 - 6			24 - 26			28 - 30			2 - 4
4	Developing Strategic Operational Action Plan (Hand-on Lab)	3 Days		90,000	22 - 24			22 - 24			15 - 17			12 - 14		
5	Digital Leadership Strategy Masterclass - Driving Value Innovation With Technology	2 Days		70,000		24 - 25			14 - 15			24 - 25			23 - 24	
6	Brand Development Strategy & Management for Business Acceleration	3 Days		90,000			16 - 18			17 - 19			21 - 23			16 - 18
7	Strategic Performance Management using an Executive Dashboard	2 Days		70,000			12 - 13			10 - 11			17 - 18			28 - 29
EXECUTIVE & ADMINISTRATIVE SUPPORT																
1	Administrative Support and Office Procedures	2 Days		60,000		3 - 4			14 - 15			18 - 19			12 - 13	
2	Executive and Personal Assistance - Skills & Functions	2 Days		60,000	30 - 31			29 - 30			28 - 29			27 - 28		
3	Effective Office Management	2 Days		60,000			30 - 31			4 - 5			14 - 15			15 - 16
4	Leadership for Administrative Professionals	2 Days		60,000	28 - 29			27 - 28			21 - 22			20 - 21		
5	Managing Multiple Tasks, Priorities & Deadlines	2 Days		60,000		5 - 6			7 - 8			25 - 26			19 - 20	
6	Document Archiving and Records Management	2 Days		60,000	23 - 24			15 - 16			14 - 15			13 - 14		
7	Essential Writing Skills for Business	2 Days		60,000		10 - 11			21 - 22			11 - 12			26 - 27	
8	Masterclass for Executive Secretaries and PA's	2 Days		60,000			18 - 19			16 - 17			7 - 8			3 - 4
FINANCE & ACCOUNTING																
1	Basic Bookkeeping Essential	3 Days		90,000	20 - 22			6 - 8			8 - 10			28 - 30		
2	Budgeting, Forecasting and The Planning Process	5 Days		100,000		17 - 21			18 - 22			10 - 14			23 - 27	
3	Effective Budgeting & Operational Cost Control	3 Days		90,000		24 - 26			12 - 14			17 - 19			16 - 18	
4	Financial Bootcamp for Non-Financial Professionals	3 Days		90,000		10 - 11			19 - 21			26 - 28			9 - 11	
5	Analysing and Forecasting Business Cash Flow	3 Days		90,000			30 - 31			9 - 11			9 - 11			1 - 3
OPERATION AND PROCESS																
1	Advance Project Management For Business Manager	3 Days		90,000	27 - 31			27 - 1			27 - 31			12 - 16		
2	Inventory Planning & Warehouse Management	3 Days		75,000		26 - 28			26 - 28			18 - 20			18 - 20	
3	Effective Facilities Management	3 Days		75,000			11 - 13			29 - 1			16 - 18			21 - 23
PERSONAL DEVELOPMENT & EFFECTIVENESS																
1	Personal Branding and Productivity	2 Days		60,000	8 - 9			7 - 8			6 - 7			6 - 7		
2	Goal Setting, Planning & Decision Making	2 Days		60,000		5 - 6			6 - 7			6 - 7		12 - 13		
3	Effective Time, Task & Work Planning	2 Days		60,000			10 - 11			10 - 11			22 - 23			14 - 15
4	Public Speaking & Presentation Skills Master Class	2 Days		60,000	15 - 16			15 - 16			13 - 14			15 - 16		
5	Advanced Problem Solving & Decision Making	2 Days		60,000		12 - 13			13 - 14			13 - 14			18 - 19	
6	Advanced Communication & Interpersonal Skills	2 Days		60,000			17 - 18			17 - 18			24 - 25			21 - 22
7	Design Thinking and Creativity	1 Day		40,000	23rd			20th			31st			23rd		
8	Developing Personal Effectiveness with Positive Skills	1 Day		40,000		20th			28th			21st			30th	
9	Effective Negotiation, Persuasion & Critical Thinking: The Professional Negotiator	3 Days		90,000			24 - 26			24 - 26			28 - 30			28 - 30
10	Retirement Planning - Retiring FIT	3 Days		90,000		26 - 28			18 - 20			26 - 28			30 - 2	
INTERNATIONAL CERTIFICATION																
1	Project Management PRO (PMP)	5 Days	OPEN*	100,000												
2	Certified Maintenance and Reliability Professional (CMRP)	3 Days	OPEN	300,000												
4	Certified Enterprise Management Professional (CEMP)	5 Days	OPEN*	150,000	27 - 31			27 - 1			27 - 31			12 - 16		
5	Certified Customer Support Professional (CCSP)	5 Days	OPEN*	150,000		17 - 21			18 - 22			10 - 14			23 - 27	