GoldStead Learning Centre

A Division of GoldStead Resources Company Limited

TRAINING CALENDAR FOR THE YEAR 2026

S/N	COURSES	DURATION	FEES NGN	JULY	AUG	SEPT	OCT	NOV	DEC
ADMINISTRATIVE, CLERICAL AND									
1	Administrative Functions & Office Management	5 days	250,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
2	Advanced Business Writing Skills for Senior Executives	5 days	250,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
3	Advanced Office Management Skills for Managers/Supervisors	5 days	250,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
4	Advanced Secretarial Skills for Executive Assistants	5 days	250,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
5	Exceptional Secretarial Skills	5 days	250,000.00	20-24	17-21	31/8-4/9	19-23	2-6	1-4/12
6	Fundamentals of Relationship Management: The Boss and the PA	5 days	250,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
7	Interpersonal Communication and Service Management Course	5 days	280,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
8	Professional Writing Skills for Secretaries, Personal & Executive assistants	5 days	280,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
9	Record Keeping and File Management	5 days	250,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
10	Fundamentals of Document Control	5 days	250,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
11	Managing Your Boss: "Accelerating Growth"	5 days	280,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
12	Office Management Skills	5 days	270,000.00	20-24	17-21	31/8-4/9	19-23	2-6	1-4/12

13	Workplace Professionalism, Communication, and Interpersonal Effectiveness Course	5 days	280,000.00	20-24	17-21	31/8-4/9	19-23	2-6	30/11-4/12
CUSTOMER SERVICE/FRONT DESK MGT									
14	Front Desk & Cubicle Management Techniques	5 days	245,000.00	6-10	3-7	7-11	26-30	16-20	14-18
15	Advanced Skill Development For Front Desk Officers	5 days	260,000.00	6-10	3-7	7-11	26-30	16-20	14-18
16	Advanced Telephone Handling and Front Desk Management for Senior	5 days	280,000.00	6-10	3-7	7-11	26-30	16-20	14-18
17	Basic Front Desk and Customer Service Skills	5 days	250,000.00	6-10	3-7	7-11	26-30	16-20	14-18
18	Beyond Customer Service Excellence	5 days	280,000.00	6-10	3-7	7-11	26-30	16-20	14-18
19	Business Etiquette and Excellent Service Delivery	5 days	280,000.00	6-10	3-7	7-11	26-30	16-20	14-18
20	Hospitality Etiquette and Customer Service Excellence	5 days	270,000.00	6-10	3-7	7-11	26-30	16-20	14-18
21	Professional Telephone Skills for the Help Desk	5 days	250,000.00	6-10	3-7	7-11	26-30	16-20	14-18
22	Service Quality & Customer Satisfaction: Tools & Techniques	5 days	280,000.00	6-10	3-7	7-11	26-30	16-20	14-18
23	Emotional Intelligence for Workplace Success	5 days	280,000.00	6-10	3-7	7-11	26-30	16-20	14-18
24	Emotional Intelligence for Call Centre Representatives	5 days	250,000.00	6-10	3-7	7-11	26-30	16-20	14-18
25	Interpersonal Communication and Service Management Course	5 days	280,000.00	6-10	3-7	7-11	26-30	16-20	14-18
DRIVERS, RIDERS AND DRIVING									
26	Administrative Support Skills for Drivers	5 days	250,000.00	27-31	24-28	14-18	5-9	9-13	7-11
27	Advanced Service Etiquette and Safety Tips for Drivers	5 days	265,000.00	27-31	24-28	14-18	5-9	9-13	7-11

28	Ageing and Driving: Self and Safety Management	5 days	240,000.00	27-31	24-28	14-18	5-9	9-13	7-11
29	Defensive Riding & Safety Consciousness for Dispatch	5 days	235,000.00	27-31	24-28	14-18	5-9	9-13	7-11
30	Defensive Driving & Safety Consciousness for Drivers and Dispatch Riders	5 days	250,000.00	27-31	24-28	14-18	5-9	9-13	7-11
31	Driving behavior and personality development	5 days	280,000.00	27-31	24-28	14-18	5-9	9-13	7-11
32	Excellent Service Delivery And Safety Consciousness For Drivers And Dispatch Riders	5 days	280,000.00	27-31	24-28	14-18	5-9	9-13	7-11
33	Fleet Management Course for Drivers	5 days	280,000.00	27-31	24-28	14-18	5-9	9-13	7-11
34	School Bus Safety & Management for drivers	5 days	250,000.00	27-31	24-28	14-18	5-9	9-13	7-11
35	Service Delivery & Safety Techniques for Dispatch and	5 days	245,000.00	27-31	24-28	14-18	5-9	9-13	7-11
36	The Boss & the Driver: Relationship Management	5 days	250,000.00	27-31	24-28	14-18	5-9	9-13	7-11
37	Truck Management and Safety Awareness	5 days	280,000.00	27-31	24-28	14-18	5-9	9-13	7-11
38	Wheel Intelligence and Control Course for Drivers	5 days	280,000.00	27-31	24-28	14-18	5-9	9-13	7-11
39	Work Ethics and Safety Awareness for Drivers	5 days	250,000.00	27-31	24-28	14-18	5-9	9-13	7-11
ACCOUNTING, AUDIT AND CONTROL									
40	Anti-Corruption & Ethical Leadership for Management Executives	5 days	380,000.00	13-17	10-14	21-25	12-16	23-27	14-18
41	Anti Fraud Governance for QHSE, Finance and HR Leaders	5 days	380,000.00	13-17	10-14	21-25	12-16	23-27	14-18
42	Account Payable, Account Receivable and Debt recovery management course	5 days	320,000.00	13-17	10-14	21-25	12-16	23-27	14-18
43	Basic Bookkeeping	5 days	265,000.00	13-17	10-14	21-25	12-16	23-27	14-18

44	Budget Presentation, Administration & Management Techniques	5 days	300,000.00	13-17	10-14	21-25	12-16	23-27	14-18
45	Effective Payroll Management and Accounts Administration: Control and Reconcilistion Techniques	5 days	350,000.00	13-17	10-14	21-25	12-16	23-27	14-18
46	Fraud Detection And Investigation For Internal Auditors	5 days	350,000.00	13-17	10-14	21-25	12-16	23-27	14-18
47	Fraud Risk Management: Awareness, prevention, detection and Investigation	5 days	350,000.00	13-17	10-14	21-25	12-16	23-27	14-18
48	Internal Control Principles and Practice	5 days	280,000.00	13-17	10-14	21-25	12-16	23-27	14-18
49	Internal Control, Compliance and Risk Management	5 days	300,000.00	13-17	10-14	21-25	12-16	23-27	14-18
50	Leadership and Communication Skills for Internal Auditors	5 days	280,000.00	13-17	10-14	21-25	12-16	23-27	14-18
51	Internal Control and Audit	5 days	280,000.00	13-17	10-14	21-25	12-16	23-27	14-18
52	Managing an Effective Internal Audit: A sure guide	5 days	320,000.00	13-17	10-14	21-25	12-16	23-27	14-18
53	Mastering Risk Registers: A key to Effective Audit Planning	5 days	320,000.00	13-17	10-14	21-25	12-16	23-27	14-18
54	Managing Operational Risk in Organizations.	5 days	300,000.00	13-17	10-14	21-25	12-16	23-27	14-18
55	Quality Assurance and Quality Control Essentials course	5 days	310,000.00	13-17	10-14	21-25	12-16	23-27	14-18
56	Revenue Generation Strategies: Tools and Techniques	5 days	280,000.00	13-17	10-14	21-25	12-16	23-27	14-18
57	Tax Management for Organizations	5 days	350,000.00	13-17	10-14	21-25	12-16	23-27	14-18
58	Top notch Accounting Skills Training for Accounting	5 days	280,000.00	13-17	10-14	21-25	12-16	23-27	14-18
ISO COURSES - EXAMPLAR GLOBAL									

59	ISO 9001:2015 Auditor/Lead Auditor Course – Quality Mgt System (QMS)	5 days	380,000.00	27-31	17-21	7-11	26-30	2-6	30/11-4/12
60	ISO 14001:2015 Auditor/Lead Auditor Course – Environmental Management System (EMS)	5 days	380,000.00	27-31	17-21	7-11	26-30	2-6	30/11-4/12
61	ISO 45001:2018 Auditor/Lead Auditor Course – Occupational Health & Safety Management System (OHSMS)	5 days	380,000.00	27-31	17-21	7-11	26-30	2-6	30/11-4/12
62	ISO 27001:2022 Auditor/Lead Auditor Course – Information Security Management System (ISMS)	5 days	380,000.00	27-31	17-21	7-11	26-30	2-6	30/11-4/12
63	ISO 37301:2021 Auditor/Lead Auditor Course – Compliance Management System (CMS)	5 days	380,000.00	27-31	17-21	7-11	26-30	2-6	30/11-4/12
64	ISO 37001:2016 Auditor/Lead Auditor Course – Anti-Bribery Management System (ABMS)	5 days	380,000.00	27-31	17-21	7-11	26-30	2-6	8-12
64	ISO 22000:2018 Auditor/Lead Auditor Course – Food Safety Management System (FSMS)	5 days	380,000.00	27-31	17-21	7-11	26-30	2-6	30/11-4/12
65	ISO 22301:2019 Auditor/Lead Auditor Course – Business Continuity Management System (BCMS)	5 days	380,000.00	27-31	17-21	7-11	26-30	2-6	30/11-4/12
METRICS, ANALYTICS AND INFORMATION TECHNOLOGY									

66	Business Data Analytics with	5 days	320,000.00	6-10	24-28	31/8-4/9	5-9	23-27	7-11
67	Foundation Excel For Beginners	5 days	295,000.00	6-10	24-28	31/8-4/9	5-9	23-27	7-11
68	Microsoft Excel for HR Professionals	5 days	300,000.00	6-10	24-28	31/8-4/9	5-9	23-27	7-11
69	Microsoft Excel Skills for Business Analysis and Reporting	5 days	320,000.00	6-10	24-28	31/8-4/9	5-9	23-27	7-11
LEADERSHIP, MANAGEMENT AND PERSONAL DEVELOPMENT									
70	ATTITTUDE!: Resolving Difficult Situations in the	5 days	250,000.00	13-17	3-7	14-18	19-23	16-20	14-18
71	Coaching & Mentoring Framework: Everyday	5 days	280,000.00	13-17	3-7	14-18	19-23	16-20	14-18
72	Communication Skills for Supervisors	5 days	280,000.00	13-17	3-7	14-18	19-23	16-20	14-18
73	Business Leadership Skills Development	5 days	280,000.00	13-17	3-7	14-18	19-23	16-20	14-18
74	The Art of Common Sense and Critical Thinking In The Workplace	5 days	250,000.00	13-17	3-7	14-18	19-23	16-20	14-18
75	Corporate Governance in the Boardroom: A Practical Approach	5 days	350,000.00	13-17	3-7	14-18	19-23	16-20	14-18
76	Business Strategy and Executi	5 days	300,000.00	13-17	3-7	14-18	19-23	16-20	14-18
77	Corporate Team Building & Leadership Skills	5 days	280,000.00	13-17	3-7	14-18	19-23	16-20	14-18
78	Developing Leadership Competencies	5 days	250,000.00	13-17	3-7	14-18	19-23	16-20	14-18
79	Emotional Intelligence & Anger Management in the	5 days	280,000.00	13-17	3-7	14-18	19-23	16-20	14-18
80	Leadership and Management Skill Development	5 days	280,000.00	13-17	3-7	14-18	19-23	16-20	14-18
81	Navigating Office Politics for	5 days	250,000.00	13-17	3-7	14-18	19-23	16-20	14-18
82	Personal Effectiveness &	5 days	250,000.00	13-17	3-7	14-18	19-23	16-20	14-18
83	Retirement Planning	5 days	250,000.00	13-17	3-7	14-18	19-23	16-20	14-18
84	Time & Task Management	5 days	250,000.00	13-17	3-7	14-18	19-23	16-20	14-18

85	Time Management and Productivity	5 days	250,000.00	13-17	3-7	14-18	19-23	16-20	14-18
86	Strategic Negotiations and conflict resolutions For Public and Private Sector Executives	5 days	280,000.00	13-17	3-7	14-18	19-23	16-20	14-18
87	Training Methods & Presentation Skills	5 days	300,000.00	13-17	3-7	14-18	19-23	16-20	14-18
HUMAN RESOURCE AND GENERAL MANAGEMENT									
88	Coaching & Mentoring Framework: Everyday	5 days	280,000.00	20-24	10-14	21-25	5-9	9-13	7-11
89	Conflict Management and Resolution Strategies	10 days	550,000.00	20-31	10-21	21/9-2/10	5-16	9-20	7-18
90	Crisis management techniques for managers	5 days	280,000.00	20-24	10-14	21-25	5-9	9-13	7-11
91	Developing the Modern HR Executive: Professional Communication, Stakeholder Engagement, and People Management	5 days	320,000.00	20-24	10-14	21-25	5-9	9-13	7-11
92	Diversity and Inclusion: A Step-by-Step Guide for Employees	5 days	250,000.00	20-24	10-14	21-25	5-9	9-13	7-11
93	Effective People and Relationship Management Skills	5 days	250,000.00	20-24	10-14	21-25	5-9	9-13	7-11
94	Effective People and Business Relationship Management Skills for Managers	10 days	500,000.00	20-31	10-14	21/9-2/10	5-16	9-20	7-18
95	Employee Appraisal & Performance Management	5 days	275,000.00	20-24	10-21	21-25	5-9	9-13	7-11
96	Employee Relations Best	5 days	250,000.00	20-24	10-14	21-25	5-9	9-13	7-11
97	Essentials of Recordkeeping in Human Resource	5 days	260,000.00	20-24	10-14	21-25	5-9	9-13	7-11
98	Human Resource Business Partner (HRBP) Training	5 days	260,000.00	20-24	10-14	21-25	5-9	9-13	7-11
99	Human Resource Metrics and Analytics: The Strategic Business Partner	5 days	280,000.00	20-24	10-14	21-25	5-9	9-13	7-11

100	Industrial Relations Practice In Nigeria	5 days	250,000.00	20-24	10-14	21-25	5-9	9-13	7-11
101	Interviewing, Selection & Recruitment Skills	5 days	280,000.00	20-24	10-14	21-25	5-9	9-13	7-11
102	Leadership, management and entrepreneurship course in the 21st century	5 days	285,000.00	20-24	10-14	21-25	5-9	9-13	7-11
103	Managing HR Processes, Culture & Change	5 days	250,000.00	20-24	10-14	21-25	5-9	9-13	7-11
104	Manpower Succession & Retention Course	5 days	250,000.00	20-24	10-14	21-25	5-9	9-13	7-11
105	Microsoft Excel for HR	5 days	300,000.00	20-24	10-14	21-25	5-9	9-13	7-11
106	Nigerian Labour &	5 days	300,000.00	20-24	10-14	21-25	5-9	9-13	7-11
107	The HRM in the Boardroom: Navigating the Politics	5 days	300,000.00	20-24	10-14	21-25	5-9	9-13	7-11
108	Tomorrow's HR Department- Transform The HR Function	5 days	350,000.00	20-24	10-14	21-25	5-9	9-13	7-11
109	Training Methods & Presentation Skills	5 days	300,000.00	20-24	10-14	21-25	5-9	9-13	7-11
110	Virtual team building and management	5 days	280,000.00	20-24	10-14	21-25	5-9	9-13	7-11
SALES, MARKETING AND RELATIONSHIP MGT									
111	Selling Essentials: Developing Clients for Life	5 days	270,000.00	6-10	17-21	7-11	26-30	2-6	30/11-4/12
112	Business Etiquette and	5 days	280,000.00	6-10	17-21	7-11	26-30	2-6	1-4/12
113	Accelerated Business Growth Training	5 days	250,000.00	6-10	17-21	7-11	26-30	2-6	30/11-4/12
114	Customer Relationship Management That Works	5 days	280,000.00	6-10	17-21	7-11	26-30	2-6	30/11-4/12
115	Revenue Generation Strategies: Tools and Techniques	5 days	280,000.00	6-10	17-21	7-11	26-30	2-6	30/11-4/12
116	Strategic Negotiations and conflict resolutions For	5 days	280,000.00	6-10	17-21	7-11	26-30	2-6	30/11-4/12

SERVICE, HYGIENE AND SAFETY									
117	Customer Service, Hygiene and Safety for Office Cleaning Employees	5 days	200,000.00	27-31	3-7	31/8-4/9	19-23	9-13	14-18
118	Work Ethics, Hygiene And Safety In Food Handling	5 days	250,000.00	27-31	3-7	31/8-4/9	19-23	9-13	14-18
REAL ESTATE AND FACILITY MGT									
119	Emergency Action Plan: Crisis Under Control	5 days	295,000.00	13-17	24-28	21-25	12-16	23-27	7-11
120	Equipment Maintenance & Facilities Management	5 days	280,000.00	13-17	24-28	21-25	12-16	23-27	7-11
121	Real Estate Development and [illegible]	5 days	320,000.00	13-17	24-28	21-25	12-16	23-27	7-11
ARTIFICIAL INTELLIGENCE (AI)									
122	Executive AI Mastery for C-Suite and Senior Business Executives	5 days	700,000.00	13-17	24-28	21-25	12-16	23-27	7-11
123	AI Mastery for Business Decision Making	5 days	350,000.00	13-17	24-28	21-25	12-16	23-27	7-11
124	Al Mastery for Validating and Creating Business Plans	5 days	350,000.00	13-17	24-28	21-25	12-16	23-27	7-11
125	Al Mastery for Sales and Customer Support	5 days	350,000.00	13-17	24-28	21-25	12-16	23-27	7-11
126	Al Mastery for Business Communications	5 days	350,000.00	13-17	24-28	21-25	12-16	23-27	7-11
127	Al Mastery for Business Automations	5 days	350,000.00	13-17	24-28	21-25	12-16	23-27	7-11
128	AI Security	5 days	350,000.00	13-17	24-28	21-25	12-16	23-27	7-11
129	Artificial Intelligence: A Boardroom Masterclass	5 days	700,000.00	13-17	24-28	21-25	12-16	23-27	7-11
PENSION RELATED COURSES									
130	Artificial Intelligence (AI) Mastery Skills for Pension Management	5 days	600,000.00	13-17	24-28	21-25	12-16	23-27	7-11
131	Best Practices in Pension Administration	5 days	280,000.00						

132	Pension Fund Auditing and Compliance Best Practices	5 days	400,000.00	6-10	17-21	7-11	19-23	16-20	31/11-4/12
133	Pension Fund Strategies, Governance, Regulation and Investment	5 days	320,000.00	20-24	24-28	14-18	5-9	2-6	14-18
134	Pension Accounting, Financial Reporting and Disclosure Requirements	5 days	400,000.00	6-10	17-21	7-11	19-23	16-20	31/11-4/12
135	Pension Laws, Regulatory Compliance and Emerging Reforms	5 days	380,000.00	6-10	17-21	7-11	19-23	16-20	31/11-4/12
136	Pension Operations Excellence: Improving Service Delivery to Retirees	5 days	350,000.00	6-10	17-21	7-11	19-23	16-20	31/11-4/12
137	Pension Records Management, Data Integrity and Digital Transformation	5 days	350,000.00	6-10	17-21	7-11	19-23	16-20	31/11-4/12
MEDIA AND COMMUNICATION									
138	Strategic Communication and Media Presentation	5 days	320,000.00	20-24	10-14	14-18	26-30	16-20	30/11-4/12
139	Strategic Stakeholder Communication and Engagement for Project Success	5 days	280,000.00	20-24	10-14	14-18	26-30	16-20	30/11-4/12
140	The Media and the People: Top Notch Public Speaking Skills	5 days	300,000.00	20-24	10-14	14-18	26-30	16-20	30/11-4/12
141	Training Methods & Presentation Skills	5 days	300,000.00	20-24	10-14	14-18	26-30	16-20	30/11-4/12
142	Public Presentation Skills:	5 days	280,000.00	20-24	10-14	14-18	26-30	16-20	1-4/12
AGRICULTURE AND ENTREPRENEURSHIP DEVELOPMENT									
143	Agricultural Leadership	5 days	250,000.00	27-31	17-21	31/8-4/9	5-9	9-13	14-18
144	Entrepreneurship: Be Your Own Boss	5 days	220,000.00	27-31	17-21	31/8-4/9	5-9	9-13	14-18

145	Fish Farming Skill Development	5 days	200,000.00	27-31	17-21	31/8-4/9	5-9	9-13	14-18
GENERAL/UNCATEGORIZED COURSES									
146	Enterprise Risk Management	5 days	320,000.00	6-10	24-28	7-11	19-23	2-6	7-11
147	Cooperative Society Management for success	5 days	295,000.00	6-10	24-28	7-11	19-23	2-6	7-11
148	Cost Estimation Strategies	5 days	280,000.00	6-10	24-28	7-11	19-23	2-6	7-11
149	Logistics and Supply Chain Management	5 days	280,000.00	6-10	24-28	7-11	19-23	2-6	7-11
150	Insurance Marketing	5 days	300,000.00	6-10	24-28	7-11	19-23	2-6	7-11
151	Managerial Skills for Engineering and Telecom Project Leaders	5 days	300,000.00	6-10	24-28	7-11	19-23	2-6	7-11
152	Operational Safety for the Oil & Gas Industry	5 days	350,000.00	6-10	24-28	7-11	19-23	2-6	7-11
153	Post Traumatic Counseling	5 days	280,000.00	6-10	24-28	7-11	19-23	2-6	7-11
154	Production and Operations Management	5 days	280,000.00	6-10	24-28	7-11	19-23	2-6	7-11
155	Project Risk Management	5 days	285,000.00	6-10	24-28	7-11	19-23	2-6	7-11
156	Project Management essentials	5 days	280,000.00	6-10	24-28	7-11	19-23	2-6	7-11
157	Purchasing and Procurement Management Course	5 days	280,000.00	6-10	24-28	7-11	19-23	2-6	7-11
158	Public – Private- Partnership (PPP) that works	5 days	320,000.00	6-10	24-28	7-11	19-23	2-6	7-11
159	Planning and Forecasting: Analysis and Tools for	5 days	320,000.00	6-10	24-28	7-11	19-23	2-6	7-11
160	Strategic Planning & Operational Research In Public Agencies	5 days	280,000.00	6-10	24-28	7-11	19-23	2-6	7-11
161	Safety and security techniques for humanitarian / aid life work	5 days	300,000.00	6-10	24-28	7-11	19-23	2-6	7-11

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

For more details contact: Director of Programs, GoldStead Resources Company Ltd.
Tel: 08037119334
Email: info@goldsteadresources.com, training@goldsteadresources.com
Website: www.goldsteadresources.com
Please note that course fee, date and venue can be adjusted to suit your need.