



## TRAINING CALENDAR FOR THE YEAR 2023

S/N	COURSES	DURAT ION	FEES		DATES					
			NGN	USD	JAN	FEB	MAR	APR	MAY	JUNE
<b>ADMINISTRATIVE, CLERICAL AND CUSTOMER SERVICE</b>										
1	Administrative Functions & Office Management	5 days	150,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
2	Advanced Business Writing Skills for Senior Executives	5 days	150,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
3	Advanced Office Management Skills for Managers/Supervisors	5 days	150,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
4	Advanced Secretarial Skills for Executive Assistants	5 days	150,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
	Interpersonal Communication and Service Management Course	5 days	150,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
5	Professional Writing Skills for Secretaries, Personal & Executive assistants	5 days	150,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
6	Record Keeping and File Management	5 days	130,000.00	450.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23

7	<b>Fundamentals of Relationship Management: The Boss and the PA</b>	5 days	120,000.00	450.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
8	<b>Managing Your Boss: "Accelerating Growth"</b>	5 days	125,000.00	450.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
9	<b>Office Management Skills</b>	5 days	130,000.00	450.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
10	<b>Exceptional Secretarial Skills</b>	5 days	120,000.00	450.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
<b>CUSTOMER SERVICE/FRONT DESK MGT</b>										
11	<b>Front Desk &amp; Cubicle Management Techniques</b>	5 days	130,000.00	450.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
	<b>Achieving service quality and customer satisfaction tools and techniques</b>	5 days	140,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
12	<b>Advanced Skill Development For Front Desk Officers</b>	5 days	150,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
13	<b>Advanced Telephone Handling and Front Desk Management for Senior Executives</b>	5 days	150,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
14	<b>Basic Front Desk and Customer Service Skills</b>	5 days	130,000.00	450.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
15	<b>Beyond Customer Service Excellence</b>	5 days	140,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
16	<b>Business Etiquette and Excellent Service Delivery</b>	5 days	130,000.00	450.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23

17	<b>Exceeding Customer Service Excellence</b>	5 days	130,000.00	450.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
18	<b>Hospitality Etiquette and Customer Service Excellence</b>	5 days	130,000.00	450.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
19	<b>Professional Telephone Skills for the Help Desk</b>	5 days	120,000.00	450.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
20	<b>Service Quality &amp; Customer Satisfaction: Tools &amp; Techniques</b>	5 days	150,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
21	<b>Emotional Intelligence for Call Centre Representatives</b>	5 days	150,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
22	<b>Interpersonal Communication and Service Management Course</b>	5 days	150,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
<b>DRIVERS, RIDERS AND DRIVING</b>										
23	<b>Administrative Support Skills for Drivers</b>	5 days	120,000.00	450.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
24	<b>Advanced Service Etiquette and Safety Tips for Drivers</b>	5 days	130,000.00	450.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
25	<b>Ageing and Driving: Self and Safety Management</b>	5 days	140,000.00	500.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
26	<b>Defensive Driving &amp; Safety Consciousness for Dispatch Riders</b>	5 days	120,000.00	450.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
27	<b>Defensive Driving &amp; Safety Consciousness for Drivers and Dispatch Riders</b>	5 days	150,000.00	500.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06

28	Driving behavior and personality development	5 days	150,000.00	500.00	16-20	13-17	20-24	3-7	17-21	29/05 - 02/06
29	Excellent Service Delivery And Safety Consciousness For Drivers And Dispatch Riders	5 days	150,000.00	500.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
30	Fleet Management Course for Drivers	5 days	150,000.00	500.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
31	School Bus Safety & Management for drivers	5 days	120,000.00	450.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
32	Service Delivery & Safety Techniques for Dispatch and Delivery Drivers	5 days	120,000.00	450.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
33	Service Delivery & Safety Techniques for Dispatch and Delivery Drivers	5 days	120,000.00	450.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
34	Truck Management and Safety Awareness	5 days	160,000.00	600.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
35	Wheel Intelligence and Control Course for Drivers	5 days	150,000.00	500.00	16-20, 30/01-03/02	13-17	20-24	3-7	22-26	29/05 - 02/06
36	Work Ethics and Safety Awareness for Drivers	5 days	135,000.00	450.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
<b>ACCOUNTING, AUDIT AND CONTROL</b>										
36	Account Payable, Account Receivable and Debt recovery management course.	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
37	Basic Bookkeeping Accounting Course	5 days	130,000.00	450.00	23-27	6-10	13-17	10-14	1-5	19-23

38	<b>Budget Presentation, Administration &amp; Management Techniques</b>	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
39	<b>Effective Payroll Management and Accounts Administration: Control and Reconciliation Techniques</b>	5 days	180,000.00	600.00	23-27	6-10	13-17	10-14	1-5	19-23
40	<b>Fraud Detection And Investigation For Internal Auditors</b>	5 days	180,000.00	600.00	23-27	6-10	13-17	10-14	1-5	19-23
41	<b>Internal Control Principles and Practice</b>	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
42	<b>Internal Control, Compliance and Risk Management</b>	5 days	180,000.00	600.00	23-27	6-10	13-17	10-14	1-5	19-23
43	<b>Leadership and Communication Skills for Internal Auditors</b>	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
44	<b>Internal Control and Audit for Result</b>	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
45	<b>Managing an Effective Internal Audit: A sure guide</b>	5 days	130,000.00	450.00	23-27	6-10	13-17	10-14	1-5	19-23
46	<b>Managing Operational Risk in Organizations.</b>	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
47	<b>Quality Assurance and Quality Control Essentials course</b>	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
48	<b>Revenue Generation Strategies: Tools and Techniques</b>	5 days	140,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
49	<b>Tax Management for Organizations</b>	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
50	<b>Top notch Accounting Skills Training for Accounting Officers</b>	5 days	130,000.00	450.00	23-27	6-10	13-17	10-14	1-5	19-23

<b>METRICS, ANALYTICS AND INFORMATION TECHNOLOGY</b>										
51	<b>Business Data Analytics with Excel</b>	5 days	180,000.00	600.00	23-27	6-10	27-31	17-21	8-12	29/05 - 02/06
52	<b>Foundation Excel For Beginners</b>	5 days	120,000.00	450.00	23-27	6-10	27-31	17-21	8-12	29/05 - 02/06
53	<b>Microsoft Excel for HR Professionals</b>	5 days	150,000.00	500.00	23-27	6-10	27-31	17-21	8-12	29/05 - 02/06
54	<b>Microsoft Excel Skills for Business Analysis and Reporting</b>	5 days	150,000.00	500.00	23-27	6-10	27-31	17-21	8-12	29/05 - 02/06
<b>LEADERSHIP, MANAGEMENT AND PERSONAL DEVELOPMENT</b>										
53	<b>ATTITUDE!: Resolving Difficult Situations in the Workplace</b>	5 days	130,000.00	450.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
54	<b>Coaching &amp; Mentoring Framework: Everyday Dynamics</b>	5 days	140,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
55	<b>Communication Skills for Supervisors</b>	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
56	<b>Business Leadership Skills Development</b>	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
57	<b>The Art of Common Sense and Critical Thinking In The Workplace</b>	5 days	160,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9

58	<b>Corporate Governance in the Boardroom: A Practical Approach</b>	5 days	160,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
59	<b>Corporate Team Building &amp; Leadership Skills</b>	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
60	<b>Emotional Intelligence &amp; Anger Management in the Workplace</b>	5 days	160,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
61	<b>Leadership and Management Skill Development</b>	5 days	130,000.00	450.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
62	<b>Navigating Office Politics for Managers</b>	5 days	150,000.00	450.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
63	<b>Personal Effectiveness &amp; Team Work</b>	5 days	120,000.00	450.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
64	<b>Retirement Planning Workshop</b>	5 days	150,000.00	300.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
65	<b>Time &amp; Task Management</b>	5 days	120,000.00	450.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
66	<b>Time Management and Productivity</b>	5 days	120,000.00	450.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
67	<b>Strategic Negotiations and conflict resolutions For Public and Private Sector Executives</b>	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
68	<b>Training Methods &amp; Presentation Skills</b>	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
<b>HUMAN RESOURCE AND GENERAL MANAGEMENT</b>										

69	<b>Coaching &amp; Mentoring Framework: Everyday Dynamics</b>	5 days	140,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
70	<b>Crisis management techniques for mangers</b>	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
71	<b>Diversity and Inclusion: A Step-by-Step Guide for Employees</b>	5 days	150,000.00	450.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
72	<b>Effective People and Relationship Management Skills</b>	5 days	135,000.00	450.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
73	<b>Effective People and Business Relationship Management Skills for Managers</b>	10 days	250,000.00	800.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
74	<b>Employee Appraisal &amp; Performance Management</b>	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
75	<b>Employee Relations Best Practices</b>	5 days	125,000.00	450.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
76	<b>Essentials of Recordkeeping in Human Resource Management</b>	5 days	125,000.00	450.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
77	<b>Human Resource Business Partner (HRBP) Training</b>	5 days	140,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
78	<b>Human Resource Metrics and Analytics: The Strategic Business Partner</b>	5 days	160,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
79	<b>Industrial Relations Practice In Nigeria</b>	5 days	130,000.00	450.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
80	<b>Interviewing, Selection &amp; Recruitment Skills</b>	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
81	<b>Leadership, management and entrepreneurship course in the 21st century</b>	5 days	160,000.00	500.00	23-27	13-17	20-24	17-21	22-26	12-16



82	<b>Managing HR Processes, Culture &amp; Change</b>	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
83	<b>Manpower Succession &amp; Retention Planning</b>	5 days	140,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
84	<b>Microsoft Excel for HR Professionals</b>	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
85	<b>Nigerian Labour &amp; Employment Law</b>	5 days	130,000.00	450.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
86	<b>The HRM in the Boardroom: Navigating the Politics</b>	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
87	<b>Tomorrow's HR Department- Transform The HR Function</b>	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
88	<b>Training Methods &amp; Presentation Skills</b>	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
89	<b>Virtual team building and management</b>	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
<b>SALES, MARKETING AND RELATIONSHIP MGT</b>										
90	<b>Selling Essentials: Developing Clients for Life</b>	5 days	150,000.00	500.00	23-27	20-24	27-31	10-14	15-19	19-23
91	<b>Business Etiquette and Excellent Service Delivery</b>	5 days	150,000.00	450.00	23-27	20-24	27-31	10-14	15-19	19-23
92	<b>Accelerated Business Growth Training</b>	5 days	150,000.00	450.00	23-27	20-24	27-31	10-14	15-19	19-23
93	<b>Customer Relationship Management That Works</b>	5 days	150,000.00	500.00	23-27	20-24	27-31	10-14	15-19	19-23

94	<b>Revenue Generation Strategies: Tools and Techniques</b>	5 days	140,000.00	500.00	23-27	20-24	27-31	10-14	15-19	19-23
95	<b>Strategic Negotiations and conflict resolutions For Public and Private Sector Executives</b>	5 days	150,000.00	500.00	23-27	20-24	27-31	10-14	15-19	19-23
<b>SERVICE, HYGIENE AND SAFETY</b>										
96	<b>Customer Service, Hygiene and Safety for Office Cleaning Employees</b>	5 days	120,000.00	450.00	9-13	6-10	20-24	3-7	15-19	19-23
97	<b>Work Ethics, Hygiene And Safety In Food Handling</b>	5 days	120,000.00	450.00	9-13	6-10	20-24	3-7	15-19	19-23
<b>REAL ESTATE AND FACILITY MGT</b>										
98	<b>Emergency Action Plan: Crisis Under Control</b>	5 days	150,000.00	500.00	16-20	20-24	13-17	17-21	1-5	26-30
99	<b>Equipment Maintenance &amp; Facilities Management</b>	5 days	160,000.00	500.00	16-20	20-24	13-17	17-21	1-5	26-30
100	<b>Real Estate Development and Finance</b>	5 days	160,000.00	500.00	16-20	20-24	13-17	17-21	1-5	26-30
<b>MEDIA AND COMMUNICATION</b>										

101	Strategic Communication and Media Presentation	5 days	150,000.00	500.00	23-27	13-17	20-24	24-28	8-12	29/05 - 02/06
102	The Media and the People: Top Notch Public Speaking Skills	5 days	150,000.00	500.00	23-27	13-17	20-24	24-28	8-12	29/05 - 02/06
103	Training Methods & Presentation Skills	5 days	150,000.00	500.00	23-27	13-17	20-24	24-28	8-12	29/05 - 02/06
104	Public Presentation Skills: "The winning Speech".	5 days	130,000.00	450.00	23-27	13-17	20-24	24-28	8-12	29/05 - 02/06
<b>AGRICULTURE AND ENTREPRENEURSHIP DEVELOPMENT</b>										
105	Agricultural Leadership Development	5 days	120,000.00	450.00	16-20	30/01 - 03/02	6-10	3-7	1-5	5-9
107	Entrepreneurship: Be Your Own Boss	5 days	120,000.00	450.00	16-20	30/01 - 03/02	6-10	3-7	1-5	5-9
108	Fish Farming Skill Development	5 days	120,000.00	450.00	16-20	30/01 - 03/02	6-10	3-7	1-5	5-9
<b>GENERAL/UNCATEGORIZED COURSES</b>										
109	Enterprise Risk Management	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	19-23
110	Cooperative Society Management for success	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	19-23

111	<b>Logistics and Supply Chain Management</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	19-23
112	<b>Insurance Marketing</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	19-23
113	<b>Operational Safety for the Oil &amp; Gas Industry</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	19-23
114	<b>Post Traumatic Counseling</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	19-23
115	<b>Production and Operations Management</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	29/05 - 02/06
116	<b>Project Management essentials</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	5-9
117	<b>Purchasing and Procurement Management Course</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	5-9
118	<b>Public – Private- Partnership (PPP) that works</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	5-9
119	<b>Planning and Forecasting: Analysis and Tools for Positioning your Agency for Global Relevance</b>	5 days	160,000.00	550.00	23-27	13-17	20-24	17-21	22-26	5-9
120	<b>Strategic Planning &amp; Operational Research In Public Agencies</b>	5 days	180,000.00	600.00	23-27	13-17	20-24	17-21	22-26	5-9
121	<b>Safety and security techniques for humanitarian / aid life work</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	5-9

**Venue: Lagos, Abuja, Nassarawa, Port Harcourt**

**Account Details: GoldStead Resources Company: Keystone Bank: 1006952223**

**For more details contact: Training Coordinator, GoldStead Resources Company**

**Tel: 08037119334, 08183174787**

**Email:** [info@goldsteadresources.com](mailto:info@goldsteadresources.com), [training@goldsteadresources.com](mailto:training@goldsteadresources.com)

**Website:** [www.goldsteadresources.com](http://www.goldsteadresources.com)

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









































































































































































































































































































































































































































































































