



VISIONDRIVERS TRAINING CALENDAR
(One – Day Leadership Master Class)

FOR

2019

VISIONDRIVERS
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Ikeja, Lagos - Nigeria
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Consultancy.Training.Coaching

TRAINING CALENDAR FOR 2019

S/N	Course Topic	Dates	Duration	Fee	Audience
1	Leading at the Workplace: The Visionary Employee	Feb. 4, Mar. 12, May. 7, Jun. 3, Jul. 22, Sept. 26, Oct. 14, Nov. 20, Dec. 4.	1-Day	N35,000	All Staff across departments, New Recruits;
2	Leadership Development Skills for Managers	Feb. 6, Mar. 7, Apr. 3, May. 10, Jun 18, Jul. 4, Aug. 9, Sept. 18, Oct. 16, Nov. 15.	1-Day	N35,000	Managers; Supervisors; Unit Heads; HR & Admin
3	Leading your Customers: The Efficacy of Superior Customer Service	Feb. 11, Mar. 8, Apr. 9, May 14, Jun 16, Aug. 6, Oct. 10, Nov. 12, Dec. 3.	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. 11, Apr. 10, May. 15, Jul. 17, Aug. 2, Sept. 4, Oct. 22, Nov. 18, Dec. 17.	1-Day	N35,000	Sales & Marketing unit; Customer Service unit; All Staff
5	Team Building: Leading High Performance Teams	Feb. 5, Apr. 4, May 2, Jun. 24, Jul. 3, Aug.15, Sept. 2, Oct. 9, Nov. 26, Dec. 2.	1-Day	N35,000	Managers; Team leaders; HR & Admin; All staff across departments.
6	Emotional Intelligence At Work	Mar. 6, Apr. 25, May. 20, Jun. 7, Jul. 11, Aug. 7, Sept. 13, Oct. 3, Nov. 5, Dec. 6.	1-Day	N35,000	Senior Managers; Team Leaders; Unit heads; All Supervisors.
7	Creativity, Innovation, and Problem Solving at Workplace	Feb. 20, Apr. 30, May. 24, Jun. 26, Jul. 2, Aug. 14, Sept. 16, Oct. 31, Nov. 4, Dec. 13.	1-Day	N35,000	Managers, team Leaders, Supervisors, & all staff across departments.
8	Office Behaviour & Etiquettes	Mar. 18, Apr. 2, May 22, Jun 10, Jul. 25, Aug. 1, Sept. 11, Oct. 29, Nov. 21, Dec. 12.	1-Day	N35,000	All staff across departments.
9	Leading your Time: The Power of Effective Time Management	Feb. 12, Mar. 22, Apr. 15, May 30, Jun 13, Jul. 18, Aug. 27, Sept. 17, Oct. 15, Nov. 13.	1-Day	N35,000	Managers; team leaders, & all staff across departments.
10	Personal Effectiveness & Mastery	Mar. 20, Apr. 18, May 13, Jun. 14, Jul. 8, Jun 20, Aug. 26, Sept. 27, Oct. 21, Nov. 7, Dec. 6.	1-Day	N35,000	Unit Heads; Team leaders; All staff across departments.

11	Effective Communication & Interpersonal Skills	Mar. 21, Apr. 17, May 9, Jun 27, Aug. 23, Sept. 19, Oct. 31, Nov. 21, Dec. 9.	1-Day	N35,000	Managers; Team Leaders; HR Head & Admin;
12	Negotiation Skills for Managers	Feb. 19, Mar. 14, Apr. 5, May. 31, Jul. 12, Aug. 20, Sept. 10, Oct. 24, Nov. 29, Dec. 16.	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. 15, Mar. 26, Apr. 24, May. 17, Jul. 31, Aug. 29, Sept. 24, Oct. 18, Nov. 28, Dec. 19.	1-Day	N35,000	Managers, team leaders, Personal Assistants (PAs), Secretaries
14	Culture Transformation: Healthy Culture, Healthy Organization	Feb. 1, Mar. 28, Apr. 12, May 28, Jun. 21, Aug. 28, Sept. 6, Oct. 7, Nov. 1, Dec. 5.	1-Day	N35,000	Managers, team leaders, supervisors, and all staff across departments.
15	Coaching Skills for Managers	Feb. 25, Mar. 27, Apr. 23, May 17, Jun 25, Jul. 10, Sept. 25, Oct. 30, Nov. 8.	1-Day	N35,000	Managers; Team Leaders; HR Heads
16	Principles of HR and Performance Management	Feb. 22, Mar. 13, May 23, Jun. 19, Jul. 24, Aug. 21, Sept. 10, Oct. 28, Nov. 27, Dec. 16.	1-Day	N35,000	HR & Admin Heads; Managers
17	Leading Organizational Change	Feb. 26, Apr. 16, May 8, Jul. 29, Aug. 8, Sept. 12, Oct. 17, Nov. 19, Dec. 11.	1-Day	N35,000	Senior Managers; HR & Admin; Team Leaders
18	Public Speaking & Presentation Skills	Feb. 13, Mar. 5, Apr. 29, May 29, Jun. 17, Jul. 30, Aug. 22, Sept. 23, Oct.4, Dec. 20.	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. 8, Apr. 26, May 3, Jul 29, Aug. 30, Sept. 5, Oct. 23, Nov. 19, Dec. 17.	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. 21, Mar. 29, Apr. 11, May 21, Jul. 23, Aug. 16, Sep. 30, Oct. 25, Nov. 14, Dec. 10.	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, and click on the training session to view our training topics.

We look forward to serving you.

VISIONDRIVERS
Your Vision...Our Passion!