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VISIONDRIVERS TRAINING CALENDAR  
(One – Day Leadership Master Class)

FOR

**2018**

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**VISIONDRIVERS**  
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Ikeja, Lagos - Nigeria  
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**Consultancy.Training.Coaching**

### **Training Calendar For 2018**

| <b>S/N</b> | <b>Course Topic</b>   | <b>Dates</b>   | <b>Duration</b> | <b>Fee</b> | <b>Audience</b>  |
|------------|---|--|-----------------|------------|--|
| 1          | VISIONDRIVERS: The Visionary Employee At Workplace                | Feb. 6, Mar. 2, Apr. 3, May 1, Jun 4, Sept. 4, Jul. 20, Oct. 24, Nov. 1, Dec. 11.      | 1-Day           | N35,000    | All Staff across departments, New Recruits;                              |
| 2          | Leadership Skills for Managers                                    | Feb. 16, Mar. 9, Apr. 6, Jun 11, Jul. 6, Sept. 10, Oct. 23.                            | 1-Day           | N35,000    | Managers; Supervisors; Unit Heads; HR & Admin                            |
| 3          | Leading your Customers: The Efficacy of Superior Customer Service | Feb. 28, Apr. 11, May 7, Jun 5, Nov. 9, Aug 7, Oct. 3, Jul. 4, Sept. 28, Dec. 12.      | 1-Day           | N35,000    | Customer Service unit; Front Desk Officers; All staff across departments |
| 4          | The Sales Leader: How to Become A Sales Superstar                 | Mar. 30, Jul. 23, May 16, Aug. 13, Sept. 24, Oct. 2, Nov. 7, Dec. 4.                   | 1-Day           | N35,000    | Sales & Marketing unit; Customer Service unit; All Staff                 |
| 5          | Team Building: Leading High Performance Teams                     | Feb. 13, Mar. 6, Apr. 27, Jun 13, Nov. 20, Jul. 9, Aug.17, Sept. 26, Oct. 26, Dec. 14. | 1-Day           | N35,000    | Managers; Team leaders; HR & Admin; All staff across departments.        |
| 6          | Emotional Intelligence At Workplace                               | Feb. 20, Apr.18, Jun 15, Jul. 27, Aug. 24, Sept. 19, Nov 6, Oct. 12,                   | 1-Day           | N35,000    | Senior Managers; Team Leaders; Unit heads; All Supervisors.              |
| 7          | Creativity, Innovation, and Problem Solving at Workplace          | Mar. 13, Apr. 4, Jun 8, Jul. 10, Aug. 3, Sept. 21, Oct. 19.                            | 1-Day           | N35,000    | Managers, team Leaders, Supervisors, & all staff across departments.     |
| 8          | Office Behaviour & Etiquettes                                     | Mar. 5, May 2, Jun 19, Aug. 21, Sept. 11, Oct. 10                                      | 1-Day           | N35,000    | All staff across departments.  |
| 9          | Leading your Time: The Power of Effective Time Management         | Feb. 7, Mar. 23, May 9, Jun 6, Aug. 1, Oct. 9, Nov. 13, Dec. 7, Sept.7                 | 1-Day           | N35,000    | Managers; team leaders, & all staff across departments.                  |

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| 10 | Personal Effectiveness & Mastery  | Mar. 7, Apr. 17, May 28, Jun 25, Jul. 25, Oct. 31                      | 1-Day | N35,000 | Unit Heads; Team leaders; All staff across departments.                         |
| 11 | Effective Communication & Interpersonal Skills                                  | Feb. 23, Mar. 16, May 11, Jun 12, Jul. 31, Aug. 27.                    | 1-Day | N35,000 | Managers; Team Leaders; HR Head & Admin;  |
| 12 | Negotiation Skills for Managers   | Mar. 27, Apr. 10, May 30, Jul. 13, Jun 20, Aug. 29                     | 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. 14, Apr. 23, May 14, Jun 27, Aug. 28, Nov. 30.                    | 1-Day | N35,000 | Managers, team leaders, Personal Assistants (PAs), Secretaries                  |
| 14 | Culture Transformation: Healthy Culture, Healthy Organization                   | Mar. 28, Apr. 24, May 15, Jul. 17, Aug. 10, Nov. 28                    | 1-Day | N35,000 | Managers, team leaders, supervisors, and all staff across departments.          |
| 15 | Coaching Skills for Managers  | Feb. 21, Mar. 20, May 18, Jun 29, Aug. 14, Sept. 18, Oct. 16, Nov. 14. | 1-Day | N35,000 | Managers; Team Leaders; HR Heads  |
| 16 | Principles of HR and Performance Management                                     | Apr. 20, May 23, Jul. 3, Aug. 8, Sept. 12, Oct. 29, Nov. 21.           | 1-Day | N35,000 | HR & Admin Heads; Managers  |
| 17 | Leading Organizational Change   | Mar. 21, Apr. 25, May 8, Jul. 4, Aug. 15, Sept. 25, Oct. 15, Nov. 27.  | 1-Day | N35,000 | Senior Managers; HR & Admin; Team Leaders                                       |
| 18 | Public Speaking & Presentation Skills   | Mar. 14, Apr. 13, May 22, Jul. 11, Sept. 14, Jun 22, Oct. 30,          | 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 | Feb. 19, Apr. 9, May 4, Jun 26, Aug. 31, Sept. 26, Oct. 17, Nov. 16.   | 1-Day | N35,000 | Executives, Managers, team leaders, supervisors, HR Heads.                      |
| 20 | Leading with Power: How to Influence and Not Intimidate those You Lead          | Feb. 27, Mar. 19, May 25, Jul. 24, Aug. 14, Aug. 22,                   | 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
- 5% 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](http://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!*