



## TRAINING CALENDAR FOR THE YEAR 2026(JAN-JUNE)

S/N	COURSES	DURATI ON	FEES		DATES					
			NGN	USD	JAN	FEB	MAR	APR	MAY	JUNE
<b>ADMINISTRATIVE, CLERICAL AND CUSTOMER SERVICE</b>										
1	Administrative Functions & Office Management	5 days	250,000.00	700.00	5-9	2-6	9-13	13-17	4-8	22-26
2	Advanced Business Writing Skills for Senior Executives	5 days	250,000.00	700.00	5-9	2-6	9-13	13-17	4-8	22-26
3	Advanced Office Management Skills for Managers/Supervisors	5 days	250,000.00	700.00	5-9	2-6	9-13	13-17	4-8	22-26
4	Advanced Secretarial Skills for Executive Assistants	5 days	250,000.00	700.00	5-9	2-6	9-13	13-17	4-8	22-26
5	Interpersonal Communication and Service Management Course	5 days	280,000.00	700.00	5-9	2-6	9-13	13-17	4-8	22-26
6	Professional Writing Skills for Secretaries, Personal & Executive assistants	5 days	280,000.00	700.00	5-9	2-6	9-13	13-17	4-8	22-26
7	Record Keeping and File Management	5 days	250,000.00	600.00	5-9	2-6	9-13	13-17	4-8	22-26
8	Fundamentals of Relationship Management: The Boss and the PA	5 days	250,000.00	600.00	5-9	2-6	9-13	13-17	4-8	22-26
9	Managing Your Boss: "Accelerating Growth"	5 days	280,000.00	600.00	5-9	2-6	9-13	13-17	4-8	22-26
10	Office Management Skills	5 days	270,000.00	600.00	5-9	2-6	9-13	13-17	4-8	22-26
11	Exceptional Secretarial Skills	5 days	250,000.00	600.00	5-9	2-6	9-13	13-17	4-8	22-26
<b>CUSTOMER SERVICE/FRONT DESK MGT</b>										

12	Front Desk & Cubicle Management Techniques	5 days	245,000.00	500.00	12-16	9-13	23-27	6-10	25-29	15-19
14	Advanced Skill Development For Front Desk Officers	5 days	260,000.00	500.00	12-16	9-13	23-27	6-10	25-29	15-19
15	Advanced Telephone Handling and Front Desk Management for Senior Executives	5 days	280,000.00	700.00	12-16	9-13	23-27	6-10	25-29	15-19
16	Basic Front Desk and Customer Service Skills	5 days	250,000.00	500.00	12-16	9-13	23-27	6-10	25-29	15-19
17	Beyond Customer Service Excellence	5 days	280,000.00	700.00	12-16	9-13	23-27	6-10	25-29	15-19
18	Business Etiquette and Excellent Service Delivery	5 days	280,000.00	700.00	12-16	9-13	23-27	6-10	25-29	15-19
20	Hospitality Etiquette and Customer Service Excellence	5 days	270,000.00	450.00	12-16	9-13	23-27	6-10	25-29	15-19
21	Professional Telephone Skills for the Help Desk	5 days	250,000.00	500.00	12-16	9-13	23-27	6-10	25-29	15-19
22	Service Quality & Customer Satisfaction: Tools & Techniques	5 days	280,000.00	700.00	12-16	9-13	23-27	6-10	25-29	15-19
23	Emotional Intelligence for Workplace Success	5 days	280,000.00	700.00	12-16	9-13	23-27	6-10	25-29	15-19
24	Emotional Intelligence for Call Centre Representatives	5 days	250,000.00	600.00	12-16	9-13	23-27	6-10	25-29	15-19
25	Interpersonal Communication and Service Management Course	5 days	280,000.00	700.00	12-16	9-13	23-27	6-10	25-29	15-19
<b>DRIVERS, RIDERS AND DRIVING</b>										
26	Administrative Support Skills for Drivers	5 days	250,000.00	500.00	26-30	2-6	16-20	20-24	18-22	1-5
27	Advanced Service Etiquette and Safety Tips for Drivers	5 days	265,000.00	600.00	26-30	2-6	16-20	20-24	18-22	1-5
28	Ageing and Driving: Self and Safety Management	5 days	240,000.00	500.00	26-30	2-6	16-20	20-24	18-22	1-5
29	Defensive Riding & Safety Consciousness for Dispatch Riders	5 days	235,000.00	500.00	26-30	2-6	16-20	20-24	18-22	1-5

30	Defensive Driving & Safety Consciousness for Drivers and Dispatch Riders	5 days	250,000.00	600.00	26-30	2-6	16-20	20-24	18-22	1-5
31	Driving behavior and personality development	5 days	280,000.00	700.00	26-30	2-6	16-20	20-24	18-22	1-5
32	Excellent Service Delivery And Safety Consciousness For Drivers And Dispatch Riders	5 days	280,000.00	700.00	26-30	2-6	16-20	20-24	18-22	1-5
33	Fleet Management Course for Drivers	5 days	280,000.00	700.00	26-30	2-6	16-20	20-24	18-22	1-5
34	School Bus Safety & Management for drivers	5 days	250,000.00	500.00	26-30	2-6	16-20	20-24	18-22	1-5
35	Service Delivery & Safety Techniques for Dispatch and Delivery Riders	5 days	245,000.00	500.00	26-30	2-6	16-20	20-24	18-22	1-5
36	The Boss & the Driver: Relationship Management	5 days	250,000.00	450.00	26-30	2-6	16-20	20-24	18-22	1-5
37	Truck Management and Safety Awareness	5 days	280,000.00	700.00	26-30	2-6	16-20	20-24	18-22	1-5
38	Wheel Intelligence and Control Course for Drivers	5 days	280,000.00	600.00	26-30	2-6	16-20	20-24	18-22	1-5
39	Work Ethics and Safety Awareness for Drivers	5 days	250,000.00	700.00	26-30	2-6	16-20	20-24	18-22	1-5
<b>ACCOUNTING, AUDIT AND CONTROL</b>										
40	Anti-Corruption & Ethical Leadership for Management Executives	5 days	380,000.00	800.00	5-16	16-27	2-13	20/4-1/5	11-15	15-26
41	Anti Fraud Governance for QHSE, Finance and HR Leaders	5 days	380,000.00	800.00	5-16	16-27	2-13	20/4-1/5	11-15	15-26
42	Account Payable, Account Receivable and Debt recovery management course.	5 days	320,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
43	Basic Bookkeeping Accounting Course	5 days	265,000.00	600.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
44	Budget Presentation, Administration & Management Techniques	5 days	300,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
45	Effective Payroll Management and Accounts Administration: Control and Reconciliation Techniques	5 days	350,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12

46	Fraud Detection And Investigation For Internal Auditors	5 days	350,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
47	Fraud Risk Management: Awareness, prevention, detection and Investigation	5 days	350,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
48	Internal Control Principles and Practice	5 days	280,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
49	Internal Control, Compliance and Risk Management	5 days	300,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
50	Leadership and Communication Skills for Internal Auditors	5 days	280,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
51	Internal Control and Audit for Result	5 days	280,000.00	600.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
52	Managing an Effective Internal Audit: A sure guide	5 days	320,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
53	Managing Operational Risk in Organizations.	5 days	300,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
54	Quality Assurance and Quality Control Essentials course	5 days	310,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
55	Revenue Generation Strategies: Tools and Techniques	5 days	280,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
56	Tax Management for Organizations	5 days	350,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
57	Top notch Accounting Skills Training for Accounting Officers	5 days	280,000.00	700.00	19-23	23-27	2-6	27/4-1/5	11-15	8-12
<b>ISO COURSES - EXAMPLAR GLOBAL</b>										
58	ISO 9001:2015 Auditor/Lead Auditor Course – Quality Mgt System (QMS)	5 days	380,000.00	500.00	12-16	16-20	23-27	13-17	18-22	22-26
59	ISO 14001:2015 Auditor/Lead Auditor Course – Environmental Management System (EMS)	5 days	380,000.00	500.00	12-16	16-20	23-27	13-17	18-22	22-26

60	ISO 45001:2018 Auditor/Lead Auditor Course – Occupational Health & Safety Management System (OHSMS)	5 days	380,000.00	500.00	12-16	16-20	23-27	13-17	18-22	22-26
61	ISO 27001:2022 Auditor/Lead Auditor Course – Information Security Management System (ISMS)	5 days	380,000.00	500.00	12-16	16-20	23-27	13-17	18-22	22-26
62	ISO 37301:2021 Auditor/Lead Auditor Course – Compliance Management System (CMS)	5 days	380,000.00	500.00	12-16	16-20	23-27	13-17	18-22	22-26
63	ISO 37001:2016 Auditor/Lead Auditor Course – Anti-Bribery Management System (ABMS)	5 days	380,000.00	500.00	12-16	16-20	23-27	13-17	18-22	22-26
64	ISO 22000:2018 Auditor/Lead Auditor Course – Food Safety Management System (FSMS)	5 days	380,000.00	500.00	12-16	16-20	23-27	13-17	18-22	22-26
65	ISO 22301:2019 Auditor/Lead Auditor Course – Business Continuity Management System (BCMS)	5 days	380,000.00	500.00	12-16	16-20	23-27	13-17	18-22	22-26
<b>METRICS, ANALYTICS AND INFORMATION TECHNOLOGY</b>										
66	Business Data Analytics with Excel	5 days	320,000.00	700.00	5-9	23-27	9-13	6-10	25-29	1-5
67	Foundation Excel For Beginners	5 days	295,000.00	700.00	5-9	23-27	9-13	6-10	25-29	1-5
68	Microsoft Excel for HR Professionals	5 days	300,000.00	700.00	5-9	23-27	9-13	6-10	25-29	1-5
69	Microsoft Excel Skills for Business Analysis and Reporting	5 days	320,000.00	700.00	5-9	23-27	9-13	6-10	25-29	1-5
<b>LEADERSHIP, MANAGEMENT AND PERSONAL DEVELOPMENT</b>										



<b>HUMAN RESOURCE AND GENERAL MANAGEMENT</b>										
87	Coaching & Mentoring Framework: Everyday Dynamics	5 days	280,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
88	Conflict Management and Resolution Strategies	10 days	550,000.00	900.00	26/1-27/2	2-13	23-27	13-24	18-22	1-12
89	Crisis management techniques for managers	5 days	280,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
90	Diversity and Inclusion: A Step-by-Step Guide for Employees	5 days	250,000.00	600.00	26-30	2-6	23-27	13-17	18-22	1-5
91	Effective People and Relationship Management Skills	5 days	250,000.00	600.00	26-30	2-6	23-27	13-17	18-22	1-5
92	Effective People and Business Relationship Management Skills for Managers	10 days	500,000.00	100.00	26-30	2-13	23-27	13-24	18-22	1-12
93	Employee Appraisal & Performance Management	5 days	275,000.00	600.00	26/1-27/2	2-6	23-27	13-17	18-22	1-5
94	Employee Relations Best Practices	5 days	250,000.00	500.00	26-30	2-6	23-27	13-17	18-22	1-5
95	Essentials of Recordkeeping in Human Resource Management	5 days	260,000.00	600.00	26-30	2-6	23-27	13-17	18-22	1-5
96	Human Resource Business Partner (HRBP) Training	5 days	260,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
97	Human Resource Metrics and Analytics: The Strategic Business Partner	5 days	280,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
98	Industrial Relations Practice In Nigeria	5 days	250,000.00	500.00	26-30	2-6	23-27	13-17	18-22	1-5
99	Interviewing, Selection & Recruitment Skills	5 days	280,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
100	Leadership, management and entrepreneurship course in the 21st century	5 days	285,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
101	Managing HR Processes, Culture & Change	5 days	250,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
102	Manpower Succession & Retention Course	5 days	250,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
103	Microsoft Excel for HR Professionals	5 days	300,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5

104	Nigerian Labour & Employment Law	5 days	300,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
105	The HRM in the Boardroom: Navigating the Politics	5 days	300,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
106	Tomorrow's HR Department- Transform The HR Function	5 days	350,000.00	700.00	26-30	2-6	23-27	13-17	18-22	1-5
107	Training Methods & Presentation Skills	5 days	300,000.00	600.00	26-30	2-6	23-27	13-17	18-22	1-5
108	Virtual team building and management	5 days	280,000.00	600.00	26-30	2-6	23-27	13-17	18-22	1-5
<b>SALES, MARKETING AND RELATIONSHIP MGT</b>										
109	Selling Essentials: Developing Clients for Life	5 days	270,000.00	700.00	5-9	16-20	9-13	20-24	4-8	22-26
110	Business Etiquette and Excellent Customer Service Delivery	5 days	280,000.00	700.00	5-9	16-20	9-13	20-24	4-8	22-26
111	Accelerated Business Growth Training	5 days	250,000.00	450.00	5-9	16-20	9-13	20-24	4-8	22-26
112	Customer Relationship Management That Works	5 days	280,000.00	600.00	5-9	16-20	9-13	20-24	4-8	22-26
113	Revenue Generation Strategies: Tools and Techniques	5 days	280,000.00	700.00	5-9	16-20	9-13	20-24	4-8	22-26
114	Strategic Negotiations and Conflict resolutions For Public and Private Sector Executives	5 days	280,000.00	700.00	5-9	16-20	9-13	20-24	4-8	22-26
<b>SERVICE, HYGIENE AND SAFETY</b>										
115	Customer Service, Hygiene and Safety for Office Cleaning Employees	5 days	200,000.00	500.00	19-23	2-6	23-27	6-10	25-29	8-12
116	Work Ethics, Hygiene And Safety In Food Handling	5 days	250,000.00	700.00	19-23	2-6	23-27	6-10	25-29	8-12

<b>REAL ESTATE AND FACILITY MGT</b>										
117	Emergency Action Plan: Crisis Under Control	5 days	295,000.00	600.00	12-16	23-27	16-20	13-17	11-15	15-19
118	Equipment Maintenance & Facilities Management	5 days	280,000.00	700.00	12-16	23-27	16-20	13-17	11-15	15-19
119	Real Estate Development and Finance	5 days	320,000.00	500.00	12-16	23-27	16-20	13-17	11-15	15-19
<b>ARTIFICIAL INTELLIGENCE (AI)</b>										
120	Executive AI Mastery for C-Suite and Senior Business Executives	5 days	700,000.00	1,000.00	5-9	16-20	2-6	20-24	11-15	15-19
121	AI Mastery for Business Decision Making	5 days	350,000.00	700.00	5-9	16-20	2-6	20-24	11-15	15-19
122	AI Mastery for Validating and Creating Business Plans	5 days	350,000.00	700.00	5-9	16-20	2-6	20-24	11-15	15-19
123	AI Mastery for Sales and Customer Support	5 days	350,000.00	700.00	5-9	16-20	2-6	20-24	11-15	15-19
124	AI Mastery for Business Communications	5 days	350,000.00	700.00	5-9	16-20	2-6	20-24	11-15	15-19
125	AI Mastery for Business Automations	5 days	350,000.00	700.00	5-9	16-20	2-6	20-24	11-15	15-19
126	AI Security	5 days	350,000.00	700.00	5-9	16-20	2-6	20-24	11-15	15-19
127	Artificial Intelligence: A Boardroom Masterclass	5 days	700,000.00	1,000.00	5-9	16-20	2-6	20-24	11-15	15-19
128	Artificial Intelligence (AI) Mastery Skills for Pension Management	5 days	600,000.00	800.00	5-9	16-20	2-6	20-24	11-15	15-19
<b>MEDIA AND COMMUNICATION</b>										
129	Strategic Communication and Media Presentation	5 days	320,000.00	700.00	26-30	9-13	2-6	27/4-1/5	18-22	1-5

130	The Media and the People: Top Notch Public Speaking Skills	5 days	300,000.00	700.00	26-30	9-13	2-6	27/4-1/5	18-22	1-5
131	Training Methods & Presentation Skills	5 days	300,000.00	600.00	26-30	9-13	2-6	27/4-1/5	18-22	1-5
132	Public Presentation Skills: "The winning Speech".	5 days	280,000.00	700.00	26-30	9-13	2-6	27/4-1/5	18-22	1-5
<b>AGRICULTURE AND ENTREPRENEURSHIP DEVELOPMENT</b>										
133	Agricultural Leadership Development	5 days	250,000.00	500.00	19-23	16-20	23-27	6-10	11-15	22-26
134	Entrepreneurship: Be Your Own Boss	5 days	220,000.00	500.00	19-23	16-20	23-27	6-10	11-15	22-26
135	Fish Farming Skill Development	5 days	200,000.00	450.00	19-23	16-20	23-27	6-10	11-15	22-26
<b>GENERAL/UNCATEGORIZED COURSES</b>										
136	Enterprise Risk Management	5 days	320,000.00	700.00	12-16	2-6	9-13	20-24	4-8	8-12
137	Cooperative Society Management for success	5 days	295,000.00	600.00	12-16	2-6	9-13	20-24	4-8	8-12
138	Cost Estimation Strategies	5 days	280,000.00	700.00	12-16	2-6	9-13	20-24	4-8	8-12
139	Logistics and Supply Chain Management	5 days	280,000.00	700.00	12-16	2-6	9-13	20-24	4-8	8-12
140	Insurance Marketing	5 days	300,000.00	500.00	12-16	2-6	9-13	20-24	4-8	8-12
141	Operational Safety for the Oil & Gas Industry	5 days	350,000.00	800.00	12-16	2-6	9-13	20-24	4-8	8-12
142	Post Traumatic Counseling	5 days	280,000.00	500.00	12-16	2-6	9-13	20-24	4-8	8-12
143	Production and Operations Management	5 days	280,000.00	500.00	12-16	2-6	9-13	20-24	4-8	8-12

144	Project Risk Management	5 days	285,000.00	700.00	12-16	2-6	9-13	20-24	4-8	8-12
145	Project Management essentials	5 days	280,000.00	700.00	12-16	2-6	9-13	20-24	4-8	8-12
146	Purchasing and Procurement Management Course	5 days	280,000.00	700.00	12-16	2-6	9-13	20-24	4-8	8-12
147	Public – Private- Partnership (PPP) that works	5 days	320,000.00	700.00	12-16	2-6	9-13	20-24	4-8	8-12
148	Planning and Forecasting: Analysis and Tools for Positioning your Agency for	5 days	320,000.00	700.00	12-16	2-6	9-13	20-24	4-8	8-12
149	Strategic Planning & Operational Research In Public Agencies	5 days	280,000.00	700.00	12-16	2-6	9-13	20-24	4-8	8-12
150	Safety and security techniques for humanitarian / aid life work	5 days	300,000.00	600.00	12-16	2-6	9-13	20-24	4-8	8-12

**Venue: 6, Alhaji Idowu Street, Akowonjo, Lagos. Training can also be held at other locations in Nigeria based on request.**

**For more details contact: Director of Programs, GoldStead Resources Company**

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

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





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