

TRAINING CALENDAR FOR THE YEAR 2020

S/ N	COURSES	DU RA TI ON	FEES		DATES											
			NGN	USD	JA N	FEB	MAR	APR	MAY	JUNE	JUL Y	AU G	SEP T	OCT	NOV	DEC
1	Administrative Functions & Office Management	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
2	Administrative Support Skills for Drivers	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
3	Advanced Skill Development For Front Desk Officers	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
4	Ageing and Driving: Self and Safety Management	5 days	100,000.00	400.00	6-10 20-24	24-28	2-6	13-17	4-8	1-5	6-10	10-14	Aug 31- Sept 4	5-9	23-27	Nov 30- Dec 4

5	Agricultural Leadership Development	5 days	100,000.00	400.00	27-31	3-7	2-6	13-17	4-8	22-26	6-10	10-14	21-25	12-16	2-6	14-18
6	Basic Front Desk and Customer Service Skills	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
7	Budget Presentation, Administration & Management Techniques	5 days	100,000.00	400.00	20-24	17-21	9-13	20-24	18-22	8-12	20-24	17-21	14-18	26-39	9-13	14-18
8	Business Data Analytics with Excel	5 days	150,000.00	500.00	20-24	17-21	9-13	20-24	18-22	8-12	20-24	17-21	14-18	26-39	9-13	14-18
9	Business Etiquette and Excellent	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
10	Business Leadership Skills Development	5 days	100,000.00	400.00	27-31	3-7	2-6	13-17	4-8	22-26	6-10	10-14	21-25	12-16	2-6	14-18
11	Coaching & Mentoring Framework: Everyday Dynamics	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11
12	Corporate Governance in the Boardroom: A Practical Approach	5 days	100,000.00	400.00	27-31	3-7	2-6	13-17	4-8	22-26	6-10	10-14	21-25	12-16	2-6	14-18

13	Corporate Team Building & Leadership Skills	5 days	100,000.00	400.00	27-31	3-7	2-6	13-17	4-8	22-26	6-10	10-14	21-25	12-16	2-6	14-18
14	Customer Relationship Management That Works	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
15	Defensive Driving & Safety Consciousness for Drivers and Dispatch Riders	5 days	100,000.00	400.00	6-10 20-24	24-28	2-6	13-17	4-8	1-5	6-10	10-14	Aug 31-Sept 4	5-9	23-27	Nov 30-Dec 4
16	Emotional Intelligence & Anger Management in the Workplace	5 days	100,000.00	400.00	27-31	3-7	2-6	13-17	4-8	22-26	6-10	10-14	21-25	12-16	2-6	14-18
17	Employee Appraisal & Performance Management	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11
18	Employee Relations Best Practices	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11
19	Equipment Maintenance & Facilities Management	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
20	Essentials of Recordkeeping in Human Resource Management	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11

21	Exceeding Customer Service Excellence	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
22	Excellent Service Delivery And Safety Consciousness For Drivers And Dispatch Riders	5 days	100,000.00	400.00	6-10 20-24	24-28	2-6	13-17	4-8	1-5	6-10	10-14	Aug 31-Sept 4	5-9	23-27	Nov 30-Dec 4
23	Exceptional Secretarial Skills	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
24	Fleet Management Course for Drivers	5 days	100,000.00	400.00	6-10 20-24	24-28	2-6	13-17	4-8	1-5	6-10	10-14	Aug 31-Sept 4	5-9	23-27	Nov 30-Dec 4
25	Foundation Excel For Beginners	5 days	120,000.00	450.00	20-24	17-21	9-13	20-24	18-22	8-12	20-24	17-21	14-18	26-39	9-13	14-18
26	Front Desk & Cubicle Management	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
27	Hospitality Etiquette and Customer Service Excellence	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
28	Human Resource Business Partner (HRBP)	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11

	Training															
29	Industrial Relations Practice In Nigeria	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11
30	Interviewing, Selection & Recruitment Skills	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11
31	Leadership and Management	5 days	100,000.00	400.00	27-31	3-7	2-6	13-17	4-8	22-26	6-10	10-14	21-25	12-16	2-6	14-18
32	Leadership Skills for Financial Managers	5 days	100,000.00	400.00	27-31	3-7	2-6	13-17	4-8	22-26	6-10	10-14	21-25	12-16	2-6	14-18
33	Managing HR Processes, Culture & Change	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11
34	Managing Your Boss: "Accelerating Growth"	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
35	Manpower Succession & Retention Planning	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11
36	Microsoft Excel for HR Professionals	5 days	150,000.00	500.00	20-24	17-21	9-13	20-24	18-22	8-12	20-24	17-21	14-18	26-30	9-13	14-18

37	Microsoft Excel Skills for Business Analysis and Reporting	5 days	150,000.00	500.00	20-24	17-21	9-13	20-24	18-22	8-12	20-24	17-21	14-18	26-39	9-13	14-18
38	Navigating Office Politics for Managers	5 days	100,000.00	400.00	27-31	3-7	2-6	13-17	4-8	22-26	6-10	10-14	21-25	12-16	2-6	14-18
39	Nigerian Labour & Employment Law	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11
40	Office Management Skills	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
41	Operational Safety for the Oil & Gas Industry	5 days	100,000.00	400.00	20-24	17-21	9-13	20-24	18-22	8-12	20-24	17-21	14-18	26-39	9-13	14-18
42	Personal Effectiveness & Team Work	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
43	Post Traumatic Counseling	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11
44	Professional Telephone Skills for the Help Desk	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11
45	Professional Writing Skills for Secretaries, Personal &	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11

	Executive assistants																
46	Real Estate Development and Finance	5 days	100,000.00	400.00	20-24	17-21	9-13	20-24	18-22	8-12	20-24	17-21	14-18	26-39	9-13	14-18	
47	Record Keeping and File Management	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11	
48	Retirement Planning Workshop	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11	
49	Revenue Generation Strategies: Tools and Techniques	5 days	100,000.00	400.00	20-24	17-21	9-13	20-24	18-22	8-12	20-24	17-21	14-18	26-39	9-13	14-18	
50	School Bus Safety & Management for drivers	5 days	100,000.00	400.00	66-10	20-24	24-28	2-6	13-17	4-8	1-5	6-10	10-14	Aug 31-Sept 4	5-9	23-27	Nov 30-Dec 4
51	Service Delivery & Safety Techniques for Dispatch and Delivery Drivers	5 days	100,000.00	400.00	6-10	20-24	24-28	2-6	13-17	4-8	1-5	6-10	10-14	Aug 31-Sept 4	5-9	23-27	Nov 30-Dec 4
52	Service Quality & Customer Satisfaction: Tools & Techniques	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11	

53	Strategic Communication and Media Presentation	5 days	100,000.00	400.00	27-31	3-7	2-6	13-17	4-8	22-26	6-10	10-14	21-25	12-16	2-6	14-18	
54	Strategic Negotiations and conflict resolutions For Public and Private Sector Executives	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11	
55	The Boss & the Driver: Relationship Management	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11	
56	Time & Task Management	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11	
57	Time Management and Productivity	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11	
58	Tomorrow's HR Department-Transform The HR Function	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11	
59	Training Methods & Presentation Skills	5 days	100,000.00	400.00	27-31	24-28	9-13	20-24	25-29	22-26	27-31	24-28	Sept 28-Oct 2	26-30	2-6	7-11	
60	Truck Management and Safety Awareness	5 days	100,000.00	400.00	6-10	20-24	24-28	2-6	13-17	4-8	1-5	6-10	10-14	Aug 31-Sept 4	5-9	23-27	Nov 30-Dec 4

61	Wheel Intelligence and Control Course for Drivers	5 days	100,000.00	400.00	27-31	3-7	2-6	13-17	4-8	22-26	6-10	10-14	21-25	12-16	2-6	14-18
62	Work Ethics and Safety Awareness for Drivers	5 days	100,000.00	400.00	6-10 20-24	24-28	2-6	13-17	4-8	1-5	6-10	10-14	Aug 31-Sept 4	5-9	23-27	Nov 30-Dec 4
63	Work Ethics, Hygiene And Safety In Food Handling	5 days	100,000.00	400.00	13-17	10-14	23-27	6-10	11-15	15-19	13-17	3-7	7-11	19-23	16-20	7-11

Venue: Lagos Learning Centre: Akowonjo, Lagos

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

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