



2024

TRAINING CALENDAR & SERVICE BROCHURE

**BUSINESS GROWTH AND
DEVELOPMENT EXPERTS**

2024

TRAINING CALENDAR
AND
SERVICE BROCHURE



K & Q CONSULTING



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WHAT WE DO

K&Q Consulting Services is a dynamic firm of seasoned professionals that focuses on human capacity and enterprise development – helping individuals to attain professionalism and businesses to achieve high sustainable performance. We deliver creative innovation and insights to our clients and help them improve their system and processes. We are reputable for the development and delivery of innovative business solution – we are committed to your SUCCESS.

At K&Q Consulting Services, we approach projects with enthusiasm, a love of challenge and a proven capacity to deliver results. We place a great value on ethical business practices, social consciousness, and a respect for others in all areas of life. The conduct of our business reflects these values.

We are a team of talented, creative and client-oriented professionals dedicated to the task of helping clients manage their organizational, information flow, strategy and human resources more effectively. We provide a wide range of business solution that ensures the integration of technology with key business functions. We understand the relationship between an organization's information flow, strategy, structure and the various management systems and so we are able to provide solutions that are both practical and profitable.

1. BUSINESS CONSULTING

We provide expert advice and guidance to businesses in order to improve their performance and achieve their goals.

We help identify problems, develop strategies, and implement solutions to improve companies and organizations operations and bottom line.

We specialize in strategy creation, operations, finance, marketing, and human resources. Business consulting can be a valuable resource for organizations looking to improve their performance and achieve their goals.

2. RECRUITMENT & HR SERVICE

Effective talent management is crucial for any thriving organization, and we understand the importance of finding the right people to join your team.

Here at K&Q Consulting Services, we specialize in handling the complex and time consuming process of talent search and management, so that you can focus on what you do best.

If you're looking to enhance your company's productivity, efficiency, and effectiveness, then look no further than our top-notch human resources management consulting services.

We work closely with you to identify and develop talent, implement effective HR strategies, and optimize organizational performance.

Specialized Recruitment Services:

- Talent Recruitment and Management
- HR Service Outsource
- Management Consulting
- Business System/Process Reengineering

3. CORPORATE TRAININGS

At K&Q Consulting Services, we are dedicated to providing trainings that are aimed at improving your employees competencies that are relevant to their job responsibilities, as well as to improve their overall job performance.

Our Corporate trainings can take many forms, including classroom-based instruction, virtual trainings, workshops, seminars, and in-house training.

Some common areas of focus for corporate training include:

- Technical Skills
- Soft Skills
- Compliance
- Leadership Development

4. ICT BUSINESS SOLUTIONS

At K&Q Consulting Services, we provide innovative ICT business solutions to help organizations stay ahead in the fast-paced business environment.

We offer a range of services including software development, web and mobile app development, IT infrastructure management, and cloud services, all of which are designed to be scalable, flexible, and cost effective.

The company is committed to delivering exceptional customer service and support, working closely with clients to develop customized solutions that meet their unique needs.



HOW WE DO IT

LEARNING AND PERSONAL DEVELOPMENT AT ITS BEST

OUR SPECIALIZATION

- CORPORATE TRAINING
- LIVE VIRTUAL CLASSES
- CUSTOMIZED TRAINING
- MANAGEMENT RETREAT
- BOOTCAMP
- EXECUTIVE EDUCATION

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WE PROVIDE TRAINING JUST THE WAY YOU NEED IT

1. OPEN TRAINING

K&Q Consulting Services Open training program is designed to accommodate participants from diverse backgrounds, including individuals, companies, and organizations from different industries. It provides several benefits such as access to industry experts, networking opportunities, cost-effectiveness, and flexibility in terms of dates and locations. Open training is an effective way for participants to learn new skills and knowledge, exchange ideas and best practices, and build relationships that can benefit their organizations.

2. IN HOUSE TRAINING

In-house training is a training program designed for a specific company or organization and can be organized by either the training provider or the company. It offers a more customized and tailored training experience, which can be more cost-effective, convenient, and promote team-building and collaboration among employees. In-house training can help companies meet their specific needs and goals, save on travel expenses, and provide a more flexible schedule for employees.

3. VIRTUAL TRAINING

Virtual Training for Group

K&Q Consulting Services Virtual training is an online training course designed for teams within organizations. As an alternative to our in-house classroom model.

Virtual learning is an interactive course delivered live and online by K&Q Consulting Services subject matter experts.

Virtual Training for Individual

K&Q Consulting Services Virtual training is also online for individual subscribing to open workshop (public courses) on a variety of topics.

Selected with participants in mind and delivered by our subject matter experts, our choice of virtual training courses allows participants to gain applicable knowledge and skills.



COURSE CATEGORIES

- › ADMINISTRATIVE MANAGEMENT
- › COMMUNICATION AND INTER-PERSONAL SKILLS
- › CUSTOMER SERVICE
- › EXECUTIVE MANAGEMENT
- › FINANCE & ACCOUNTING
- › HEALTH, SAFETY & SECURITY
- › HUMAN CAPITAL MANAGEMENT
- › ICT COURSES
- › LEADERSHIP DEVELOPMENT
- › SALES & MARKETING MANAGEMENT
- › PERSONAL SKILLS DEVELOPMENT
- › PRODUCTION MANAGEMENT
- › PROJECT MANAGEMENT
- › PUBLIC SECTOR COURSES
- › THINKING PLANNING & STRATEGY
- › SUPPLY CHAIN MANAGEMENT
- › ADMINISTRATION & OFFICE ESSENTIAL
- › LEGAL & CONTRACT MANAGEMENT

2024 TRAINING CALENDAR

SN	PROGRAM	DURATION	VENUE	FEES (N)	DEC	JAN	FEB	MAR	APR	MAY	JUN
DIGITAL & ICT											
1	Digital Transformation Leadership For CEO & Top Executive	3 Days	Blended	120,000		16 - 18		6 - 8		29 - 31	
2	Financial Modelling & Dashboard Reporting	3 Days	Blended	180,000	4 - 6		5 - 7		22 - 24		3 - 5
3	Microsoft Excel Masterclass For Business Executive	5 Days	Blended	84,000		29 - 2		25 - 29		13 - 17	
4	Mastering Digital Marketing For Business Growth	5 Days	Blended	90,000	11 - 15		12 - 16		1 - 5		24 - 28
5	Advanced Digital Marketing: Strategy, Planning & Analytics	2 Days	Virtual	84,000		22 - 23		7 - 8		27 - 28	
6	Social Media Marketing - 100% Practical	3 Days	Virtual	60,000	18 - 20		19 - 21		15 - 17		10 - 12
7	Essential Digital Skills For Business Manager & Executive	5 Days	Virtual	108,000		15 - 19		18 - 22		6 - 10	
8	Ai Tools For Boosting Business Productivity	3 Days	Virtual	60,000	12 - 14		26 - 28		8 - 10		17 - 19
9	Microsoft Office (Word, Excel & PowerPoint)	10 Days	Virtual	108,000	4 - 14		19 - 29		22 - 3		24 - 5
10	Microsoft PowerPoint Master-class	3 Days	Virtual	60,000		24 - 26		11 - 13		22 - 24	

SN	PROGRAM	DURATION	VENUE	FEES (N)	DEC	JAN	FEB	MAR	APR	MAY	JUN
ADMINISTRATION & OFFICE MGT											
1	Effective Administrative Support & Office Procedure	2 Days	Virtual	72,000		8 - 9		28 - 29		1 - 2	
2	Executive and Personal Assistants - Functions, Skills & Tools	3 Days	Virtual	90,000	6 - 8		27 - 29		1 - 3		5 - 7
3	Relationship Management - For Business Excellence	3 Days	Virtual	90,000		10 - 12		25 - 27		6 - 8	
4	Document Archiving and Records Management	2 Days	Virtual	72,000	4 - 5		22 - 23		4 - 5		3 - 4
5	Customer Service Excellence ~ Mastering the Art	2 Days	Virtual	72,000		16 - 17		21 - 22		9 - 10	
6	Effective Business Writing & Communication	3 Days	Virtual	84,000	11 - 13		14 - 16		8 - 10		12 - 14
7	Handling Difficult Customer	1 Day	Virtual	36,000		15th		20th		3rd	
8	Ai Tools & Essential Digital Skills Business Executive and Administrative Heads	5 Days	Virtual	90,000	18 - 22		5 - 9		15 - 19		17 - 21
9	Business Communication-Assertiveness, Influencing and Negotiation	2 Days	Virtual	72,000		18 - 19		18 - 19		13 - 14	
10	Business Excellence: Acumen, Ethics & Etiquette	2 Days	Virtual	72,000	14 - 15		20 - 21		22 - 23		10 - 11
11	Effective Organizational Skills - People, Process, Paper and Principles	2 Days	Virtual	72,000		22 - 23		14 - 15		15 - 16	
12	Management & Leadership Skills for Administrative Professionals	2 Days	Virtual	72,000	13 - 14		1 - 2		29 - 30		20 - 21

SN	PROGRAM	DURATION	VENUE	FEES (N)	DEC	JAN	FEB	MAR	APR	MAY	JUN
THINKING, PLANNING & STRATEGY											
1	Business Strategy Development (The Master Game Plan)	5 Days	Blended	180,000	18 - 22	22 - 26		25 - 29			10 - 14
2	Brand Development & Management Masterclass	5 Days	Blended	180,000	4 - 8		12 - 16		8 - 12		3 - 7
3	Developing Effective Blue Ocean Strategy - Creating Un-Contested Market	3 Days	Blended	150,000		29 - 31		11 - 13		20 - 22	
4	Building Sustainable Competitive Advantage	3 Days	Blended	144,000			5 - 7		17 - 19		24 - 26
5	Business Re-Modelling For Accelerated Growth	3 Days	Blended	144,000		17 - 19		6 - 8		27 - 29	
6	Digital Disruption and Unlocking New Money in the Digital Era	2 Days	Blended	120,000	14 - 15		8 - 9		15 - 16		17 - 18
7	Value Innovation & Business Growth Strategy	2 Days	Virtual	84,000		15 - 16		18 - 19		30 - 31	
8	Creativity & Thinking Outside the Box	2 Days	Virtual	84,000	12 - 13		19 - 20		24 - 25		20 - 21
9	Critical and Design Thinking - For Business Leader	2 Days	Virtual	84,000		11 - 12		20 - 21		23 - 24	
10	Creating and Leading a Culture of Innovation	1 Day	Virtual	36,000			26th	22nd	26th		27th

SN	PROGRAM	DURATION	VENUE	FEES (N)	DEC	JAN	FEB	MAR	APR	MAY	JUN
MARKETING & SALES											
1	Planning and Executing Marketing & Sales Strategies	3 Days	Blended	150,000	11 - 15	17 - 19		4 - 6		29 - 31	
2	Smart Sales Workshop - Turbo-Charges Your Sales	3 Days	Blended	120,000			5 - 7		2 - 4		12 - 14
3	Business Lead Generation for Hospital & HMO	2 Days	Blended	84,000		22 - 23		7 - 8		27 - 28	
4	Prospecting and Business Lead Generation	2 Days	Blended	84,000	28 - 29		1 - 2		9 - 10		10 - 11
5	Email Marketing Mastery and Copy Writing for Entrepreneurs	2 Days	Blended	84,000		24 - 25		11 - 12		23 - 24	
6	Effective Sales Techniques - Pro Selling Skills	2 Days	Virtual	84,000			8 - 9		16 - 17		17 - 18
7	Client Relationship Management - For Business Excellence	2 Days	Virtual	96,000	20 - 21		12 - 13		23 - 24		20 - 21
8	Developing Effective Sales Funnels - Selling on AutoPilot	1 Day	Virtual	36,000		26th		13th		20th	
9	Marketing Fundamentals for Non-Marketing Pro	2 Days	Virtual	84,000			14 - 15		18 - 19		25 - 26
10	Marketing Communications and Media Planning	2 Days	Virtual	84,000		11 - 12		14 - 15		21 - 22	

2024 TRAINING CALENDAR

SN	PROGRAM	DURATION	VENUE	FEES (N)	DEC	JAN	FEB	MAR	APR	MAY	JUN
HR, MANAGEMENT & LEADERSHIP											
1	Managing HR Functions & Metrics	4 Days	Blended	180,000		23 - 26		26 - 29		14 - 17	
2	Human Resource Management - Complete Masterclass	3 Days	Blended	120,000	11 - 13		19 - 21		24 - 26		3 - 5
3	HR Development and Talent Management	3 Days	Blended	120,000		17 - 19		20 - 22		21 - 23	
4	HR Strategy in Transforming Organisations	3 Days	Blended	120,000	18 - 20		26 - 28		17 - 19		10 - 12
5	Leadership Skills Development for HR Professionals	2 Days	Blended	108,000			22 - 23		22 - 23		27 - 28
6	Payroll Preparation, Analysis and Management	2 Days	Blended	108,000		8 - 9		11 - 12		8 - 9	
7	Strategic Leadership Skills Development Program for Senior Executives	3 Days	Blended	120,000			14 - 16		10 - 12		24 - 26
8	Effective Managerial Leadership For Business Manager & Senior Executive	3 Days	Blended	120,000		10 - 12		13 - 15		1 - 3	
9	The Strategic Leadership: Unleashing the Power of Vision & Influence	2 Days	Blended	108,000	28 - 29		12 - 13		8 - 9		20 - 21
10	Essentials of Leadership Skills for Technical Professionals	2 Days	Blended	108,000		18 - 19		4 - 5		14 - 15	
11	Leadership: Leadership by Values, Vision, Virtue and Voice	2 Days	Virtual	90,000	7 - 8		5 - 6		15 - 16		6 - 7
12	Negotiating and Influencing Skills for Senior Executive and Leaders	2 Days	Virtual	90,000			7 - 8		29 - 30		4 - 5
13	Team Building and Team Leadership	2 Days	Virtual	84,000		24 - 25		7 - 8		20 - 21	
14	Effective Supervisory Skills - for top results	2 Days	Virtual	84,000			28 - 29		4 - 5		11 - 12
15	Leading with Emotional Intelligence	2 Days	Virtual	84,000		29 - 30		13 - 14		22 - 23	
16	Dealing with Difficult Behaviors in the Workplace Environment:	2 Days	Virtual	84,000			13 - 14		2 - 3		18 - 19
17	Effective Performance Management - Driving Productivity with Metric	2 Days	Virtual	84,000		31 - 1		20 - 21		28 - 29	
18	Managing Employee Performance: Behaviour & Attitudes	2 Days	Virtual	90,000			20 - 21		10 - 11		25 - 26

SN	PROGRAM	DURATION	VENUE	FEES (N)	DEC	JAN	FEB	MAR	APR	MAY	JUN
OPERATION AND PROCESS											
1	Project Management For Manager & Senior Executive	3 Days	Blended	120,000		29 - 31		11 - 13		1 - 3	
2	Creating the Project Management Office	2 Days	Blended	96,000	28 - 29		1 - 2		1 - 2		6 - 7
3	Managing Projects in Crisis: (A Practical Approach for Rescuing Projects in Crisis)	2 Days	Virtual	96,000		25 - 26		14 - 15		6 - 7	
4	Optimizing Efficiency and Productivity in the Workplace	2 Days	Virtual	96,000	20 - 21		5 - 6		3 - 4		13 - 14
5	Improving Productivity through Quality Enhancement and Cost Reduction	2 Days	Virtual	96,000		18 - 19		18 - 19		9 - 10	
6	Process Management: Process Mapping and Improvement Course	3 Days	Virtual	144,000			7 - 9		8 - 10		3 - 5
7	Lean Process And Six Sigma For Efficiency	2 Days	Virtual	84,000			12 - 13		11 - 12		11 - 12
8	Logistic Management - Planning, Inventory & Warehouse Management	3 Days	Virtual	108,000		8 - 10		27 - 29		20 - 22	
9	Effective Procurement Management	3 Days	Virtual	144,000		3 - 5		6 - 8		27 - 29	
10	Integrated Logistics, Distribution and Retail Management	3 Days	Virtual	144,000	11 - 13		14 - 16		15 - 17		24 - 26
11	Strategic Third-Party Vendor Management	3 Days	Virtual	144,000		23 - 25		12 - 14		29 - 31	
12	Strategic Warehousing and Inventory Management	3 Days	Blended	144,000	18 - 20		21 - 23		22 - 24		17 - 19
13	Advanced Supply Chain and Logistics Management (Master class)	3 Days	Blended	144,000		16 - 18		19 - 21		14 - 16	
14	Developing Purchasing Policies, Processes and SLAs	3 Days	Virtual	144,000			27 - 29		29 - 1		10 - 11
15	Supply Chain Risk Management	3 Days	Virtual	144,000		9 - 11		26 - 28		21 - 23	
16	Vendor Qualification: Managing Performance & Contract	2 Days	Virtual	108,000			13 - 14		17 - 18		27 - 28

SN	PROGRAM	DURATION	VENUE	FEES (N)	DEC	JAN	FEB	MAR	APR	MAY	JUN
FINANCE AND ACCOUNTING COURSE											
1	Effective Budgets and Financial Reports	3 Days	Blended	150,000		8 - 10		4 - 6		28 - 30	
2	Basic Bookkeeping for Non Accounting Executive	3 Days	Blended	108,000	5 - 7		12 - 14		2 - 4		3 - 5
3	Credit Control & Debt Management	3 Days	Blended	150,000		15 - 17		11 - 13		21 - 23	
4	Systems and Internal Audit Control	3 Days	Blended	150,000			19 - 21		9 - 11		10 - 12
5	Accounting and Finance: Policies and Procedures Best Practices	5 Days	Virtual	180,000		22 - 24		4 - 8		13 - 17	
6	Accounting and Finance Skills Improvement Program	5 Days	Virtual	180,000			26 - 1		15 - 19		17 - 21
7	Accounts for Non-Account Executives and Managers	3 Days	Virtual	150,000		29 - 31		18 - 20		14 - 16	
8	Accounts Payable: Accounting and Management Best Practices	3 Days	Virtual	150,000	12 - 14		26 - 28		16 - 18		24 - 26
9	Accounts Receivable and Credit Policies Management	3 Days	Virtual	150,000		24 - 26		25 - 27		7 - 9	
10	Accounts Reconciliation: Best Practices	3 Days	Virtual	150,000			20 - 22		23 - 25		19 - 21
11	Active Portfolio Management & Asset Allocation	3 Days	Virtual	150,000		17 - 19		20 - 22		1 - 3	
12	Auditing: Compliance, Operational & Financial Management	5 Days	Virtual	150,000	18 - 22		5 - 9		29 - 3		24 - 28
13	Effective Budgeting & Operational Cost Control	3 Days	Virtual	150,000		10 - 12		12 - 14		29 - 31	
14	Effective Treasury and Cash Management: Best Practices	3 Days	Virtual	150,000			13 - 15		30 - 2		11 - 13
15	Financial Statements Preparation and Corporate Reporting	5 Days	Virtual	180,000			19 - 23		8 - 12		10 - 14

SN	PROGRAM	DURATION	VENUE	FEES (N)	DEC	JAN	FEB	MAR	APR	MAY	JUN
PERSONAL EFFECTIVENESS											
1	Public Speaking & Presentation Masterclass	2 Days	Blended	72,000		10 - 11		26 - 27		2 - 3	
2	Interpersonal Relationship MasterClass	2 Days	Blended	72,000	5 - 6		28 - 29		24 - 25		5 - 6
3	Personal Branding and Productivity	2 Days	Blended	72,000		17 - 18		19 - 20		9 - 10	
4	Emotional Intelligence at Work	2 Days	Blended	72,000	12 - 13		21 - 22		17 - 18		12 - 13
5	Goal Setting and Getting things Done	1 Day	Virtual	30,000		12th		25th		14th	
6	Improving Mindfulness & Self-Awareness - Boosting Productivity	1 Day	Virtual	30,000	18th		26th		30th		14th
7	Time Management & Productivity	1 Day	Virtual	30,000		19th		18th		29th	
8	Successful Planning, Organizing & Delegating	2 Days	Virtual	60,000	19 - 20		14 - 15		10 - 11		24 - 25
9	Work-life Balance and Stress Management	2 Days	Virtual	60,000		24 - 25		12 - 13		16 - 17	
10	Universal Safety Practices & Safety in the Workplace	2 Days	Virtual	60,000	21 - 22		7 - 8		3 - 4		26 - 27
11	Workplace Violence, Bullying and Harassment	2 Days	Virtual	60,000		31 - 1		28 - 29		23 - 24	
12	Social Intelligence and Social Learning	2 Days	Virtual	60,000			1 - 2		15 - 16		11 - 12

2024 LIST OF PUBLIC SECTOR PROGRAMS

SN	PROGRAM	LOCATION	DURATION
1	Global Digital Economy and Public Sector Transformation		
		DURATION	FEE
2	Digital Transformation Leadership For Public Leader	5 Days	250,000
3	Digital Transformation in Government	5 Days	250,000
4	Essential Digital Skills for Public Leader	5 Days	250,000
5	Working with AI Tools to Boost Productivity for Civil Servant	5 Days	250,000

SN	PROGRAM	DURATION	FEE
6	Financial Modeling and Dashboard Reporting	3 Days	250,000
7	Process Automation and Re-engineering	3 Days	200,000
8	Electronic Documents and Records Management (ERM) for Public Sector	3 Days	200,000
9	Effective Project Management for Public Officer	5 Days	250,000
10	Value Innovation & Growth Strategy For Public Leader	3 Days	200,000

SN	PROGRAM	DURATION	FEE
11	Public Leadership - Leading with Vision & Influence	3 Days	200,000
12	Leadership in the Public Sector: challenges and opportunities	3 Days	200,000
13	Stakeholders Management For Project Success	3 Days	200,000
14	Performance Measurement and Improvement in Public Sector Organizations	3 Days	250,000
15	Creating and Leading a Culture of Innovation	3 Days	200,000

SN	PROGRAM	DURATION	FEE
16	Conflict Resolution and Negotiation	3 Days	200,000
17	Strategic Planning and Decision-Making	3 Days	200,000
18	Public Speaking and Communication	3 Days	200,000
19	Work-life Balance and Stress Management for Senior Executive Officers	3 Days	200,000
20	Developing Creativity & Thinking Outside the Box	3 Days	200,000
21	Critical and Design Thinking - For Public Leader	3 Days	200,000


SN	PROGRAM	DURATION	FEE
22	Economic Reconstruction and Revenue Generation	5 Days	300,000
23	Unlocking New IGR Channel - Beyond Tax, Fine and Levy	5 Days	250,000
24	Unlocking IGR Stream from the Emerging Digital Economy	5 Days	250,000
25	Unlocking IGR Stream in the Creativity and Tourism Sector	5 Days	250,000
26	BlueOcean Strategy - Rethinking IGR Framework	5 Days	250,000
27	Creating New Money - activating untap opportunities	5 Days	300,000
28	WORKSHOP ON EFFECTIVE APPLICATION OF THE NEW PUBLIC SERVICE RULES AND UNDERSTANDING OF THE FEDERAL CIVIL SERVICE STRATEGY & IMPLEMENTATION PLAN 2021-2025 FOR PUBLIC OFFICE HOLDERS	7 Days	250,000



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