

# Q1 2019 TRAINING CALENDAR



S/N	PROGRAMME	DURATION	DATE			FEE	
			JAN	FEB	MARCH	NAIRA	USD
1	Business Etiquette and Excellent Customer Service	3 days	16-18	20-22	6-8	50,000.00	200.00
2	Work Ethics, Hygiene and Safety in the work place	2 days	24-25	11-13	11-12	40,000.00	150.00
3	Advanced Office Management & Effective Administration Skills	3 days	28-30	18-20	18-20	50,000.00	200.00
4	Emotional Intelligence and Managing Anger in the Workplace	3 days	16-18	25-27	13-15	50,000.00	200.00
5	Record Keeping and Archival Management	3 days	28-30	6-8	20-22	50,000.00	200.00
6	Oil & Gas Contract Management	5 days	14-18	20-24	25-29	80,000.00	250.00
7	Business leadership and Communication Skills	3 days	9-11	20-22	18-20	50,000.00	200.00
8	Business Writing Skills for Administrators, Secretaries & Personal assistants	3 days	23-25	11-13	6-8	50,000.00	200.00
9	Defensive Driving & Safety Consciousness for Drivers and Dispatch Riders	3 days	16-18	18-20	27-29	50,000.00	200.00
10	Secretarial Skills Training	3 days	23-25	6-8	13-15	50,000.00	200.00
11	Time & Task Management	3 days	28-30	20-22	18-20	50,000.00	200.00
12	Documents & Records Management	2 days	9-11	26-37	25-26	40,000.00	150.00
13	Achieving Customer Service Excellence	2 days	16-18	4-5	21-22	40,000.00	150.00
14	Personal Effectiveness & Team Work	2 days	28-30	7-8	28-29	40,000.00	150.00
15	High Impact Training for front desk officers	3 days	9-11	25-27	6-8	50,000.00	200.00
16	Operational Safety for the Oil & Gas Industry	2 days	24-25	12-13	13-14	40,000.00	150.00
17	Interviewing, Selection & Recruitment Skills	2 days	9-10	4-5	18-19	40,000.00	150.00
18	Employee Relations Best Practices	2 days	17-18	20-21	11-12	40,000.00	150.00
19	Manpower Succession & Retention	2 days	24-25	7-8	7-8	40,000.00	150.00
20	Business Leadership Skills – Becoming Management Material	5 days	23-25	4-8	18-22	80,000.00	250.00
21	Critical HR Recordkeeping	3 days	29-31	11-13	13-15	50,000.00	200.00
22	Training Methods & Presentation Skills	2 days	14-15	21-22	20-22	40,000.00	150.00
23	Recruitment, Retention & Talent Management	3 days	16-18	20-22	18-20	50,000.00	200.00
24	Human Resource Business Partner (HRBP) Training	5 days	14-18	11-15	25-39	80,000.00	250.00
25	Employee Performance Management	3 days	23-25	18-20	6-8	50,000.00	200.00

Venue: Lagos Learning Centre: 117, Shasha Road, Akowonjo, Lagos

Course Fee: (Per Participant): 5/3/2 Days=N80,000/50,000/40,000 & USD250/200/150

Discount: 10% for 2 or more participants

In-house (Per Class Per Day): 4-10=N150,000, 11-20=N200,000, 21-30=N250,000

Please note that course fee, date and venue can be adjusted to suite your need.

Account Details: GoldStead Resources Company: Keystone Bank: 1006952223

For more details contact: Resource Director, GoldStead Resources Company Ltd 117

Shasha Road, Akowonjo

Lagos. Tel: 08037119334

Email:

info@goldsteadresources.com. www.goldsteadresources.com