K&Q CONSULTING LTD

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K&Q 2020 TRAINING CALENDAR

SN PROGRAM															
	DURATION	VFNUF	FEES	JAN	FEB	MAR	ΔPR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC
	BOIMION	VEIVOE	1223	37.11	1 20	1717-(11	AFN	IVIAI	JON	JOL	AUG	JLF	OCI	INOV	DEC
COMPUTER & TECHNOLOGY ESSENTIALS												· 			
1 Advance Data Analysis And Financial Modelling	5 Days		90,000	20 - 24	26 20	16 - 20		4 - 8	20. 4	27 - 31		21 - 25	7 - 9	2 - 6	2.4
3 Mastering Microsoft Excel (Intermediate & Expert) 3 Advance Microsoft Powerpoint Masterclass	3 Days 2 Days		60,000 50,000	30 - 31	26 - 28	23 - 24	9 - 11	11 - 12	29 - 1	23 - 24	12 - 14	17 - 18		10 - 11	2 - 4
4 Office Productivity - Working With Excel, PowerPoint & Outlook	6 Days		70,000	30 - 31	17 - 22	23 - 24	20 - 25	11-12	22 - 26		3 - 7	17-18	19 - 24	10-11	14 - 18
5 Essential Digital Skills & Tools For Productivity - Boost Your Productivity	2 Days		50,000	16 - 17		30 - 31	20 20	18 - 19		16 - 17		10 - 11		17 - 18	1. 10
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	2 Davis		00.000	12 15			1 2	ı		12 15		l	20, 20		
1 Developing & Implementing Strategic Marketing Plans 2 Prospecting and Business Lead Generation	3 Days 2 Days		60,000	13 - 15	3 - 4		1 - 3	25 - 26		13 - 15	27 - 28		28 - 30	12 - 13	
3 Sales and Operation Planning (S&OP)	3 Days		90,000			11 - 13		23 20	1-3		27 20	9 - 11		12 13	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 Execellence	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	47.40		23 - 24	27.20		27 - 28	10.11		12 - 13	26 27	
8 Customer Services Excellence	2 Days 2 Days		60,000 70,000		17 - 18	26 - 27		27 - 28	8 - 9		13 - 14	23 - 24		26 - 27	9 - 10
9 Effective Retail Marketing Strategy and Tactics	2 Days		70,000			20 - 27			8-9			25 - 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		15	6 - 7		4.5	23 - 24		00	8 - 9		11
6 Managing Employee Performance, Behaviour and Attitudes	2 Days		70,000		17 10	16 - 17		21 22	15 - 16		12 14	23 - 24		10 17	14 - 15
7 Labour Relations: Managing in a Unionised Environment 8 Leading Strategic HR Transformation	2 Days 2 Days		60,000 70,000	29 - 30	17 - 18		2 - 3	21 - 22		14 - 15	13 - 14		15 - 16	16 - 17	
9 Unleashing the Power of Workplace Psychology	2 Days		70,000	23 - 30		9 - 10	2-3		17 - 18			8 - 10	10 - 10		21 - 22
5 officesting the Fower of Workplace Esychology	2 Days		70,000			3 10			17 10			0 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			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		17 - 18	25 - 26		12 - 13	29 - 30		18 - 19	16 - 17		18 - 19	8 - 9
6 Strategies for Leading Successful Change Initiative 7 Leading Business Transformation in a Digital Age	2 Days 2 Days	1	70,000 70,000	20 - 21	17 - 18		20 - 21	12 - 13		15 - 16			20 - 21	18 - 19	
/ Leading business transformation in a Digital Age	2 Days		70,000	20 - 21			20 - 21			13 - 10			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	24 25		22 - 24			15 - 17			12 - 14		
5 Digital Leadership Strategy Masterclass - Driving Value Innovation With Technology	2 Days		70,000 90,000		24 - 25	16 - 18		14 - 15	17 - 19		24 - 25	21 - 23		23 - 24	16 19
6 Brand Development Strategy & Management for Business Acceleration 7 Strategic Performance Management using an Executive Dashboard	3 Days 2 Days		70,000			12 - 13			10 - 11			17 - 18			16 - 18 28 - 29
7 Strategie i errormance ivianagement using an Exceutive Dashboard	2 Days		70,000			12 13			10 11			17 10			20 - 25
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	7 - 8		21 - 22			20 - 21	19 - 20	
5 Managing Multiple Tasks, Priorities & Deadlines 6 Document Archiving and Records Management	2 Days 2 Days		CO 000					/-8			1 25 26			19 - 701	
	2 Days		60,000	23 -24	5 - 6		15 - 16			1/1 _ 15	25 - 26		12 - 1/	15 10	
I Alessential Writing Skills for Business			60,000	23 -24			15 - 16			14 - 15			13 - 14		
7 Essential Writing Skills for Business 8 Masterclass for Executive Secretaries and PA's			60,000 60,000	23 -24	10 - 11	18 - 19		21 - 22		14 - 15	25 - 26 11 - 12	7 - 8	13 - 14	26 - 27	3 - 4
	2 Days		60,000	23 -24		18 - 19			16 - 17	14 - 15		7 - 8	13 - 14		3 - 4
			60,000 60,000 60,000			18 - 19				14 - 15		7-8	13 - 14		3 - 4
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential	2 Days 3 Days		60,000 60,000 60,000 90,000		10 - 11	18 - 19		21 - 22		14 - 15 8 - 10	11 - 12	7 - 8	28 - 30	26 - 27	3 - 4
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process	2 Days 3 Days 5 Days		60,000 60,000 60,000 90,000		10 - 11	18 - 19		21 - 22 18 - 22			11 - 12	7 - 8	28 - 30	26 - 27	3 - 4
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control	2 Days 3 Days 5 Days 3 Days		60,000 60,000 60,000 90,000 100,000 90,000		10 - 11 17 - 21 24 - 26	18 - 19		21 - 22 18 - 22 12 - 14			11 - 12 10 - 14 17 - 19	7 - 8	28 - 30	26 - 27 23 - 27 16 - 18	3 - 4
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals	2 Days 3 Days 5 Days 3 Days 3 Days		60,000 60,000 60,000 90,000 100,000 90,000		10 - 11			21 - 22 18 - 22	16 - 17		11 - 12		28 - 30	26 - 27	
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control	2 Days 3 Days 5 Days 3 Days		60,000 60,000 60,000 90,000 100,000 90,000		10 - 11 17 - 21 24 - 26	18 - 19		21 - 22 18 - 22 12 - 14			11 - 12 10 - 14 17 - 19	7 - 8	28 - 30	26 - 27 23 - 27 16 - 18	3 - 4
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals	2 Days 3 Days 5 Days 3 Days 3 Days		60,000 60,000 60,000 90,000 100,000 90,000		10 - 11 17 - 21 24 - 26			21 - 22 18 - 22 12 - 14	16 - 17		11 - 12 10 - 14 17 - 19		28 - 30	26 - 27 23 - 27 16 - 18	
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals 5 Analysing and Forecasting Business Cash Flow	2 Days 3 Days 5 Days 3 Days 3 Days		90,000 90,000 90,000 90,000 90,000	20 - 22	10 - 11 17 - 21 24 - 26 10 - 11			21 - 22 18 - 22 12 - 14	16 - 17		11 - 12 10 - 14 17 - 19		28 - 30	26 - 27 23 - 27 16 - 18	
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals 5 Analysing and Forecasting Business Cash Flow OPERATION AND PROCESS 1 Advance Project Management For Business Manager 2 Inventory Planning & Warehouse Management	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days		90,000 90,000 90,000 90,000 90,000 90,000 75,000	20 - 22	10 - 11 17 - 21 24 - 26	30 - 31	6-8	21 - 22 18 - 22 12 - 14	9-11	8-10	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20	9-11	28 - 30	26 - 27 23 - 27 16 - 18 9 - 11	1-3
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals 5 Analysing and Forecasting Business Cash Flow OPERATION AND PROCESS 1 Advance Project Management For Business Manager	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days		90,000 90,000 90,000 90,000 90,000	20 - 22	10 - 11 17 - 21 24 - 26 10 - 11		6-8	21 - 22 18 - 22 12 - 14 19 - 21	16 - 17	8-10	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20		28 - 30	26 - 27 23 - 27 16 - 18 9 - 11	
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals 5 Analysing and Forecasting Business Cash Flow OPERATION AND PROCESS 1 Advance Project Management For Business Manager 2 Inventory Planning & Warehouse Management 3 Effective Facilities Management	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days		90,000 90,000 90,000 90,000 90,000 90,000 75,000	20 - 22	10 - 11 17 - 21 24 - 26 10 - 11	30 - 31	6-8	21 - 22 18 - 22 12 - 14 19 - 21	9-11	8-10	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20	9-11	28 - 30	26 - 27 23 - 27 16 - 18 9 - 11	1-3
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals 5 Analysing and Forecasting Business Cash Flow OPERATION AND PROCESS 1 Advance Project Management For Business Manager 2 Inventory Planning & Warehouse Management 3 Effective Facilities Management PERSONAL DEVELOPMENT & EFFECTIVENESS	2 Days 3 Days 5 Days 3 Days		90,000 90,000 90,000 90,000 90,000 90,000 75,000	20 - 22	10 - 11 17 - 21 24 - 26 10 - 11	30 - 31	6-8	21 - 22 18 - 22 12 - 14 19 - 21	9-11	8 - 10 27 - 31	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20	9-11	28 - 30	26 - 27 23 - 27 16 - 18 9 - 11	1-3
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals 5 Analysing and Forecasting Business Cash Flow OPERATION AND PROCESS 1 Advance Project Management For Business Manager 2 Inventory Planning & Warehouse Management 3 Effective Facilities Management PERSONAL DEVELOPMENT & EFFECTIVENESS 1 Personal Branding and Productivity	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days		90,000 90,000 90,000 90,000 90,000 90,000 75,000 60,000	27 -31	10 - 11 17 - 21 24 - 26 10 - 11	30 - 31	6-8	21 - 22 18 - 22 12 - 14 19 - 21	9-11	8-10	11 - 12 10 - 14 17 - 19 26 - 28	9-11	28 - 30 12 - 16	23 - 27 16 - 18 9 - 11	1-3
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals 5 Analysing and Forecasting Business Cash Flow OPERATION AND PROCESS 1 Advance Project Management For Business Manager 2 Inventory Planning & Warehouse Management 3 Effective Facilities Management PERSONAL DEVELOPMENT & EFFECTIVENESS	2 Days 3 Days 5 Days 3 Days		90,000 90,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000	27 -31	10 - 11 17 - 21 24 - 26 10 - 11	30 - 31	6-8	21 - 22 18 - 22 12 - 14 19 -21 26 - 28	9-11	8 - 10 27 - 31	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20	9-11	28 - 30 12 - 16	23 - 27 16 - 18 9 - 11 18 - 20	1-3
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals 5 Analysing and Forecasting Business Cash Flow OPERATION AND PROCESS 1 Advance Project Management For Business Manager 2 Inventory Planning & Warehouse Management 3 Effective Facilities Management PERSONAL DEVELOPMENT & EFFECTIVENESS 1 Personal Branding and Productivity 2 Goal Setting, Planning & Decision Making	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days		90,000 90,000 90,000 90,000 90,000 90,000 75,000 60,000	27 -31	10 - 11 17 - 21 24 - 26 10 - 11	30 - 31	6-8	21 - 22 18 - 22 12 - 14 19 -21 26 - 28	9-11	8 - 10 27 - 31	11 - 12 10 - 14 17 - 19 26 - 28	9-11	28 - 30 12 - 16	23 - 27 16 - 18 9 - 11 18 - 20	1 - 3
## Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days 2 Days 2 Days 2 Days		90,000 90,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000	20 - 22 27 -31 8 - 9	10 - 11 17 - 21 24 - 26 10 - 11	30 - 31	27-1	21 - 22 18 - 22 12 - 14 19 -21 26 - 28	9-11	8 - 10 27 - 31	11 - 12 10 - 14 17 - 19 26 - 28	9-11 16-18	28 - 30 12 - 16 6 - 7 15 - 16	23 - 27 16 - 18 9 - 11 18 - 20	1 - 3
8 Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING 1 Basic Bookkeeping Essential 2 Budgeting, Forecasting and The Planning Process 3 Effective Budgeting & Operational Cost Control 4 Financial Bootcamp for Non-Financial Professionals 5 Analysing and Forecasting Business Cash Flow OPERATION AND PROCESS 1 Advance Project Management For Business Manager 2 Inventory Planning & Warehouse Management 3 Effective Facilities Management PERSONAL DEVELOPMENT & EFFECTIVENESS 1 Personal Branding and Productivity 2 Goal Setting, Planning & Decision Making 3 Effective Time, Task & Work Planning 4 Public Speaking & Presentation Skills Master Class 5 Advanced Problem Solving & Decision Making 6 Advanced Communication & Interpersonal Skills	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days		90,000 90,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000 60,000	27 -31	10 - 11 17 - 21 24 - 26 10 - 11 26 - 28	30 - 31 11 - 13 10 - 11 17 - 18	6 - 8 27 - 1 7 - 8	21 - 22 18 - 22 12 - 14 19 - 21 26 - 28	9-11	8-10 27-31 6-7	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20	9-11	28 - 30 12 - 16 6 - 7 15 - 16	23 - 27 16 - 18 9 - 11 18 - 20	1 - 3
## Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days 1 Day		60,000 60,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000 60,000 40,000	20 - 22 27 -31 8 - 9 15 - 16	10 - 11 17 - 21 24 - 26 10 - 11 26 - 28 5 - 6	30 - 31 11 - 13 10 - 11 17 - 18	27-1	21 - 22 18 - 22 12 - 14 19 - 21 26 - 28 6 - 7	9-11	8 - 10 27 - 31	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20 6 - 7	9-11 16-18	28 - 30 12 - 16 6 - 7 15 - 16 23rd	23 - 27 16 - 18 9 - 11 18 - 20	1 - 3 21 - 23 14 - 15
## Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days 1 Day 1 Day		60,000 60,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000 40,000 40,000	20 - 22 27 -31 8 - 9 15 - 16	10 - 11 17 - 21 24 - 26 10 - 11 26 - 28	30 - 31 11 - 13 10 - 11 17 - 18	6 - 8 27 - 1 7 - 8	21 - 22 18 - 22 12 - 14 19 - 21 26 - 28	9-11 29-1 10-11 17-18	8-10 27-31 6-7	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20	9 - 11 16 - 18 22 - 23 24 - 25	28 - 30 12 - 16 6 - 7 15 - 16 23rd	23 - 27 16 - 18 9 - 11 18 - 20 12 - 13 18 - 19 30th	1 - 3 21 - 23 14 - 15 21 - 22
## Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days 2 Days 2 Days 2 Days 2 Days 2 Days 1 Day 1 Day 3 Days		60,000 60,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000 40,000 40,000 90,000	20 - 22 27 -31 8 - 9 15 - 16	10 - 11 17 - 21 24 - 26 10 - 11 26 - 28 5 - 6 12 - 13	30 - 31 11 - 13 10 - 11 17 - 18	6 - 8 27 - 1 7 - 8	21 - 22 18 - 22 12 - 14 19 - 21 26 - 28 6 - 7 13 - 14	9-11 29-1 10-11 27-18	8-10 27-31 6-7	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20 6 - 7 13 - 14	9 - 11 16 - 18 22 - 23 24 - 25 28 - 30	28 - 30 12 - 16 6 - 7 15 - 16 23rd	23 - 27 16 - 18 9 - 11 18 - 20 12 - 13 18 - 19 30th	1 - 3 21 - 23 14 - 15
## Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days 1 Day 1 Day		60,000 60,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000 40,000 40,000	20 - 22 27 -31 8 - 9 15 - 16	10 - 11 17 - 21 24 - 26 10 - 11 26 - 28 5 - 6	30 - 31 11 - 13 10 - 11 17 - 18	6 - 8 27 - 1 7 - 8	21 - 22 18 - 22 12 - 14 19 - 21 26 - 28 6 - 7	9-11 29-1 10-11 27-18	8-10 27-31 6-7	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20 6 - 7	9 - 11 16 - 18 22 - 23 24 - 25 28 - 30	28 - 30 12 - 16 6 - 7 15 - 16 23rd	23 - 27 16 - 18 9 - 11 18 - 20 12 - 13 18 - 19 30th	1 - 3 21 - 23 14 - 15 21 - 22
## Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days 2 Days 2 Days 2 Days 2 Days 2 Days 1 Day 1 Day 3 Days		60,000 60,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000 40,000 40,000 90,000	20 - 22 27 -31 8 - 9 15 - 16	10 - 11 17 - 21 24 - 26 10 - 11 26 - 28 5 - 6 12 - 13	30 - 31 11 - 13 10 - 11 17 - 18	6 - 8 27 - 1 7 - 8	21 - 22 18 - 22 12 - 14 19 - 21 26 - 28 6 - 7 13 - 14	9-11 29-1 10-11 27-18	8-10 27-31 6-7	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20 6 - 7 13 - 14	9 - 11 16 - 18 22 - 23 24 - 25 28 - 30	28 - 30 12 - 16 6 - 7 15 - 16 23rd	23 - 27 16 - 18 9 - 11 18 - 20 12 - 13 18 - 19 30th	1 - 3 21 - 23 14 - 15 21 - 22
## Masterclass for Executive Secretaries and PA's FINANCE & ACCOUNTING	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days 2 Days 2 Days 2 Days 2 Days 2 Days 1 Day 1 Day 3 Days	OPEN*	60,000 60,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000 40,000 40,000 90,000	20 - 22 27 -31 8 - 9 15 - 16	10 - 11 17 - 21 24 - 26 10 - 11 26 - 28 5 - 6 12 - 13	30 - 31 11 - 13 10 - 11 17 - 18	6 - 8 27 - 1 7 - 8	21 - 22 18 - 22 12 - 14 19 - 21 26 - 28 6 - 7 13 - 14	9-11 29-1 10-11 27-18	8-10 27-31 6-7	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20 6 - 7 13 - 14	9 - 11 16 - 18 22 - 23 24 - 25 28 - 30	28 - 30 12 - 16 6 - 7 15 - 16 23rd	23 - 27 16 - 18 9 - 11 18 - 20 12 - 13 18 - 19 30th	1 - 3 21 - 23 14 - 15 21 - 22
### FINANCE & ACCOUNTING Basic Bookkeeping Essential	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days 3 Days 3 Days 5 Days 3 Days 3 Days	OPEN	60,000 60,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000 40,000 40,000 90,000	20 - 22 27 -31 8 - 9 15 - 16	10 - 11 17 - 21 24 - 26 10 - 11 26 - 28 5 - 6 12 - 13	30 - 31 11 - 13 10 - 11 17 - 18	7-8 15-16	21 - 22 18 - 22 12 - 14 19 - 21 26 - 28 6 - 7 13 - 14	9-11 29-1 10-11 27-18	8-10 27-31 6-7 13-14	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20 6 - 7 13 - 14 21st	9 - 11 16 - 18 22 - 23 24 - 25 28 - 30	28 - 30 12 - 16 6 - 7 15 - 16 23rd	23 - 27 16 - 18 9 - 11 18 - 20 12 - 13 18 - 19 30th	1 - 3 21 - 23 14 - 15 21 - 22
FINANCE & ACCOUNTING Basic Bookkeeping Essential Budgeting, Forecasting and The Planning Process Effective Budgeting & Operational Cost Control Financial Bootcamp for Non-Financial Professionals Analysing and Forecasting Business Cash Flow OPERATION AND PROCESS Advance Project Management For Business Manager Inventory Planning & Warehouse Management Effective Facilities Management PERSONAL DEVELOPMENT & EFFECTIVENESS Personal Branding and Productivity Goal Setting, Planning & Decision Making Effective Time, Task & Work Planning Public Speaking & Presentation Skills Master Class Advanced Problem Solving & Decision Making Advanced Communication & Interpersonal Skills Design Thinking and Creativity Design Thinking and Creativity Beveloping Personal Effectiveness with Positive Skills Effective Negotiation, Persuasion & Critical Thinking: The Professional Negotiator Retirement Planning - Retiring FIT INTERNATIONAL CERTIFICATION Project Management PRO (PMP) Certified Maintenance and Reliability Professional (CMRP) Certified Enterprise Management Professional (CEMP)	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days 3 Days 3 Days 5 Days 5 Days	OPEN*	60,000 60,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000 40,000 40,000 90,000 90,000	20 - 22 27 -31 8 - 9 15 - 16	10 - 11 17 - 21 24 - 26 10 - 11 26 - 28 5 - 6 12 - 13 20th	30 - 31 11 - 13 10 - 11 17 - 18	6 - 8 27 - 1 7 - 8	21 - 22 18 - 22 12 - 14 19 - 21 26 - 28 6 - 7 13 - 14 28th 18 - 20	9-11 29-1 10-11 24-26	8-10 27-31 6-7	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20 6 - 7 13 - 14 21st	9 - 11 16 - 18 22 - 23 24 - 25 28 - 30	28 - 30 12 - 16 6 - 7 15 - 16 23rd	23 - 27 16 - 18 9 - 11 18 - 20 12 - 13 18 - 19 30th	1 - 3 21 - 23 14 - 15 21 - 22
### FINANCE & ACCOUNTING Basic Bookkeeping Essential	2 Days 3 Days 5 Days 3 Days 3 Days 3 Days 3 Days 3 Days 2 Days 3 Days 3 Days 5 Days 5 Days	OPEN*	60,000 60,000 90,000 90,000 90,000 90,000 75,000 75,000 60,000 60,000 60,000 40,000 40,000 90,000	20 - 22 27 -31 8 - 9 15 - 16	10 - 11 17 - 21 24 - 26 10 - 11 26 - 28 5 - 6 12 - 13	30 - 31 11 - 13 10 - 11 17 - 18	7-8 15-16	21 - 22 18 - 22 12 - 14 19 - 21 26 - 28 6 - 7 13 - 14	9-11 29-1 10-11 24-26	8-10 27-31 6-7 13-14	11 - 12 10 - 14 17 - 19 26 - 28 18 - 20 6 - 7 13 - 14 21st	9 - 11 16 - 18 22 - 23 24 - 25 28 - 30	28 - 30 12 - 16 6 - 7 15 - 16 23rd	23 - 27 16 - 18 9 - 11 18 - 20 12 - 13 18 - 19 30th	1 - 3 21 - 23 14 - 15 21 - 22