

EXCEL BEYOND LIMITS

THERE IS GREATNESS IN YOU

2025

**TRAINING
CALENDAR
& SERVICE
BROCHURE**



McTimothy™
ASSOCIATES



www.mctimothyassociates.com

WHO ARE WE?

We are a global and dynamic leader in training, recruitment/HR Service and management consulting in Africa with global best practice and networking. For our training, we provide suits of professional training/development and certifications courses which address the unique learning and people development needs of our clients. We have trained business leaders and top executives of multi-national organizations and executive of growing small business. Some of our leading courses (both local and international course) are listed in this brochure, however, this brochures does not represent the full courses we run. You can therefore request for specific training from our academy anytime. All courses can be requested as in-plant (in-house) fully customized or open workshop

OUR SERVICE

1. CORPORATE TRAINING

Training as our flag ship product is a critical part of how we impart knowledge and build capacity for organizations in order to enable their greatness. McTimothy Associates offers a top notch training academy that is both versatile and dynamic. Our trainers are industry experts drawn from various industries such as oil & gas, banking & financial services, retail & merchandise, professional services, telecoms, manufacturing and service industries.

Our core training business is about:

Facilitation of management retreats workshops and seminars in the following areas:

- Administration Management Skills
- Business Strategy & Management
- Customer Service
- Contract Management
- Financial Management
- Graduate Management
- General Management
- Government/ Public Sector
- Human Capital Management
- Leadership Development
- Logistics, Warehousing & Inventory

- Marketing Management
- Personal Development & Effectiveness
- Production & Quality Management
- Project Management
- Selling Skills & Sales Management
- Supply Chain Management
- Strategy & Strategic Management
- Technical & Maintenance Management

In-plant Training

We offer robust and highly dynamic in plant/customizable training programs that meets your requirements. Some of the categories of courses we can customize includes:

- Administrative Skills Development Programs
- Business Management and Strategy Programs
- Computer Service Programs
- Computer Skills Programs
- Financial Management and Accounting Program
- Human Resources Management Programs
- Leadership and Supervisory Development Programs

2. MANAGEMENT CONSULTING

McTimothy Associates is a business management consulting company and strategic planning company that can provide you with consulting, mentoring/coaching, planning and business support that you need. Our services are for you most general or critical issues that involve your focus, stability, goal, growth, failures, successes, missions, direction, development, strategic management of your business management or professional/personal development.

Service Areas Includes:

- Management Audit
- Strategy & Strategic Management
- International Business Management
- Organizational Development
- Human Capital Management
- Executive Search & Expatriate Services
- Leadership Development & Governance
- SMEs Solutions

3. RECRUITMENT & HR SERVICES

Talent management should be an important part of your business strategy as a dynamic organization. At McTimothy Associates we take the stress off you by shouldering your talent search. "Talent" – its current meaning is : great intelligence ; notable skill; ingenuity; astuteness; skillfulness. People's competences, motivation, energy level and culture alignment determines the success or otherwise of every organization. If you love to increase your company's productivity effectiveness and efficiency, then you need to consult us for your human resources management.

Specialized Recruitment services:

- Graduate Recruitment
- Experienced Hire
- Executive Search & Selection
- Expatriate Recruitment & Allied Service

HR Services:

- Manpower Planning
- HR Management Audit
- Headhunting
- Compensation & Benefits Planning and Implementation
- Human Capital Training/Development
- Labour Relations
- HR Outsourcing
- Performance Management System

HR OUTSOURCING

We bear your burden!

At McTimothy Associates consulting LLC we have come to see outsourcing as the strategic business advantage using 'out-inside' human resources to perform functions and activities traditionally handled by internal staffer and resources. We out source and manage professionals, skilled, technical and unskilled personnel at all levels on a short to long term basis. We do not just see outsourcing as a trend, it is a competitive business advantage, for our clients and for us!

We currently operate in the retail, telecommunications, manufacturing and the services sectors of the Nigerian economy. We have an excellent capacity to spread out and to do more. We do excellently well, and we do exceed expectations often. As a professional employer organization, we have a valid recruiter's license (certified by federal ministry of labour) to operate legally as a private employment agency and we also a member of human capital providers association of Nigeria (HuCaPAN).

We operate in diverse locations across the country. With presence in Lagos, Abuja, Benin, Calabar, Enugu, Ibadan, Jos, Kaduna, kano, Port Harcourt, Warri, Ghana, Togo and Benin Republic respectively. We believe in outsourcing partnership and over the years, we have been able to create a long-lasting and harmonious relationship with our clients.

PARTNERSHIP & ACCREDITATION



Federal Ministry of
Labour and Employment



International Institute
of Business Analysis



American Council
of Training and
Development.



International
Federation
of Training and
Development
Organizations



Nigerian Institute
of Training and
Development



Centre for
Management
Development



Global Skills
Development
Council

PECB

Professional
Evaluation and
Certification Board?



International
Council of
Management
Consulting Institutes?



Institute Of
Management
Consultants ?



Skill
Development
Council Canada



Project management
Institution



American Institute of
Extended Studies?



OUR EXPERTISE

LEARNING & DEVELOPMENT

- Corporate Training
- Open Workshop
- In-Plant/In-House Training
- Sales BootCamp Training
- Executive/Management Retreat
- Facilitation.
- Managed/Outsourced Training

WORKFORCE MANAGEMENT

- Employee Outsourcing
- HR Process/Function Outsourcing
- Recruitment/Selection
- Capacity Building
- HR Automation/Payroll
- Performance Management System
- HR Audit & Advisory
- Expatriate & Executive Search

MANAGEMENT CONSULTING

- Management Audit
- Strategic Planning Solutions
- Corporate Governance
- Organizational Development
- Corporate Restructuring/Change
- Management
- SME Solutions
- Interim Management

SOME CORPORATE CLIENTS



My Experience

With McTimothy Associates

Some Clients Are Saying;

I wish to extend my appreciation to the entire management of McTimothy Associates and other individuals who contributed in one way or the other to the success of the training. McTimothy Associates, simply the best

---Abdullah Onibonokuta

The training sessions was educating and enlightening. The facilitators were sound eloquent too. I enjoyed every part of it and will recommend it to other managers.

---Adedoyin

The training is educative, it met my required objectives, our organizational goals and my career development

---Adegbenga Osipitan

I enjoyed the training and gained good knowledge from it. The instructors know what they are doing.

---Anthony Isibor

Excellent training! It will enhance better customer friendliness and relationship management. This training has provided me the platform to grow better and be effective in my job roles.

---Akanni Olusegun

"The experiences are wonderful, in the sense that as an Engineer, I have been converted to a full-time marketing professional. Also, I have gotten some digital marketing experience"

---Eluchie Amah

I had a training which was conducted by this firm and it was quite informative, will recommend them any day...

---Sanya Okebiorun

I Thank you for the customer service training. I did had an informative, educative and enlightening experience.

---Foluke Bassey

This is an awesome experience and a big eye-opener for me. People don't have to travel abroad again to have this type of knowledge, it is right here at McTimothy Associates. I will recommend you again and again

---Peter Adewunmi

"The training was good and impactful. It was rounded and the organizer tried with time management considering the number of facilitators, who I will consider as seasoned"

---Seun E. Oluwanisola

"The training is highly educating, its gives best understanding and knowledge about selling products or services, its boost confidence on how to prepare for a customer"

---Osilaja Wale

I must say my decision to take this course is my best in years. I envied already from the small terminology.

---Dotun Sasore



HOW WE DO IT

Learning And Development
At Its Best

OUR SPECIALIZATION

- Corporate Training
- Class-Room Courses
- Live Virtual Classes
- McTimothy E-Learning
- Customize Training
- Management Retreat
- Sales BootCamp Training
- Executive Education
- Global Learning™

Connect with Us

 www.mctimothyassociates.com

 info@mctimothyassociates.com

 +2347034854045 | 08058805333 | 09080022449

 [McTimothyNG](#)

   [McTimothyassociatesNG](#)

 The Professional Place
9B, Ololade Odeyemi Close, Anthony Village.

Every Professional Needs Training.....



McTimothy Associates Consulting LLC

Presents

McTimothy Global Learning™

An Executive Global Learning and
Development at Scale
Management

Features

- ✓ Experiential Learning
- ✓ Transformative Learning
- ✓ Global Faculty
- ✓ Global Culture
- ✓ Intercontinental
- ✓ Global CitiesTour
- ✓ Globally-Relevant Curricula

 McTimothyNG

   McTimothyassociatesNG



+2347034854045 | 08058805333

 info@mctimothyassociates.com  www.mctimothyassociates.com

About McTimothy Global Learning™

Our company also takes the Management Staff of different organisations on study/working tour around the globe to avail them the opportunity to learn, see, feel, experience and compare notes and management practices with their global contemporaries and replicate same in Nigeria as part of the transformation agenda and innovations needed on the job.

Whether you are a mid-level or top-level manager, you are probably engaged in a strategic planning process and are responsible to see to the success of your organization. The McTimothy Associates' Overseas Training delivers practice-oriented courses, ensuring the most desirable outcomes for both companies and individuals

McTimothy Associates is an accredited corporate training provider globally. Our goal is to ensure the success of our clients through our training and capacity building which would give you world-class templates and opportunities in this 21st century when standard and efficient service delivery is the benchmark of every organization success.

Features & Benefits

- Extensive Workbook with Course Materials
- Handouts and other Supporting Materials
- Practical Examples and Various Case Studies
- Quick Reference/Top Tips Guide
- Professional & Experienced Instructor
- Accelerated and Intensive Learning Techniques
- Relationship Building within Course
- Post Course Action Plan
- Index of Additional Suggested Materials
- Course Completion Certificate
- Coffee Breaks
- Lunch
- Free Wifi Access

GET STARTED AT

<https://www.mctimothyassociates.com/overseas-training/>

ENTERPRISE LEARNING SOLUTIONS



1. E-Learning

McTimothy e-Learning is an online learning platform featuring 130+ video courses taught by expert instructors and subject matter experts (SMEs). You can take courses in anything from business to programming.

Get started with 5 Easy Steps



Search for Course

Search for Course you desire you take



Choose Course

Choose course, read through the course details and add to cart



Checkout, Register & Pay

Proceed to checkout, register (or login if you already have an account) and pay online.



Login to your account

Login to the website, Click My Courses on the main Menu



Start Learning

Click on the course you registered for and start learning instantly

DEVELOPED BY FIRST-CLASS CORPORATE TRAINING PROVIDERS

2. Virtual Training

McTimothy Virtual Training (MVT) provides a wide range of online courses customized specifically to the needs of learners and in a manner that ensures effective learning through its diversified content and on varied devices.

• Virtual Training for Group

McTimothy Associates' virtual training is an online training course designed for teams within organizations. As an alternative to our in-house classroom model, virtual learning is an interactive course delivered live and online by McTimothy Associates' subject matter experts.

• Virtual Training for Individual

McTimothy Associates' virtual training is also online for individual subscribing to open workshop (public courses) on a variety of topics. Selected with participants in mind and delivered by our subject matter experts (SMEs), our choice of virtual training courses allows participants to gain applicable knowledge and skills



AMERICAN INSTITUTE
OF EXTENDED STUDIES

McTimothy[™]
ASSOCIATES

ABOUT

AIES through McTimothy Associates in Nigeria assists individuals and organizations to promote and develop high standards of professional skill, ability and integrity among all engaged in Business, Management, Finance, Marketing, Interior Design and Decoration, Nutrition, Computer Systems Engineering, Human Resources Management, Insurance, Stock Market, Strategic Planning, Executive Administrative Specialist, and Business Communications.

PROGRAM OPTIONS

Management Development Program (MDP)

Enterprise Development Program (EDP)

Professional Certification Courses (PCC)

Executives Diploma

Advance Diploma

VISIT

www.aies.mctimothyassociates.com

And choose the best program that suit your desired competencies

 McTimothyNG

   McTimothyassociatesNG



+2347034854045 | 08058805333

 info@mctimothyassociates.com  www.mctimothyassociates.com

PAGES AND COURSES

LAGOS

ACCOUNTING, FINANCE & RISK MANAGEMENT
BANKING/FINANCE & INSURANCE COURSES 14

MICROFINANCE BANKING COURSES
PROCUREMENT, LOGISTICS & SUPPLY CHAIN MANAGEMENT 15

SALES & MARKETING MANAGEMENT COURSES
HEALTH, SAFETY & ENVIRONMENT COURSES 16

TRAINING & DEVELOPMENT COURSES 17

PERSONAL DEVELOPMENT & EFFECTIVENESS
LEADERSHIP COURSES 18

PROJECT MANAGEMENT TRAINING
CONTRACT MANAGEMENT
MAINTENANCE & TECHNICAL MANAGEMENT 19

COMPUTER AND ICT COURSES 20

ADMINISTRATION & SECRETARIAL
MANAGEMENT COURSES 21

HUMAN RESOURCE MANAGEMENT
WAREHOUSING & INVENTORY MANAGEMENT
SCRUM AGILE 22

PLANNING, STRATEGY & STRATEGIC MANAGEMENT
PUBLIC RELATIONS 23

SALES BOOTCAMP ACADEMY COURSES 25

ABUJA & PORT HARCOURT SELECTED TRAINING COURSES

COMPUTER AND ICT COURSES
CONTRACT MANAGEMENT
MANAGEMENT COURSES 27
WAREHOUSING & INVENTORY MANAGEMENT

PUBLIC RELATIONS & MEDIA MANAGEMENT COURSES
PLANNING STRATEGY & STRATEGIC MANAGEMENT 28

PROCUREMENT, LOGISTICS & SUPPLY CHAIN MANAGEMENT
SALES & MARKETING MANAGEMENT COURSES 29

LEADERSHIP DEVELOPMENT COURSES 31

OVERSEAS MANAGEMENT DEVELOPMENT PROGRAM
UK | UAE | GHANA | KENYA | DUBAI | SWITZERLAND

32,33



 **McTimothy**[™]
ASSOCIATES

**UNLEASHING
POTENTIAL THROUGH
STRATEGIC TRAINING
EXCELLENCE**

2025
LAGOS
SELECTED TRAINING COURSES

every professional needs training.....

www.mctimothyassociates.com

ACCOUNTING, FINANCE & RISK MANAGEMENT

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Accounting & Book-Keeping Skills for Non-Accountant & SME's Owners	3 days	230,000	193,750		6-8			8-10			4-6				
Accounting & Finance Policies and Procedures	3 days	230,000	193,750				24-26				4-6	4-6			
Forensic Accounting & Fraud Control	3 days	230,000	193,750	16-18	5-7			22-24	5-7						
Practical IFRS Conversion Workshop	5 days	230,000	220,000				15-19			15-19	28-30		14-18		
Understanding Credit Risk Analysis (Basic Credit Risk)	3 days	230,000	193,750		13-15				20-28					13-15	
Effective Budgeting and Budgetary Control Methods	3 days	230,000	193,750			13-13		3-3				11-13			
Credit Risk Analysis & Management (Intermediate & Advanced)	3 days	230,000	193,750				17-19		19-21						13-15
Designing Budgets and Controls for Strategy Execution	3 days	230,000	193,750		20-22	4-6					28-30		23-25		
Financial Statement Analysis Workshop	3 days	230,000	193,750				3-5			17-19				20-22	
Advanced Financial Statement Analysis & Management	3 days	230,000	193,750		4-6			5-7				4-6			
Inventory Accounting - Becoming an Efficient Warehouse/Store Manager	3 days	230,000	193,750	11-15		24-26				3-5					
International Public Sector Accounting Standards (IPSAS) Workshop	3 days	230,000	193,750					29-31			21-23				
Advance Management Accounting Practice	3 days	230,000	193,750		5-7		8-10	5-7				11-13	2-4		
Finance Skills for Non-Finance Managers (Basic & Advanced)	3 days	230,000	193,750	13-15		17-19				24-26				13-15	
Certificate in Fixed Assets Accounting & Management	3 days	230,000	193,750				8-10					4-6			4-6
Fast-Closing Monthly and Year-End Accounts	3 days	230,000	193,750		6-8	13-15					21-23				
Accounting and Comparison of IFRS and GAAP	3 days	230,000	193,750			20-22	30-12		19-21						
Accounting for Investment & Financial Instruments Workshop	3 days	230,000	193,750		6-8					17-19	28-30				
Accounts Payable: From Accounting to Management	3 days	230,000	193,750				24-26	22-24		3-5			16-18		11-13
Accounts Receivable & Effective Credit Policies Management	3 days	230,000	193,750			5-7					4-6			20-22	
Cash Flow Statement Workshop: Preparation and Analysis	3 days	230,000	193,750		13-15				26-28			25-27			
Consolidation of Financial Statement Workshop	3 days	230,000	193,750		6-8	24-26							13-15	6-8	
Enterprise Risk Management	3 days	230,000	193,750		12-14					10-12	14-16				18-20
Advance Excel for Accountants and Business Professionals	3 days	230,000	193,750				17-19	3-3				11-13			
Essential Finance/Accounting Skills for Non-Finance Professionals (Basic)	3 days	230,000	193,750					19-21					23-25	27-29	
Fundamentals of Accounting for Administrative & Support Staff	3 days	230,000	193,750	13-15		10-12						11-13	23-25		
Essentials of Internal Audit and Compliance Workshop	3 days	230,000	193,750		13-15		8-10				7-9				
International Financial Reporting Standards (IFRS) and 2021 Updates	5 days	360,000	221,000			20-22	15-19		5-7					13-15	

BANKING/FINANCE & INSURANCE COURSES

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Best Practice in Banking Operations Management	4 Days	250,000	225,000		12-15				24-27						
Banking and Finance Intermediation Global Best Practice	5 Days	270,000	275,000					6-10							
Anti-Money Laundering and Financial Crime Workshop	5 days	270,000	275,000			11-15									
Private Banking and Wealth Management	5 Days	275,000	275,000				8-12								
Strategic Management Best Practices in Banking	5 Days	270,000	275,000		11-15										
Sustainability Banking and Global Best Practice in Banking	5 Days	270,000	275,000					27-31			12-16				
Law and Best Practices in International Banking and Commercial Payments	5 Days	270,000	275,000	14-18											
Foreign Exchange, Money Markets, and Derivatives	4 Days	320,000	225,000				16-19								
Managing the Collections and Credit Control Team	4 Days	320,000	225,000	21-24									15-18		
Mastering the Essentials of the Global Financial Industry	5 Days	300,000	275,000							8-12					
Advanced Financial Analysis for Banking & Finance Professionals	4 Days	250,000	225,000						4-7						
Basel III, Risk Assessment and Stress Testing	4 Days	250,000	225,000			25-28									
Credit Risk Assessment, Modelling and Management	4 Days	250,000	210,000		21-24										
Financial Analysis, Modelling and Forecasting	4 Days	250,000	225,000									10-13			
Best Practice in Managing Equity Portfolios	4 Days	250,000	230,000												3-6
FinTech: Key Concepts and Applications	4 Days	250,000	225,000											26-29	
Embracing Digital Banking Innovations and Transformation	4 Days	250,000	230,000		19-22				16-17						
Regulatory & Compliance in FinTech and Blockchain	4 Days	250,000	230,000												
Artificial Intelligence in Banking	4 Days	250,000	225,000												
Governance, Risk Management, and Banking	5 Days	270,000	275,000												

MICROFINANCE BANKING COURSES

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Innovations in Microfinance Products and Services	3 days	230,000	195,000	14-16					4 - 6			10-12			
Leadership Excellence in Microfinance Institutions: Strategies for Growth	3 days	230,000	195,000			11-13				8-10					
Comprehensive System Auditing and Compliant for Microfinance Banks	3 days	230,000	195,000					27-29						26-28	
Cybersecurity Essentials for Microfinance Banks: Safeguarding Digital Assets	3 days	230,000	210,000					6-Apr							
Advanced Microfinance Credit Analysis and Loan Portfolio Management	4 days	250,000	210,000		19 -22			14-17					15-18		
Compliance & Regulatory Frameworks for Microfinance Banks	3 days	230,000	195,000	29 -31			23-25				27-29				3 - 5
Marketing Microfinance Services: Strategies for Client Acquisition and Retention	3 days	230,000	195,000												
Risk Management in Microfinance Banking: Identifying, Assessing, and Mitigating Risks	4 days	250,000	210,000	21-24		25-28								26-29	
Credit Administration in Microfinance: Policies, Monitoring, and Recovery Strategies	4 days	250,000	210,000		18-21					22-25					3-6
Effective Microfinance Banking Operations Management	4 days	250,000	210,000	21-24					17-20			2 - 5			
Human Resource Management in Microfinance Banks: Building High-Performance Teams	4 days	230,000	210,000		5 - 8			13-17			12-16				9 - 13
Delivering Exceptional Customer Service in Microfinance Banking	3 days	230,000	195,000		5 - 7			13-15			12-14				9 - 11

PROCUREMENT, LOGISTICS & SUPPLY CHAIN MANAGEMENT

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Certificate in Purchasing & Procurement Management	3 days	230,000	193,750	20-22						17-19			23-25		
Certificate in Supply Chain & Logistics Management	3 days	230,000	193,750			4-6			26-28					6-8	
Corporate Drivers' Defensive Driving Training Skills	2 days	218,250	193,750				18-19			24-25			3-4		
Procurement Planning, Specifications & Tender Management	3 days	230,000	193,750				24-26				7-9				
Inventory, Logistics and Distributions Management	3 days	230,000	193,750							3-5					
Corporate Travels and Protocol Management	3 days	230,000	193,750					1-3					23-25		
Certificate in Logistics Management	3 days	230,000	193,750					22-24			7-9			6-8	
Developing Purchasing Policies, Processes & SLAs	3 days	230,000	193,750			6-8			19-21	24-26		18-20			
Certificate in Supply Chain Risk Management	3 days	230,000	193,750				10-12			17-19					
Materials and Supply Chain Management	3 days	230,000	193,750				10-12							13-15	
Negotiation Strategies for Better Purchasing Value	3 days	230,000	193,750		13-15			15-17		3-5	14-16		2-4	20-22	
Strategic Logistics & Supply Chain Management	3 days	230,000	193,750				24-26							20-22	
Production Management & Material Requirement Planning	3 days	230,000	193,750			6-8			12-14			25-27			
Purchasing Management and Cost Saving Techniques	3 days	230,000	193,750				24-26				21-23				
Corporate Immigration Coordination & Protocol Management	3 days	230,000	193,750				17-19								
Effective Fleet and Transport Management	3 days	230,000	193,750		20-22			15-17		24-26		11-13			
Fundamentals of Best-Practice & Cost-Effective Procurement Management	3 days	230,000	193,750	16-18			3-5				21-23		16-18		
Trucks Drivers Safety & Defensive Driving Skills	2 Days	230,000	193,750	21 - 22			22 - 23				19 - 20		21 - 22		
Commercial Driving: Safe Driving and Defensive Driving Techniques for Drivers	2 Days	218,250	193,750	21 - 22			22 - 23				19 - 20		21 - 22		
Executive Course in Procurement & Supply Chain Management (PSCM)	3 days	230,000	193,750				10-12				14-16			13-15	

OIL & GAS AND ENERGY COURSES

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Mastering the Oil & Gas Business Essentials	4 Days	370,000	225,000		5-8			13-17			12-16				9-13
Financial Management in Oil & Gas & Petrochemical Industry	5 Days	370,000	275,000	25-29			8-12		3-7					4-8	
Emergency Response Planning: Crisis Management for Hazardous Environments	5 Days	370,000	275,000		11-15			6-10				9-13			2-6
Managing Oil & Gas Field Operations	5 Days	370,000	275,000			18-22					28-30			25-29	
Best Practice in Wellbore Operations	5 Days	370,000	275,000	14-18			8-12			1-5					
Reliability Centred Maintenance (RCM)	5 Days	370,000	275,000		18-22			10-14					7-11		
Oil & Gas Movement, Storage & Marine Terminal Operation	5 Days	370,000	275,000		18-22			20-25				16-20			
Global Best Practice in Petroleum Refinery Operations	5 Days	370,000	275,000			11-15				8-12			7-11		2-6
Managing Security Risk in the Oil and Gas Industry	5 Days	370,000	275,000	14-18			22-26							11-15	
Emergency Response Management in the Oil & Gas Industry	5 Days	370,000	275,000			25-29				8-12			14-18		
Exploration and Production Fundamentals: Basic Petroleum Technology	5 Days	370,000	275,000				8-12								2-6
Corrosion Management in the Oil & Gas Industry	5 Days	370,000	275,000		11-15	11-15							14-18		
Petroleum Projects Economics and Risk Analysis	5 Days	370,000	275,000								19-23				
Floating Production Storage and Offloading (FPSO)	5 Days	370,000	275,000		11-15				17-21						
Integrated Production Modelling (IPM)	4 days	370,000	210,000		18-22					1-5					
Competency Excellence for Supervisory Excellence Maintenance Professionals	5 Days	370,000	275,000					8-12			5-9				
Flare Gas Monetization and Commercialization	5 Days	370,000	275,000			18-22						9-13			
Oil & Gas Procurement and Supply Chain Management	5 Days	370,000	275,000		11-15					22-26					
Transportation of Dangerous Goods	5 Days	370,000	275,000	14-18				13-17							
Integrated Reservoir Modelling	5 Days	370,000	275,000				15-19							11-15	
Project Management for Non-Project Professionals	5 Days	370,000	275,000		18-22							16-20			
Safe Handling, Storage and Transportation of Crude Oil and Petroleum Products	5 Days	370,000	275,000			25-29				8-12					
Gas Explosion and Other Hazards of LNG Facilities	5 Days	370,000	275,000					13-17					27-31		
Managing Petroleum Refinery Operations	5 Days	370,000	275,000			25-29					5-9				
Oil & Gas Business Management: Understanding International Best Practices	5 Days	370,000	275,000	25-29					17-21						9-13
Renewable Energy and Sustainability	5 Days	370,000	275,000		ON DEMAND										
Managing Oil Production and Processing Facilities	5 Days	370,000	275,000		ON DEMAND										
Mini MBA in Oil & Gas and Energy Management	7 Days	300,000	350,000												

TRAINING & DEVELOPMENT COURSES

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Training Needs Analysis (TNA) and Methods Workshop	3 days	230,000	193,750		20-22						4-6	18-20			
E-Learning Workshop: A New Training & Development Approach	2 days	230,000	193,750			13-15	17-18		5-7						
Succession Planning and Mentoring Workshop	2 days	230,000	193,750		7-9			16-17		24-26			16-18		
Managing and Coordinating In-House Training Proactively	2 days	230,000	193,750			14-15			12-14						
Train the Trainer: From Design to Delivery	3 days	230,000	193,750								7-9			6-8	
Certified Instructional Design Practitioner	3 days	230,000	193,750			6-8							23-25		
Certified Training and Development Professional	3 days	230,000	193,750		13-15	13-15									
Identifying Training Needs and Evaluating Training	3 days	230,000	193,750			6-8					14-17			13-15	
Effective Learning and Development: Tools and Strategies	3 days	230,000	193,750		13-15	6-8		1-3				11-13		20-22	
Managing your Internal Training Academy	3 days	230,000	193,750		3-5	20-22				10-12			16-18		
Measuring ROI of Training	Available on Demand	193,750						On Demand Only							
Mastering Public Speaking & Presentation Skills	3 days	230,000	193,750				17-19		19-21			18-20			
Certified Training Manager	3 days	230,000	193,750					8-10							4-6
Developing and Implementing Structured On-The-Job Training Programme	3 days	230,000	193,750			27-29				24-26					

SALES & MARKETING MANAGEMENT COURSES

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Professional Selling Skills and Strategies	3 days	215,000	193,750	27-29		27-29	10-12		12-14				16-18		
Managing Sales Team for Effective Results	3 days	215,000	193,750			27-29					4-6	11-13	16-18		
Advanced Selling Skills & Strategies for Senior Professionals/Manager	3 days	215,000	193,750		13-15					24-26					
Key Account Management Skills & Strategies	3 days	215,000	193,750										23-25		
The Strategic Marketing Plan	3 days	215,000	193,750			13-15		29-31		10-12					
The Art of Closing the Sales	2 days	215,000	178,750		20-22		18-19	8-10			7-9		9-11		12-13
Actionable Selling Skills: Tools and Techniques	3 days	215,000	193,750	2-4										6-8	4-6
Certified Business Development Professional	3 days	215,000	193,750	23-25		20-22			19-21			18-20			
Certified Brand Manager Course	3 days	215,000	193,750			13-15				24-26				6-8	
Marketing Management Appreciation Course	3 days	215,000	193,750		13-15	6-8					14-16		23-25		
How to Find And Win New Business	3 days	215,000	193,750			6-8						25-27		27-29	
Essential Marketing Strategy Development for Managers	3 days	215,000	193,750						13-14					2-4	
Effective Trade Marketing & Distribution Strategies	3 days	215,000	193,750			27-29		22-24			4-6				
Marketing Financial Services	3 days	215,000	193,750			26-28							11-13		13-15
Strategic Marketing Management Practice	3 days	215,000	193,750	16-18	6-8		24-26							16-18	
Strategies and Tactics for Selling to Key Decision Makers and Winning Complex Deals	3 days	215,000	193,750						19-21			11-13			
2025 Sales BootCamp Conference	2 days	Annual Event	155,000												
Marketing Communication and Brand Management	3 days	215,000	193,750				17-19	2-4							
Strategic Selling and Sales Territory Management	3 days	215,000	193,750	23-25							28-30		23-25	13-15	
Aggressive Market Penetration Strategies	3 days	215,000	193,750		20-22					24-26					
Strategic Sales & Channel Development	3 days	215,000	193,750				10-12			17-19		18-20		6-8	
Essential Digital Marketing Strategies for Business	3 days	215,000	193,750	23-25		4-6								16-18	
Advanced Digital Marketing Certification Course	3 days	215,000	193,750	23-25			24-26			3-5		4-6			
Managing your Media (Advertising) Effectively	3 days	215,000	193,750					15-17							
Product Launch and Management	3 days	215,000	193,750		13-15				12-14				18-20		
Effective Social Media Marketing	2 days	218,750	193,750	30-31		13-15					22-23			6-8	
Retail Sales Skills & Personal Effectiveness Skills	3 days	230,000	193,750										11-13		
Selling and Marketing Financial Services	3 days	230,000	193,750		3-5		17-19			24-26	21-23				
Effective Tele-Sales & Marketing Skills	3 days	230,000	193,750			13-15							16-18	13-15	
Van Salesmanship & Merchandising Skills	2 days	218,500	193,750		13-14		10-12		13-14					20-22	
Advanced Key Account Management and Business Development	3 days	218,500	193,750						19-21		21-23			6-8	
Creative Retail Selling and Visual Merchandising	3 days	218,500	193,750	16-18											
Customer Relationship Management: CRM Strategic Roadmap	3 days	218,500	193,750			12-14			26-28					2-4	
Developing Effective Distribution Channels: Optimizing Market Penetration	3 days	218,500	193,750						5-7		14-16	18-20		27-29	
FMCG Selling: Effective Skills & Strategies for Market Penetration	3 days	218,500	193,750		6-8					10-12					
Internet Marketing and Social Media Management (Planning & Implementations)	3 days	218,500	156,250	23-25		13-15			12-14				23-25		
Managing Distributors & Sales People Effectively	3 days	218,500	193,750							3-5				25-27	

HEALTH, SAFETY & ENVIRONMENT COURSES

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
IOSH Managing Safety	3 days	230,000	218,750				17-19			3-5	28-30		16-18		
Effective Crisis Management	3 days	230,000	193,750					15-17				25-27			
Advanced Occupational Safety and Health	3 days	230,000	218,750			13-15			26-28		14-16				
Health, Safety & Environment in the Workplace	3 days	230,000	193,750				24-26			10-12					
Work Place Fire Safety & Evacuation Admin	3 days	230,000	245,750						ON DEMAND ONLY						
Hazardous Waste Management Workshop	3 days	230,000	245,750				24-26				14-16				
OSHA: Occupational Safety & Health Administration Standard	3 days	230,000	246,750			6-8				24-26			16-18		
Effective Waste Management: A modern Sustainable Approach	3 days	230,000	226,500						ON DEMAND ONLY						
Leading and Sustaining a Safety Culture in Your Organization	2 days	195,000	210,000					16-17			1-2			27-28	

PERSONAL DEVELOPMENT & EFFECTIVENESS

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Microsoft Excel Skills	3 days	230,000	193,750		13-15										6-8
Personal Effectiveness and Business Mastery	2 days	218,000	131,250			28-29				10-11		12-13	2-3		
Effective Business Report Writing and Presentation Skills	2 days	218,000	131,250		7-8			1-2							
Effective Executive Negotiation Skills & Techniques	3 days	230,000	193,750					15-17	5-7						
Advance Microsoft Power Point & Presentation for Sales/Marketing Executives	3 days	230,000	193,750		13-15					9-12			23-25		
Interpersonal Relations and Conflict Management	3 days	230,000	193,750	13-14				15-17	12-14						
Poise and Powerful Public Speaking Training	3 days	230,000	193,750		28-29										19-15
Advanced & Technical Report Writing	3 days	230,000	193,750	13-15			24-26	8-10							16-18
Effective Stress & Time Management in the Workplace	3 days	230,000	193,750		28-29				19-21						27-29
The Art of Effective Business Presentations Delivery	3 days	230,000	193,750		20-22					24-26		25-27			4-6
Emotional Intelligence for Workplace Success	2 days	218,750	131,250	16-17		14-15				25-26				24-25	
Advanced MS Excel for Professional Use	3 days	230,000	193,750		27-28		18-19								13-15
Advanced MS PowerPoint for Professional Use	2 days	195,000	131,250		17-18		3-4		5-6		29-30	11-13			
Improved Communication Skills for Secretaries/PA	2 days	195,000	131,250			27-28				17-18				24-25	7-8
Developing Assertiveness Skills & Self Confidence	2 days	195,000	131,250			13-14							11-13	24-25	
Business & Corporate Etiquettes	3 days	230,000	193,750			21-22				9-12	4-5				
Effective Communication Skills Development	2 days	195,000	131,250			21-22	18-19								
Creative Thinking and Innovation Techniques	2 days	195,000	125,000		27-28			22-23							7-8
Emotional Intelligence: Strategies for Success in NGOs Management	2 days	195,000	135,000			7-8		16-17							
Entrepreneurship Development Workshop: Be Your Own Boss	3 days	230,000	193,750	13-15				22-24							
Personal Productivity & Development Program	2 days	218,750	131,250		28-29	24-25				4-5					13-15
Business Mastery & Personality Development Program	2 days	218,750	131,250					22-23				5-6	16-18		
Mastering Public Speaking & Presentation Skills	2 days	218,750	131,250						13-14	25-26					21-22
Telephone Behavior & Office Etiquette	2 days	218,750	131,250			27-28							19-20		
Becoming An Effective Negotiator	2 days	218,750	131,250		28-29			2-3		11-12	15-16				14-15
Work Life Balance: Maximizing Productivity & Quality of Life	3 days	230,000	193,750		3-4					20-21			12-13	24-25	

LEADERSHIP COURSES

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Becoming a Leader: Basic Leadership Development Course	2 days	196,200	161,250		3-4					12-13				24-25	
Talents Development & Succession Planning	3 days	230,000	193,750				24-26			10-12		18-20			
Advanced Leadership Development and Team Building	3 days	230,000	193,750			6-8			19-21				2-4		
Situational Leadership & Relationship Management	3 days	230,000	193,750				3-5				28-30			13-16	
Developing Leadership Excellence	3 days	230,000	193,750		5-5					23-26				2-4	
Coaching with Insight and Executive Team Leadership	3 days	230,000	193,750			20-22							18-20		
Emotional Intelligence: Becoming A Better & Transformative Leader	3 days	230,000	193,750		20-22			15-17		3-5		18-20			
Building and Leading High-Performance Team	3 days	230,000	193,750				3-5		19-21		14-16				4-6
Leading a Team of Champions	3 days	230,000	193,750			17-19				24-26					
Effective Leadership & Entrepreneurship Master Class	3 days	On Demand only	193,750					19-21							
Effective Leadership & Communication	3 days	230,000	193,750		6-8			15-17		10-12	4-6				
Exceptional Leadership Development Skills	3 days	230,000	193,750			4-6			19-21			11-13	16-18		
Advanced Management Development Principles & Best Practice	3 days	230,000	193,750			13-15		15-17							13-15
Corporate Governance Principles & Practice	3 days	230,000	193,750			20-22						4-6	23-25		
Inspirational and High-Performance Leadership Skills	3 days	230,000	193,750			6-8		8-10		3-5	14-16				
Managing and Building Effective Team	3 days	230,000	193,750		20-22				19-21					23-25	
Powerful, Purposeful and Visionary Leadership	3 days	230,000	193,750			24-26			19-21				11-13		
Mastering Situational Leadership	3 days	230,000	193,750			24-26		22-24		10-12					
Leadership Morale and Employee Turnover Management	3 days	230,000	193,750		13-15		24-26					21-23			
Developing Ethical Leadership for Excellence	3 days	230,000	193,750			6-8			15-17						4-6

COMPUTER AND ICT COURSES

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Excel Simplified For Financial Analysis	3 Days	230,000	199,750			13-15			19-21			25-27			
Comprehensive Training On Micro Soft Word (MS Word)	3 Days	230,000	199,750						On Demand						
Financial Modeling & Forecasting Techniques Using Advanced Excel Tools	3 Days	230,000	199,750				3-5		5-7				23-25		
Fundamentals Of Microsoft Excel (Basic MS Excel Training)	2 Days	230,000	131,250		17-18			9-10				12-13			
Modeling For Financial Reporting And Analysis	3 Days	230,000	199,750			27-29			12-14						
Next Generation Excel: Advanced Business & Financial Reporting	4 Days	280,000	218,750			5-8								22-25	
Oracle Business Intelligence Enterprise Edition (OBIEE) (5 Saturdays)	6 Days	300,000	312,500						On Demand						
Oracle Business Intelligence Publisher	1 Days	230,000	218,750				11-12								6-6
SQL Programming	4 Days	280,000	218,750			26-29					6-9				
Tableau Fundamentals - (5 Saturdays)	5 Days	320,000	287,500						12-14	Jul	Aug		Oct	Nov	Dec
Introduction to Data Analysis Using Excel	4 Days	280,000	218,750			4-7			19-21				9-11		
Artificial Intelligence for Business - (Saturdays Only)	5 Days	320,000	287,500			5 Saturdays MAR April				Jul	August	Sept			
Data Analysis & Graphics with R Programming - (5 Saturdays)	5 Days	320,000	287,500			5 Saturdays MAR April			26-28	Jul	August	Sept			
Big Data with Hadoop - (5 Saturdays)	5 Days	320,000	287,500		On-demand only				5-7						
Analysis Big Data with Hive	4 Days	280,000	218,750		18-21		2-5					17-20			
Intermediate Excel For Financial And Business Analysis	1 days	230,000	218,750				24-26		12-14		14-16				11-13
Comprehensive Training On Micro Soft PowerPoint	2 days	230,000	131,250		20-21		4-5					8-9			
Document Control and Records Management	3 days	230,000	199,750			27-29					10-12			6-8	
Internet Marketing & Social Media Management Masterclass	2 days	230,000	199,750			14-15			6-7				24-25		
Cyber Security Essentials for Business	2 days	230,000	199,750		27-28		6-8		12-14	24-26					11-13
IT Auditing & IT Fraud Detection	3 days	230,000	199,750				17-19		19-21		6-6				27-29
Microsoft Excel for Reporting and Business Analysis	3 days	230,000	199,750	16-18											4-6
Data Analysis and Visualization with Power BI	3 Days	230,000	199,750			6-8		1-3				18-20			
Advanced Tableau Business Intelligence	3 Days	230,000	199,750			13-15			26-28				9-11		
Microsoft Excel Business Intelligence	3 Days	230,000	199,750				14-16		5-7	17-19					13-15
Statistical Data Analysis with SPSS	3 Days	230,000	199,750				10-12	8-10			14-16				
HR Data Analysis with Excel and Power BI	1 Days	230,000	199,750				24-26		12-14	10-12				6-8	
Statistical Analysis in MS Excel	3 Days	230,000	199,750			6-8							16-18		4-6
Business Analytics with Excel	3 Days	230,000	199,750		20-22			15-17				6-6			
Basic Tableau Business Intelligence	3 Days	230,000	199,750	2-4			24-26		5-7		21-23				
Intermediate Tableau Business Intelligence	2 Days	230,000	199,750		17-18			16-17				16-19			
Advanced Tableau Business Intelligence	1 Days	230,000	199,750			27-29			12-14				23-25		
Tableau Data Visualizations	3 Days	230,000	199,750				17-19	8-10		3-5					20-22
Power BI for Excel Users	3 Days	230,000	199,750								14-16				
Power BI Advanced Analytics with R	3 Days	230,000	199,750				10-12			24-26					20-23
Intermediate Power BI for Data Analysis	3 Days	230,000	199,750			13-15		22-24		6-6					11-13
Introduction to Python Programming	3 Days	230,000	199,750		6-8					10-12				6-6	
Python Data Analysis with NumPy and Pandas	1 Days	230,000	199,750	16-18					19-21				16-18		
Data Analysis Fundamentals Using Excel	3 Days	230,000	199,750					1-3				25-27			11-13
Big Data Analytics with Microsoft R	3 Days	230,000	199,750				24-26				7-9				
Project Analysis Tools & Techniques for Managing Risk & Uncertainty	3 Days	230,000	199,750			4-6				3-5			23-25		4-6
Power BI Advanced Analytics with Python	3 Days	230,000	199,750	23-25								6-6			
Service Management (ITIL)	3 days	230,000	199,750				3-5				14-16				
ITIL® Intermediate Continual Service Improvement 2011 Edition	3 days	230,000	199,750			12-15				10-12			23-25		25-27
ITIL® Intermediate Service Strategy 2011 Edition	3 days	230,000	199,750	23-25				29-31					23-25		
ITIL® Intermediate Service Design 2011 Edition	3 days	230,000	199,750					8-10	19-21						11-13
PRINCE2® Foundation	3 days	230,000	199,750			3-7				3-5					13-15
Email Best Practices For Employees Training/Workshop	2 days	210,000	199,750			27-28			26-28						
Service Desk Manager Course	3 days	230,000	199,750				4-6		5-7	24-26			16-18		
Professional IT and Business Admin	3 days	230,000	199,750			19-22	3-5					25-27			
Professional Digital Marketing Certification Workshop	3 days	230,000	199,750				3-5		12-14						18-20
Professional Social Marketing Certification Workshop	3 days	230,000	199,750					22-24		24-26					
Installing and Configuring Windows Server 2016	3 days	230,000	199,750								26-30		23-25		
Networking with Windows Server 2016	3 days	230,000	199,750		9-11				5-7	10-12		11-13			
Financial Modeling & Forecasting Techniques Using Advanced Excel	3 days	230,000	199,750								14-16				4-6
Core Solutions of Skype for Business	3 days	230,000	199,750						12-14			6-6		6-8	
Programming in HTML5 with JavaScript and CSS3	3 days	230,000	199,750	16-18				1-3							
Database Administration Fundamentals (MS/SQL Server)	3 days	230,000	199,750				23-26						9-11	13-15	
Querying Data with Transact SQL	3 days	230,000	199,750						19-21				23-25		
Managing IT Project Effectively	3 days	230,000	199,750			On Demand									
Cloud Management & Security: Principles & Best Practice	3 days	230,000	199,750			5-7									4-6



PROJECT MANAGEMENT TRAINING

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Certificate in Advanced Project Management	3 days	230,000	193,750			13-15	10-12								
Essential Project Management Skills	3 days	230,000	193,750		20-22					3-5		11-13			
Projects Management Workshop Using Microsoft Project	3 days	230,000	193,750						22-24		14-16				13-15
Preparation for Project Management Professional (PMP® Certification Course)	3 days	230,000	193,750				26-28			26-28			9-11	20-22	
Applied Project Control & Cost Management	3 days	230,000	193,750		13-15	6-8				19-21				23-25	
Establishing & Managing the Project Management Office (PMO)	3 days	230,000	193,750						On Demand only						
Managing Project Stakeholders	3 days	230,000	193,750			13-15				17-19					
Project Management for Contract Professional	3 days	230,000	193,750		13-15	26-28			5-7				16-18		
Prince 2® Project Management Skills	3 days	230,000	193,750			27-29			12-14			18-20			
Project Risk Management	3 days	230,000	193,750		6-8					3-5	4-6				13-15

CONTRACT MANAGEMENT

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Contract Administration: Understanding and Implementing Contractual Obligations	3 days	320,000	193,750			13-15				10-12	4-6			20-22	
Effective Contract Preparation & Execution	3 days	320,000	193,750		13-15			1-3					9-11		
Certificate in Contract Bidding, Tender and Proposal Administration - Specialization in Oil, Gas, Energy and Government Contracts.	3 days	320,000	193,750				24-26				28-30			6-8	
Managing Contractual Claims Effectively	3 days	320,000	193,750			5-7				3-5		11-13			
Successful Contract Negotiation Strategies	3 days	320,000	193,750			5-7				24-26				6-8	
Project Management for Contract Professional	3 days	320,000	193,750		20-22				5-7				16-18		
Tendering Procedures and Bid evaluation	3 days	320,000	193,750					15-17			28-30			23-25	

MAINTENANCE & TECHNICAL MANAGEMENT

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Maintenance Management Workshop	3 days	320,000	193,750			27-29				10-12			16-18		
Effective Facility & Maintenance Management Best Practice	3 days	320,000	193,750	13-15											13-15
Reliability Engineering Excellence Workshop	Available On Demand	243,750	218,750			On Demand Only					On Demand Only				
Facility Planning and Management	2 days	198,750	176,250			28-29						19-20			
Maintenance Planning, Scheduling and Control	3 days	320,000	193,750				17-19						16-18	4-6	

ADMINISTRATION & SECRETARIAL

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Essential Administrative Functions & Office Management Best Practice & Technologies	2 days	218,000	193,750			13-14			13-14			5-6			
Certified Executive & Personal Assistant Masterclass	4 days	260,000	193,750					8-10				4-6			
Business Communications and Presentation Skills	2 days	218,750	193,250			21-22				18-19			9-11		
Becoming Highly Productive and Effective Administrator	3 days	230,000	193,750					15-17			7-9				
Effective Business & Report Writing Skills Masterclass	3 days	230,000	193,750		20-22					3-5				13-15	
Business Writing Skills for Office Administrators & Managers	3 days	230,000	193,750												
The Executive and Personal Assistant Masterclass	3 days	230,000	193,750												
Becoming a Highly-Productive and Effective/Successful Administrator	3 days	230,000	193,750												
Effective Administration and Office Management: Best Practices & Technologies	3 days	230,000	193,750												
Management Development for Executive Assistants & Senior Secretaries	3 days	230,000	193,750												
Efficient Administrative Functions & Modern Office Management	3 days	230,000	193,750												
Managing Multiple Priorities, Time, Task & Stress Management	3 days	230,000	193,750			21-22			13-14					3-4	
Effective HR Administration Skills	3 days	230,000	193,750		20-22					3-5			16-18		

MANAGEMENT COURSES

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Developing Key Managerial Skills for New Managers & Supervisors	4 days	260,000	193,750			3-5			5-7						
Corporate Immigration Coordination & Management Services	3 days	320,000	193,750	16-18				22-24				16-18	6-8		
Advanced Managerial Competence & Strategy Development Masterclass	4 days	260,000	193,750		13-15					24-26					11-13
Managing Performance: Setting KPIs, Tracking Progress & Providing Feedback	4 days	260,000	225,000			6-8					13-16				3-6
Creative Problem Solving and Decision Making Techniques	3 days	230,000	193,750				3-5			17-19			23-25		
Developing Analytical Competence to Manage Operations	4 days	260,000	195,000		27-28			22-23			29-30				
Mastering Executive Negotiation Techniques and Strategies	3 days	230,000	193,750		6-8				19-21			11-13			
Assertiveness & Self-Confidence Masterclass	2 days	230,000	193,250		7-8			16-17						7-8	
Competitive Intelligence Masterclass (Gaining Strategic Competitive Advantage)	5 days	280,000	270,000			25-29			17-21				21-25		
Business Process Improvement (BPI) & Benchmarking Training	3 days	230,000	193,750		10-12	13-15				3-5			2-4		
Lean Process Improvement Training	3 days	230,000	193,750								7-9				
Advanced Administrative Functions and Office Management: Best Practice & Tech	4 days	260,000	193,750					8-10				25-27			
Team Building Workshop: Developing Effective Workforce	3 days	230,000	193,750		13-15				5-7						
Management Skills for Secretaries & Administrative Professionals	3 days	230,000	193,750				24-26					4-6			
Leading Change & Creative Innovation Management	3 days	230,000	193,750			4-7				24-26				27-29	
Business Innovation Masterclass- Rethinking Products and Services Success Strategies	4 days	260,000	193,750		29-25						7-9				4-6
The Executive/Personal Assistant Masterclass	3 days	230,000	193,750					8-10				25-27			
Becoming an Effective Supervisory Manager	3 days	230,000	193,750								28-30			6-8	
Advanced Supervisory & People Management Skills	3 days	230,000	193,750		13-15			1-3				11-13			
Leading with Agility & Resilience	3 days	230,000	193,750			6-8			5-7					4-6	
Managing Workplace Conflict: Power Through Influence	3 days	230,000	225,000												
Effective Coaching & Counseling Skills	3 days	230,000	193,750		22-24						14-16		16-18		
How to Conduct Effective Meetings	3 days	230,000	193,750		16-18	20-22				10-12				6-8	
Senior Management Skills and Competence Development	3 days	230,000	193,750				9-12				21-23				
Essentials of Business Etiquette and Protocol Management	3 days	230,000	193,750			13-15			19-21			18-20			
Strategic Management Best Practice	4 days	260,000	225,000				28-26			29-26			15-18		
Advanced Management Strategies and Financial Acumen for Oil & Gas Professionals	5 days	280,000	280,000		27-31			26-30							8-12
Corporate Governance Principles and Best Practice	3 days	230,000	200,000				8-10			16-18			15-17		
Management Skills for Engineers & Technical Professionals/Managers	3 days	230,000	193,750	13-15					16-18						10-12
Powerful Leadership: Driving Corporate Vision, Mission & Values Development Workshop	3 days	230,000	200,000		13-15				19-21				2-4		
Managerial Decision-Making and Problem-Solving	4 days	260,000	225,000			4-7			4-7			17-20			
Pre-Retirement Course: Managing A New Beginning	5 days	280,000	250,000				1-5					16-20			

HUMAN RESOURCE MANAGEMENT

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Strategic Human Capital Management (Competitive Positioning Through HCM)	4 days	320,000	125,000		12-15			14-17		9-12			22-25		
Essential Competencies in Human Resource Management (Basic HRM Course)	3 days	230,000	193,750			3-5		15-17			28-30				
Effective HR Practice & People Management for Line Managers	3 days	230,000	193,750			13-15	24-26			17-19				20-22	
Developing Advanced Competencies in Human Resource Management	4 days	230,000	125,000				20-22			11-14			22-25		
e-HR Management: Modern Trends & Applications (Digital HR)	3 days	230,000	193,750			13-15	6-8	15-17				4-6			
Managing Organizational Productivity for Workplace Success	3 days	230,000	193,750				3-5			24-26				9-11	
Advanced Recruitment, Interviewing and Selection Skills	3 days	230,000	193,750		6-8	20-22			5-7				9-11		
Managing Expatriate Employment in Line With Nigeria Immigration Act 2015	3 days	230,000	193,750			13-15	24-26			3-5					11-13
Effective Compensation, Payroll Planning & Total Benefits Management	3 days	230,000	193,750			13-15						7-9		27-29	
Developing HR Competencies: Design, Development and Implementation	3 days	230,000	193,750	16-18				22-24		17-19			2-4		
Effective Employee Engagement and Motivation	3 days	230,000	193,750			27-29	17-19		26-28			25-27			
How to Write & Implement Human Resources Policies & Procedures	3 days	230,000	193,750		6-8					24-26					4-6
Human Resources KPIs: Benchmarking HR Performance	3 days	230,000	193,750			27-29					7-9		2-4		
Mastering HR Data Analytics & Metrics	3 days	230,000	193,750			6-8		8-10				4-6			
Fundamentals of Effective Interviewing & Selection Skills	2 days	230,000	193,750	13-14				23-24			14-16	12-13		14-15	
Knowledge & Talent Management: How to Create an Effective Learning Organization	3 days	230,000	193,750				24-26		19-21				16-18		
Employee On-Boarding Program: Induction & Job Orientation Techniques	3 days	230,000	193,750		13-15					3-5					11-13
Managing Redundancy & Outplacement Effectively	3 days	230,000	193,750		13-15				16-18				16-18		
Performance Management & Appraisal Skills: Setting Objectives and Conducting Appraisals	3 days	230,000	193,750		6-8		24-26		5-7	17-19				13-15	
Understanding Labour Laws & Employee Relations (For HR Managers & Legal Advisers)	3 days	230,000	193,750			20-22					14-16				4-6
Managing Staff Grievance, Discipline & Dismissal at Workplace	3 days	230,000	193,750			6-8		15-17				18-20		20-22	
Certified Human Resource Professional (CHRP)	3 days	230,000	193,750		13-15			8-10					16-20		
Certified Compensation and Benefits Management Professional (CBMP)	3 days	230,000	193,750				10-12			17-19				16-18	
Certified Talent Acquisition Professional (CTAP)	3 days	230,000	193,750			27-29		29-31	5-7		14-16				
Certified Talent Management Professional (CTMP)	3 days	230,000	193,750				10-12			17-19				23-25	
Effective HR Planning & Due Diligence in Mergers & Acquisitions	3 days	230,000	193,750		20-22			15-17	12-14						
HR Business Partner: Roles, Responsibilities and Competencies	4 days	230,000	125,000												
Certified Organisational Development Professional (COOP)	3 days	230,000	193,750			13-15		15-17	26-28			11-13			

WAREHOUSING & INVENTORY MANAGEMENT

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advanced Strategic Warehousing & Stores Management	3 days	230,000	195,000			24-26				24-26					4-6
Certificate in Warehouse Management	3 days	230,000	195,000			20-22		15-17			14-16				
Effective Warehouse Operations Management	3 days	230,000	195,000						5-7				16-18	13-15	
Business Management Skills for Warehouse Supervisors	3 days	230,000	195,000			10-12		8-10				18-20			
Inventory Accounting & Efficient Warehouse Management	3 days	230,000	195,000				17-19		12-14	17-19				6-8	
Warehouse Management Skills for Supervisors	3 days	230,000	195,000						5-7			4-6			4-6
Essential Warehousing, Stores Management & Stock Control	3 days	230,000	195,000			27-29				10-12	16-16			23-25	
Effective Fleet and Transport Management	3 days	230,000	195,000			6-8		29-31				18-20			

SCRUM AGILE

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Agile Scrum Master	3 days	320,000	193,750			20-22			12-14				16-18		
Agile Business Leader	3 days	320,000	193,750			12-14		15-17			21-23				
The Agile Manager/Supervisor	3 days	320,000	193,750					29-31					16-18		4-6
Scrum Agile Framework for Business Executives	3 days	320,000	193,750				3-5							20-22	
The Agile HR Certified Professional	3 days	320,000	193,750				24-26			10-12					4-6
Scrum Agile Coach	3 days	320,000	193,750		6-8				12-14				23-25		
Understanding and Executing the Scrum Agile Framework	3 days	320,000	193,750			27-29				24-26		11-13			



PLANNING, STRATEGY & STRATEGIC MANAGEMENT

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advance Strategic Management for Competitive Positioning	4 days	350,000	225,000			19-22				2-5	20-23			5-8	
Developing Senior Management Capacity & Strategy Development	4 days	350,000	225,000				16-19					17-20			
Strategy Management Master Class	4 days	350,000	225,000					14-17						26-29	
Strategic Procurement & Outsourcing Management	5 days	350,000	275,000			11-15			3-7	10-12					
Advanced Strategic Brand Development and Management	4 days	350,000	225,000				9-12					18-20	9-11		
Strategic Contract Management Principles & Practice	3 days	320,000	225,000			4-6			12-14			4-6			
Strategic Planning & Execution BootCamp	3 days	320,000	225,000			13-15				3-5			16-18		
Managing Contractors and Supplier: Effective Contract Management & Negotiation Skills	3 days	320,000	200,000			6-8		1-3		24-26	14-16				11-13
Advanced Operations Management for Executive Secretaries and PAs	3 days	320,000	200,000		6-8				19-21						
Operations Management for Competitive Advantage	3 days	320,000	195,000			20-22								20-22	
Strategic Business Intelligence and Data Mining	4 days	350,000	200,000			13-15	16-19		25-28	23-26		10-13			
Strategic Marketing Management Practice for Business Growth	3 days	320,000	195,000		6-8		17-19							9-11	
Strategic Fleet & Transport Management	3 days	320,000	195,000		13-15					10-12	28-30				
Business Continuity Planning and Crisis Management	4 days	350,000	225,000			26-29		5-8				17-20			
Corporate Entrepreneurship: Creating Business Opportunities from Existing Capabilities	4 days	350,000	195,000						11-14				22-25		
Corporate Strategies and Value Innovation Masterclass	3 days	320,000	195,000			20-22								20-22	
Strategic Thinking and Planning Masterclass	4 days	350,000	225,000			6-8		21-24			13-16		1-4		
Blue Ocean Strategy Masterclass	4 days	350,000	255,000						15-28				15-18		
Mastering Balanced Scorecard: Achieving Performance Excellence	3 days	320,000	195,000			13-15		29-31							6-8
Creative Thinking & Innovation Techniques	3 days	320,000	195,000					8-10			4-6				

PUBLIC RELATIONS

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Events & Conferences Management	On Demand only	230,000	218,750												
Effective Business Etiquette and Protocol	3 days	230,000	218,750							3-5	14-16		23-25		
Public Relations and Media Management Skills	3 days	230,000	218,750			13-15								13-15	
Certified Public Relations Professional (CPRP)	3 days	230,000	218,750		6-8	27-29			19-21						
Corporate Social Responsibility: Planning & Execution	3 days	230,000	218,750							24-26					
Effective Crisis Communication & Management SAWS	2 days	230,000	218,750		13-14			5-10		17-19				4-6	
Advanced Digital Marketing Management	3 days	230,000	218,750			13-15			5-7				2-4		
Effective Public Relations Campaigns: From Planning to Execution	3 days	230,000	218,750					22-24		3-5					13-15



SALES BOOTCAMP ACADEMY COURSES

COURSE	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Professional Selling Skills and Strategies	3 days	230,000	22 -25			3-5		26-28			5-6			
Managing Sales Team for Effective Results	3 days	230,000		3-4			2-3			22-23				
Advanced Selling Skills & Strategies for Senior Professionals/Manager	3 days	230,000				25-26			4-5			10-11		
Key Account Management Skills & Strategies	2 days	195,000		6-8			16-17					10-11		
The Strategic Marketing Plan	3 days	230,000				24-26			10-12		18-20			
The Art of Closing the Sales	2 days	195,000	28 - 29			3-4			18-19			10-11		5-6
Actionable Selling Skills: Tools and	2 days	230,000				11-12				8-9			3-4	5-6
Certified Brand Manager Course	3 days	230,000						12-14		15-16			14-15	
Marketing Management Appreciation	3 days	230,000		20-22			15-17						1-4	
How to Find And Win New Business	3 days	230,000					1-3			14-16				
Essential Marketing Strategy Development	3 days	230,000			5-8			12-14				23-25		
Effective Trade Marketing & Distribution	2 days	195,000	29 -30				11-12			18-19				7-8
Marketing and Selling Financial Services							on demand only							
Strategic Marketing Management Practice	3 days	245,000				10-12			10-12			16-18		
Strategies and Tactics for Selling to Key	3 days	246,250		23-25				26-28						27-29
Sales BootCamp Conference	2 days	Annual Event				Available on Demand					Available on Demand			
Marketing Communication and Brand	3 days	246,250		20-22			22-24			21-23				
Strategic Selling and Sales Territory	2 days	195,750				18-19			25-26			3-4		
Aggressive Market Penetration Strategies	3 days	235,000			20-22			3-5			11-13			
Strategic Sales & Channel Development	2 days	199,750					23-24			8-9				14-15
Essential Digital Marketing Strategies for	2 days	195,750		24-25				20-21				3-4		
Advanced Digital Marketing Masterclass	3 days	235,000	23 - 25			10-12			24-26		18-20			
Managing your Media (Advertising)	3 days	235,000			13-15			12-14						20-22
Product Launch and Management	3 days	235,250					3-5		10-12			3-6		
Effective Social Media Marketing	2 days	195,750			21-22					8-9				14-15
Retail Sales Skills & Personal Effectiveness	2 days	195,750				11-12		6-7						
Selling and Marketing Financial Services	2 days	195,750		10-11				23-24		29-30				
Effective Tele-Sales & Marketing Skills	2 days	195,750			13-15				4-5			10-11		
Van Salesmanship & Merchandising Skills	2 days	198,750					17-19		6-7			2-3		
Advanced Key Account Management and	3 days	233,250	23 - 25					8-10		14-16				27-29
Creative Retail Selling and Visual	3 days	235,250				17-19		12-14			11-13			
Certificate in Retail Operations Store	2 days	195,750			13-15				25-26			10-11		
Developing Effective Distribution Channels	3 days	230,750				3-5				21-23				4-6
FMCG Selling: Effective Skills & Strategies for	2 days	195,750		17-18				15-17			19-20			
Internet Marketing and Social Media	2 days	195,750			21-22			6-7				17-18		
Managing Distributors & Sales People	2 days	195,750					10-12			25-26				4-5



SALES BOOTCAMP NIGERIA

*Developing Sales Professionals
with New Strategies For Growth*

Sales Bootcamp Nigeria™ is a Sales training academy focused on the promotion of industries productivity developing capacity of Salespeople. It seeks to achieve this by enabling sales performance through a consistent development of sales professional. Sales Bootcamp bring you topical issues that affect sales performance in your organization, trains and develop your sales force in practical skills needed to succeed in selling. It is a program designed and tailored for all level of sales professionals.

1 Sales BootCamp Academy

Sales BootCamp Academy is a sales training which combined over 100 Sales courses and with experts and industries leaders in Sales Development, Marketing and Brand Management to deliver top-notch Sales Training to our Clients

2 Sales BootCamp Conference

Sales BootCamp Conference is a Annual Sales Training intervention program from the stable of **McTimothy Associates Consulting LLC**. It is a Social Enterprise initiative designed to help companies in Nigeria to achieve their business growth imperatives through effective and impressive Sales Performance annually. The conference usually take place at the first quarter of the year to prepare sales professionals ahead.



For Booking and Registration
contact **Sales BootCamp
Training Academy**

www

<https://salesbootcamp.ng>



training@mctimothyassociates.com



08058805333
09080022449



 **McTimothy™**
ASSOCIATES

UNLEASHING POTENTIAL THROUGH STRATEGIC TRAINING EXCELLENCE

2025

**ABUJA & PORT HARCOURT
SELECTED TRAINING COURSES**

every professional needs training.....

www.mctimothyassociates.com

2025

ABUJA & PORT HARCOURT SELECTED TRAINING COURSES



PUBLIC RELATIONS & MEDIA MANAGEMENT COURSES

COURSE	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Events & Conferences Management	3 days	320,000							On Demand only					
Effective Business Etiquette and Protocol	3 days	320,000							9-5	14-16		23-25		
Public Relations & Media Management Skills	3 days	320,000			13-15								13-15	
Certified Public Relations Professional (CPRP)	3 days	320,000		6-8	27-29			19-21						
Corporate Social Responsibility: Planning & Execution	3 days	320,000							24-26					
Effective Crisis Communication & Management Skills	2 days	280,000		13-14			9-10		17-19				4-6	
Advanced Digital Marketing Management	3 days	320,000			13-15			5-7				2-4		
Effective Public Relations Campaigns: From Planning to Execution	3 days	320,000					22-24		9-5				13-15	

PLANNING, STRATEGY & STRATEGIC MANAGEMENT

COURSE	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Advance Strategic Management for Competitive Positioning	4 days	350,000			19-22				2-5	20-23			5-8	
Developing Senior Management Capacity & Strategy	4 days	350,000				16-19								
Strategy Management Master Class	4 days	350,000					14-17						26-29	
Strategic Procurement & Outsourcing Management	5 days	350,000			11-15			3-7	10-12					
Advanced Strategic Brand Development & Management	4 days	350,000				9-12					18-20	9-11		
Strategic Contract Management Principles & Practice	3 days	350,000			4-6			12-14			4-6			
Strategic Planning & Execution BootCamp	3 days	350,000			13-15				3-5			16-18		
Managing Contractors and Supplier: Effective Contract	3 days	350,000			6-8		1-3		24-26	14-16				11-13
Advanced Operations Management for Executive Secretaries and PAs	3 days	350,000		6-8				19-21						
Operations Management for Competitive Advantage	3 days	350,000			20-22								19-22	
Strategic Business Intelligence and Data Mining	4 days	380,000			12-15	16-19		25-28	23-26		10-13			
Strategic Marketing Management Practice for Business	3 days	350,000		6-8		17-19							9-11	
Strategic Fleet & Transport Management	3 days	350,000			13-15			10-12	28-30					
Business Continuity Planning and Crisis Management	4 days	380,000			26-29		5-8				17-20			
Corporate Entrepreneurship: Creating Business Opportunities from Existing Capabilities	4 days	380,000						11-14				22-25		
Corporate Strategies and Value Innovation Masterclass	3 days	350,000			20-22								20-22	
Strategic Thinking and Planning Masterclass	4 days	380,000			5-8		21-24		13-16			1-4		
Blue Ocean Strategy Masterclass	4 days	380,000						25-28				15-18		
Mastering Balanced Scorecard: Achieving Performance	3 days	350,000			11-15		29-31						6-8	
Creative Thinking & Innovation Techniques	3 days	350,000					8-10			4-6				

COMPUTER AND ICT COURSES

COURSE	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Advanced Excel Simplified For Financial Analysis</i>	3 Days	320,000				13-15			19-21			25-27		
<i>Comprehensive Training On Micro Soft Word (MS Word)</i>	3 Days	320,000						On Demand						
<i>Financial Modeling And Forecasting Techniques Using</i>	3 Days	320,000					3-5		5-7					23-25
<i>Fundamentals of Microsoft Excel (Basic MS Excel Training)</i>	2 Days	320,000			17-18			9-10				12-13		
<i>Modeling For Financial Reporting And Analysis</i>	3 Days	320,000				27-29			12-14					
<i>Next Generation Excel: Advanced Business and Financial</i>	4 Days	380,000				5-8								22-25

CONTRACT MANAGEMENT

COURSE	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Contract Administration: Understanding & Implementing</i>	4 days	380,000			12-15				9-12	6-9			10-22	
<i>Effective Contract Preparation & Execution</i>	3 days	243,750		13-15			1-3					9-11		
<i>Certificate in Contract Bidding, Tender and Proposal</i>	3 days	262,000				24-26				28-30			6-8	
<i>Managing Contractual Claims Effectively</i>	3 days	243,750			5-7				3-5		11-13			
<i>Successful Contract Negotiation Strategies</i>	3 days	243,750			5-7				24-26				6-8	
<i>Project Management for Contract Professional</i>	3 days	243,750		20-22				5-7				16-18		
<i>Tendering Procedures and Bid evaluation</i>	3 days	243,750					15-17			28-30		23-25		

MANAGEMENT COURSES

COURSE	DURATION	CLASSROOM COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Key Managerial Skills for New Managers and Supervisors</i>	3 days	350,000			3-5			5-7						
<i>Corporate Immigration Coordination and Management</i>	3 days	350,000	16-18				22-24					16-18	6-8	
<i>Advanced Managerial Competence & Strategy Development</i>	3 days	350,000		13-15				24-26						11-13
<i>Managing Performance: Setting KPIs, Tracking Progress &</i>	4 days	380,000			5-8					13-16				3-6
<i>Creative Problem Solving & Decision Making Techniques</i>	3 days	350,000				3-5			17-19			23-25		
<i>Developing Analytical Competence to Manage Operations</i>	2 days	280,000		27-28			22-23			29-30				
<i>Mastering Executive Negotiation Techniques & Strategies</i>	3 days	350,000			6-8			19-21			11-13			
<i>Assertiveness & Self-Confidence Masterclass</i>	2 days	350,000		7-8			16-17						7-8	
<i>Competitive Intelligence Master Class</i>	5 days	380,000			25-29			17-21				21-25		
<i>Business Process Improvement (BPI) Training</i>	3 days	350,000		20-22	13-15				3-5			2-4		
<i>Lean Process Improvement Training</i>	3 days	350,000								7-9				
<i>Advanced Administrative Functions & Office Management</i>	3 days	350,000					8-10				25-27			

WAREHOUSING & INVENTORY MANAGEMENT

COURSE	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Advanced Strategic Warehousing & Stores Management</i>	3 days	350,000			24-26				24-26				4-6	
<i>Certificate in Warehouse Management</i>	3 days	350,000			20-22		15-17			14-16				
<i>Effective Warehouse Operations Management</i>	3 days	350,000						5-7				16-18	13-15	
<i>Business Management Skills for Warehouse Supervisors</i>	3 days	350,000		20-22			8-10				18-20			
<i>Inventory Accounting & Efficient Warehouse Management</i>	3 days	350,000				17-19		12-14	17-19				6-8	
<i>Warehouse Management Skills for Supervisors</i>	3 days	350,000						5-7			4-6			4-6
<i>Essential Warehousing, Stores Management & Stock Control</i>	3 days	350,000			27-29				10-12	14-16		23-25		
<i>Effective Fleet and Transport Management</i>	3 days	350,000			6-8		29-31				18-20			

PROCUREMENT, LOGISTICS & SUPPLY CHAIN MANAGEMENT

COURSE	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Certificate in Purchasing & Procurement Management	3 days	350,000		20-22					17-19			23-25		
Certificate in Supply Chain & Logistics Management	3 days	350,000			4-6			26-28					6-8	
Corporate Drivers' Defensive Driving Training Skills	3 days	350,000				18-19			24-25			1-4		
Procurement Planning, Specifications & Tender Management	3 days	350,000				24-26			7-9					
Inventory, Logistics and Distributions Management	3 days	350,000		13-15					3-5					
Corporate Travels and Protocol Management	3 days	350,000					1-3					23-25		
Certificate in Logistics Management	3 days	350,000					22-24			7-9			6-8	
Developing Purchasing Policies, Processes & SLAs	3 days	350,000			6-8			19-21	24-26		18-20			
Certificate in Supply Chain Risk Management	3 days	350,000				10-13			17-19					
Materials and Supply Chain Management	3 days	350,000				10-13							13-15	
Negotiation Strategies for Better Purchasing Value	3 days	350,000		13-15			15-17		3-5	14-16		2-4	20-22	
Strategic Logistics & Supply Chain Management	4 days	380,000				23-26							19-22	
Production Management and Material Requirement Planning	3 days	350,000			6-8			12-14			25-27			
Purchasing Management and Cost Saving Techniques	3 days	350,000				24-26				21-23				
Corporate Immigration Coordination & Protocol Management	3 days	350,000				17-19								
Effective Fleet and Transport Management	3 days	350,000		20-22			15-17		24-26		11-13			
Fundamentals of Best-Practice & Cost-Effective Procurement	3 days	350,000	16-18			3-5				21-23		16-18		
Executive Course in Procurement & Supply Chain	3 days	350,000				10-12				14-16			13-15/20	

SALES & MARKETING MANAGEMENT COURSES

COURSE	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Professional Selling Skills and Strategies	3 days	350,000	23-25		27-29	10-12		12-14				16-18		
Managing Sales Team for Effective Results	3 days	350,000			27-29					4-6	11-13	16-18		
Advanced Selling Skills & Strategies for Senior	3 days	350,000		13-15					24-26					
Key Account Management Skills & Strategies	3 days	350,000										23-25		
The Strategic Marketing Plan	3 days	350,000			15-15		29-31		10-12					
The Art of Closing the Sales	2 days	350,000		20-22		18-19	8-10			7-9		9-11		12-13
Actionable Selling Skills: Tools and Techniques	3 days	350,000	2-4										6-8	4-6
Certified Brand Manager Course	3 days	350,000			19-15				24-26				6-8	
Marketing Management Appreciation Course	3 days	350,000		13-15	6-8					14-16		23-25		
How to Find And Win New Business	3 days	350,000			6-8						25-27		27-29	
Essential Marketing Strategy Development for Managers	3 days	350,000						13-14				2-4		
Effective Trade Marketing & Distribution Strategies	3 days	350,000			27-29		22-24			4-6				



LEADERSHIP DEVELOPMENT STRATEGY

LEADERSHIP DEVELOPMENT COURSES

COURSE	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Becoming a Leader: Basic Leadership Development Course	3 days	350,000		3-4				12-13				24-25		
Talents Development & Succession Planning	3 days	350,000				24-26			10-12		18-20			
Advanced Leadership Development and Team Building	3 days	350,000			6-8			19-21				2-4		
Situational Leadership & Relationship Management	3 days	350,000				3-5				28-30			13-15	
Developing Leadership Excellence	3 days	350,000		3-5					24-26			2-4		
Coaching with Insight and Executive Team Leadership	3 days	350,000			20-22						18-20			
Emotional Intelligence: Becoming A Better & Transformative	3 days	350,000		20-22			15-17		3-5		18-20			
Building and Leading High-Performance Team	3 days	350,000				3-5		19-21		14-16			4-6	
Leading a Team of Champions	3 days	350,000			17-19				24-26					
Effective Leadership & Entrepreneurship Master Class	3 days	350,000			19-21									
Effective Leadership & Communication	3 days	350,000		6-8			15-17		10-12	4-6				
Exceptional Leadership Development Skills	4 days	380,000			4-7			18-21			10-13	15-18		
Advanced Management Development Principles & Best	3 days	350,000			13-15		15-17						13-15	
Corporate Governance Principles & Practice	3 days	350,000			20-22						4-6	23-25		
Inspirational and High-Performance Leadership Skills	4 days	380,000			5-8		7-10		2-5	13-16				7-9

**A Real Leadership Is About Transforming
Limitations Into Possibilities** <<<—————>>>

Robin Sharma



McTimothy Global Learning[™]

OVERSEAS MANAGEMENT DEVELOPMENT PROGRAM

UK | UAE | GHANA | KENYA | DUBAI | SWITZERLAND

These specially selected training courses, from McTimothy Associates' learning academy and international training partners in across the globe, combined over 500 courses.

This allows you a unique opportunity of having a clearer vision and strategy, to shape and manage your future, in today's constantly changing world.

SOME SELECTED COURSES

- *Creative Thinking and Innovation Workshop*
- *HR Role in Innovation And Creative Thinking*
- *Certified Project Management Professional (CPD)*
- *Certified KPI Professional And Practitioner (CPE)*
- *Strategic Thinking and Planning - CPE Endorsed*
- *Leading and Managing Change For Business Success*
- *Advanced Public Speaking and Presentation Masterclass*
- *Women Entrepreneur and Business Leaders Development*
- *High Performance Leadership Management Certificate (CPD)*
- *Service Quality Competency and Customer Satisfaction - CPD Endorsed*



For Booking and Registration
contact **McTimothy Associates**
International Training Academy



mctimothassociatesng
www.mctimothyassociates.com

INTERNATIONAL COURSES AVAILABLE IN THE U.K, USA, UAE, KENYA, RWANDA, & GHANA

COURSE	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<i>Strategic Thinking & Planning Masterclass- CPD ENDORSED</i>	5 days	3,500USD												
<i>Corporate Governance & Effective Leadership</i>	5 days	3,500USD												
<i>Total Quality Management</i>	4 days	3,500USD												
<i>Leading & Managing Change for Business Success</i>	5 days	3,500USD												
<i>Developing Leadership & Powerful Communication Skills</i>	5 days	3,500USD												
<i>Advanced Financial Accounting & Reporting</i>	5 days	3,500USD												
<i>Managerial Problem-Solving & Decision Making</i>	5 days	3,500USD												
<i>Senior Management Skills for Middle Manager</i>	5 days	3,500USD												
<i>Effective Corporate Communications Practice</i>	5 days	3,500USD												
<i>High Performance Leadership Management</i>	5 days	3,500USD												
<i>Service Quality Competency & Customer Satisfaction</i>	4 days	3,500USD												
<i>Management Skills for New Managers & Supervisors</i>	5 days	3,500USD												
<i>Certified PM's Professionals & Practitioner</i>	5 days	3,500USD												
<i>Executive & Personal Assistant Masterclass for Senior</i>	5 days	3,500USD												
<i>Finance for Non-Finance Managers</i>	5 days	3,500USD												
<i>Marketing Strategies & Planning</i>	5 days	3,500USD												
<i>Creative Thinking & Innovation Workshop</i>	5 days	3,500USD												
<i>Developing Leadership Performance</i>	5 days	3,500USD												
<i>Government Policies planning and Implementation</i>	10 days	5,500USD												
<i>National Security and Intelligence</i>	10 days	5,500USD												
<i>Maximising Human Resources in the Public Sector</i>	10 days	5,500USD												
<i>Public Governance & The Art of Politicking</i>	10 days	5,500USD												
<i>Effective Tax Management System & Implementation</i>	10 days	5,500USD												
<i>Effective Administrative of Local Government Affairs</i>	10 days	5,500USD												
<i>Corporate Legislative Practice</i>	10 days	5,500USD												
<i>Budget Preparation, Allocation & Control</i>	10 days	5,500USD												
<i>Advanced Project Monitoring & Evaluation for Peak Performance</i>	10 days	5,500USD												

Schedules to be sent to interested participants

Schedules to be sent to interested participants



INTERNATIONAL COURSES AVAILABLE IN UK, UAE, & USA

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Strategic Thinking & Planning- CPD ENDORSED	5 days	3,500 USD	Classroom	Schedules to be sent to interested participants March 2025, June 2025 September 2025 December 2025											
Corporate Governance & Effective Leadership	5 days	3,500 USD	Classroom												
Total Quality Management	4 days	3,200 USD	Classroom												
Leading & Managing Change for Business Success	5 days	3,500 USD	Classroom												
Certified Human Resources Management Professionals	5 days	3,500 USD	Classroom												
Advanced Public Speaking and Presentation Masterclass	4 days	3,200 USD	Classroom												
Developing Leadership & Powerful Communication Skills	5 days	3,500 USD	Classroom												
Advanced Financial Accounting & Reporting	5 days	3,500 USD	Classroom												
Managerial Problem-Solving & Decision Making	5 days	3,500 USD	Classroom												
Senior Management Skills for Middle Manager	5 days	3,500 USD	Classroom												
Effective Corporate Communications Practice	5 days	3,500 USD	Classroom												
High Performance Leadership Management	5 days	3,500 USD	Classroom												
Service Quality Competency & Customer Satisfaction	4 days	3,200 USD	Classroom												
Management Skills for New Managers & Supervisors	5 days	3,500 USD	Classroom												
Certified Pkts Professionals & Practitioner	5 days	3,500 USD	Classroom												
Executive & Personal Assistant Masterclass for Senior Professionals	5 days	3,500 USD	Classroom												
Finance for Non-Finance Managers	5 days	3,500 USD	Classroom												
Marketing Strategies Planning & Execution	5 days	3,500 USD	Classroom												
Creative Thinking & Innovation Workshop	4 days	3,200 USD	Classroom												
Developing Leadership Performance	5 days	3,500 USD	Classroom												
International/Mini MBA in Oil & Gas and Energy Management	5 days	4,600 USD	Classroom												

INTERNATIONAL COURSES FOR PUBLIC SECTOR

COURSE	DURATION	CLASSROOM COURSE FEE	VIRTUAL COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Government Policies Planning and Implementation	10 days	\$4800 USD	Classroom	Schedules to be sent to interested participants											
National Security and Intelligence	10 days	\$5,500 USD	Classroom												
Maximising Human Resources in the Public Sector	10 days	\$5,300 USD	Classroom												
Public Governance & The Art of Politicking	10 days	\$5,500 USD	Classroom												
Effective Tax Management System & Implementation	10 days	\$5,300 USD	Classroom												
Effective Administrative of Local Government Affairs	10 days	\$5,300 USD	Classroom												
Corporate Legislative Practice	10 days	\$5,500 USD	Classroom												
Budget Preparation, Allocation & Control	10 days	\$4,800 USD	Classroom												
Advanced Project Monitoring & Evaluation for Peak Performance	10 days	\$5,500 USD	Classroom												
Performance Appraisals for Public Sector Organizations	10 days	\$5500 USD	Classroom												
Implementing Public-Private Partnerships	10 days	\$5500 USD	Classroom												
Strategy Management in the Government & Public Sector Organizations	10 days	\$4,500 USD	Classroom												
Performance Management in Government & Public Sector	10 days	\$4,500 USD	Classroom												



LEARNING IS FUN WITH MCTIMOTHY E-LEARNING

LEARN WITH EASE
Anywhere, Anytime,
And On Any Device With
McTimothy e-Learning

**YOUR FIRST CLASS
E-LEARNING PROVIDER
IN NIGERIA**

OUR FEATURES

ONLINE

- Mobile And Web Learning
- Online Realtime
- Learn Wherever You Go
- Learn At Your Pace

CONVINIENT

- Anyday, Anytime
- Great Value For Money
- Adaptable To All Devices
- Group Course Purchase

www.elearning.mctimothyassociates.com



Get started with 5 Easy Steps



Search for Course
Search for Course you desire you take



Choose Course
Choose course, read through the course details and add to cart



Checkout, Register & Pay
Proceed to checkout, register (or login if you already have an account) and pay online.



Login to your account
Login to the website. Click My Courses on the main Menu



Start Learning
Click on the course you registered for and start learning instantly



IN-HOUSE

CUSTOMIZE

VIRTUAL

CLASS
ROOM

EMPOWER YOUR WORKFORCE

With Cutting-Edge Knowledge and Skills

Through McTimothy Associates' Tailored Corporate Training Programs.

Start Your Journey Here

www.mctimothyassociates.com

SOME OF OUR PAST TRAINING



Every Professional Needs Training.....

www.mctimothyassociates.com

Mctimothy Associates Consulting LLC limits the provision of its capacity/training and development services to employees of corporations, partnerships, businesses and government organisations who are either self-sponsored or sponsored by their respective organisations. This terms and conditions is between either parties registering for any of our training courses at any given time.

GUARANTEE OF QUALITY:

Our Guarantee of Quality provides our customers with the opportunity to pre-register and pay 100% to attend the course of their choice, except otherwise expressly agreed. If a customer sends us a written notice of dissatisfaction with a course within five (5) days of the course, the customer will have the option of retaking the course at no charge, or receiving a full refund of any course tuition fees paid, provided a satisfactory reasons of non-satisfaction is received from the customer.

TERMS FOR PUBLIC COURSES

COURSE FEE:

The course/tuition fee is due and payable within thirty (30) days of the course enrolment start date or immediately the customer enrolled for them. The course tuition fee includes tuition /training fee, soft/downloadable course materials, teabreak and lunch break, the use of internet with your personal computers (where applicable) and Certification. The course/tuition fee does not include accommodation, travel or any other expenses that may be incurred by our customers.

TRAINING REGISTRATION & PAYMENT TERMS

All our training courses are pre-registration event. An intending participant or the nominating party needs to register online via our website at www.mctimothyassociates.com by clicking Register Now button. Thereafter, you may proceed to make your payment into our Corporate Bank Account details received with the invoice. All course fees stated for each course covers tuition, course materials, tea break and lunch but are exclusive of VAT. Booking are said to be confirmed only when payment of course fee is made. All payments, whether cheques/checks, Bank deposit or online transfer are to be made in favour of McTimothy Associates.

CANCELLATION/TRANSFER & REFUND POLICY:

Cancellations or transfers may be made without any penalty no later than two weeks before the course start date. If a customer transfers to another course or to another candidate prior to two weeks before the start date 100% of any prepaid tuition/course fees will be applied toward the fee for the subsequent course. If you need to cancel your registration for any course already paid for, please notify us by sending e-mail to: training@mctimothyassociates.com at least five (5) business days before the date of the course. You can utilise the amount paid for any other course or for the same course at another date. Refund fees paid will be made but less 10% administrative charge if notification is received in advance according to the above specific days. No refund will be made for no-show situation.

TERMS FOR ON-SITE COURSES

The course tuition fee for on-site/in-house (in-plant) courses is due and payable within thirty (30) days before the course start date. We do not impose any penalty if the customer notifies us in writing of the need to cancel or reschedule an onsite/in-house course at least one week before the scheduled start date of the course. Any on-site/in-house course cancelled or rescheduled by our customer on the day of the training is subject to a 5% cancellation/rescheduling fee.

TERMS FOR ALL COURSES COURSE POSTPONEMENTS:

Occasionally, McTimothy Associates Consulting LLC may need to change a course location, course date, or postpone a course till another date. We will try to give the customer as much notice as possible of any such change. If the customer is unable to attend the course at the revised location or date, we will credit 100% of any prepaid course/tuition fees paid against a future course or, if requested, refund those fees. McTimothy Associates Consulting LLC will not be liable for any other costs incurred including (for example) travel charges or any consequential damages, even if we were advised of them. Changes in course locations, course dates, or postponement of courses seldom happens and will not extend unreasonably.

Applicable Discount

Group/Team discount for members from same company attract 10% discount for 5 or more people, 3 or 4 people attract 5% discount. Feedback and Complaints McTimothy Associates actively believes in continuous improvement. To this effect, we welcome feedback related to our people, products/services or processes. If you have comments and/or suggestions which will ultimately help us improve in any way, please write to us on info@mctimothyassociates.com and we commit to respond to you within 2 business days – at the most.

Connect With Us Now!

- *Free E-Learning Video*
- *Professional Articles*
- *Business Advise*
- *Career Talk*



@McTimothyAssociatesNG

SOME OF OUR CORPORATE CLIENTS



TRAINING CALENDAR
& SERVICE BROCHURE

2025

Connect with Us

 www.mctimothyassociates.com

 info@mctimothyassociates.com

 +2347034854045 | 08058805333 | 09080022449

 **McTimothyNG**

   **McTimothyassociatesNG**

 **The Professional Place**
9B, Ololade Odeyemi Close, Anthony Village.