



VISIONDRIVERS TRAINING CALENDAR
(One – Day Leadership Master Class)

FOR

2017

VISIONDRIVERS
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Ikeja, Lagos - Nigeria
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Consultancy.Training.Coaching

Training Calendar For 2017

| S/N | Course Topic | Dates | Duration | Fee | Audience |
|------------|---|--|-----------------|------------|--|
| 1 | Leading at the Workplace: The Visionary Employee | Feb.10, Mar. 2, Apr. 4, May 2, Jul. 4, Sept. 1, Oct. 3, Aug. 1 | 1-Day | N35,000 | All Staff across departments, New Recruits; |
| 2 | Leadership Skills for Managers | Feb.13, Mar. 3, Apr. 6, May 4, Jun, 2, Jul. 6, Aug. 3, Sept. 5 | 1-Day | N35,000 | Managers; Supervisors; Unit Heads; HR & Admin |
| 3 | Leading your Customers: The Efficacy of Superior Customer Service | Feb.14, Apr. 7, May 5, Jun. 6, Jul. 7, Aug. 4, Sept. 7, Oct. 6 | 1-Day | N35,000 | Customer Service unit; Front Desk Officers; All staff across departments |
| 4 | The Sales Leader: How to Become A Sales Superstar | Feb.16, May 9, Jun. 8, Aug. 8, Oct. 10, Nov. 2, Dec. 1 | 1-Day | N35,000 | Sales & Marketing unit; Customer Service unit; All Staff |
| 5 | Team Building: Leading High Performance Teams | Mar. 28, Apr. 11, May 12, Jul. 11, Aug. 10, Sept. 8, Nov. 3 | 1-Day | N35,000 | Managers; Team leaders; HR & Admin; All staff across departments. |
| 6 | The Emotionally Intelligent Leader: Understanding the Power of Emotional Intelligence | Mar. 17, May 11, Sept. 12, Oct. 5 Dec. 5 | 1-Day | N35,000 | Senior Managers; Team Leaders; Unit heads; All Supervisors. |
| 7 | Creativity, Innovation, and Problem Solving at Workplace | May 5, Jun. 9, Jul. 13, Aug. 11, Oct. 12, Dec. 7 | 1-Day | N35,000 | Managers, team Leaders, Supervisors, & all staff across departments. |
| 8 | Office Behaviour & Business Ethics | Feb.18, Apr. 25, May 16, Jul. 14, Sept. 15, Oct. 13, Dec. 8 | 1-Day | N35,000 | All staff across departments. |
| 9 | Leadership in Time Management: How to Effectively Manage Time | Feb.20,Mar. 7, Apr. 13, May 18, Jun. 13, Jul. 18, Sept. 14, Nov. 7 | 1-Day | N35,000 | Managers; team leaders, & all staff across departments. |
| 10 | Personal Effectiveness & Mastery | Feb.22, Mar. 14, Apr. 18, Jun. 20, Aug. 15, Oct. 19, Dec. 12 | 1-Day | N35,000 | Unit Heads; Team leaders; All staff across departments. |

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| 11 | Effective Communication & Interpersonal Skills | Feb.23, May 19, Jun. 15, Aug. 18, Sept. 21, Oct. 17, Dec. 14 | 1-Day | N35,000 | Managers; Team Leaders; HR Head & Admin; |
| 12 | Negotiation Skills for Managers | Feb.25, Mar. 16, Jun. 22, Aug. 17, Oct. 20, Nov. 10, Dec. 15, Dec. 22 | 1-Day | N35,000 | Managers, Sales Executives, marketing managers, HR Heads, procurement officers. |
| 13 | Leading-Up: How to Forge An Effective Relationship With Those Above You | Feb.27, Mar. 9, Apr. 27, Jun. 16, Jul. 21, Aug. 24, Nov. 16 | 1-Day | N35,000 | Managers, team leaders, Personal Assistants (PAs), Secretaries, |
| 14 | Culture Transformation: Healthy Culture, Healthy Organization | Mar. 10, May 23, Jun. 27, Aug. 22, Sept. 28, Nov. 14 | 1-Day | N35,000 | Managers, team leaders, supervisors, and all staff across departments. |
| 15 | Coaching Skills for Managers | Mar. 30, Jun. 29, Aug. 25, Sept. 19, Oct. 31, Nov. 17 | 1-Day | N35,000 | Managers; Team Leaders; HR Heads |
| 16 | Principles of HR and Performance Management | Mar. 31, Jun. 30, Jul. 27, Aug. 29, Sept. 22, Nov. 21 | 1-Day | N35,000 | HR & Admin Heads; Managers |
| 17 | Leading Organizational Change | Apr. 20, May 25, Jul. 25, Aug. 31, Oct. 24, Nov. 23 | 1-Day | N35,000 | Senior Managers; HR & Admin; Team Leaders |
| 18 | Public Speaking & Presentation Skills | Apr. 21, May 26, Jun. 1, Sept. 26, Oct. 26, Nov. 24 | 1-Day | N35,000 | Managers; HR Heads; Unit Heads; Team Leaders, Sales managers & Reps. |
| 19 | The Leading Manager: 25 Major Challenges Managers Face & Step-By-Step Solutions | Apr. 14, May 30, Jul. 28, Oct. 27, Nov. 28, Dec. 19 | 1-Day | N35,000 | Executives, Managers, team leaders, supervisors, HR Heads. |
| 20 | Leading with Power: How to Influence and Not Intimidate those You Lead | Apr. 28, Jun. 23, Jul. 20, Sept. 29, Nov. 30, Dec. 21 | 1-Day | N35,000 | Executives, Managers, Team Leaders & Supervisors |

Registration: To register call: 08106545127, 08023671070, 0817 123 5284, 08030683651

Training venue: VISIONDRIVERS TRAINING CENTRE
83, Allen Avenue
Ikeja-Lagos

Training hours: 9:00am – 4:00pm

Payment details:

- Payment should be made via wired transfer/Cheque to: Visiondrivers Management Consulting – Eco Bank; A/C 0039713464 or Visiondrivers Leadership Academy; Zenith Bank; A/c 1013615937
- Please bring payment slip along with you for registration.
- As we usually have limited seats available, it is advised you make upfront payment prior to the training day.

Benefits:

- Participants will receive materials for the training
- Free eBook and CDs
- 10% discount for group bookings of 3-participants and above
- Certificate of Attendance
- Refreshment will be served

Note: If any of the above dates or training topics does not match your particular need, we will be glad to schedule a customized date or training topics that will meet your company's need. Please, visit our site at www.visiondrivers.com, and click on the training session to view our training topics.

We look forward to serving you.

VISIONDRIVERS
Your Vision...Our Passion!