

## APMT 2015 TRAINING CALENDAR

| COURSE TOPICS   | DURATION (DAYS) | COURSE FEE (₦) | JAN                                | FEB                                 | MAR                                | APR                                 | MAY                                | JUN                                 | JUL                                | AUG                                | SEPT                               | OCT                                | NOV                                | DEC |
|---|-----------------|----------------|------------------------------------|-------------------------------------|------------------------------------|-------------------------------------|------------------------------------|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-----|
| <b>CUSTOMER SERVICE</b>   |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Customer Service Workshop   | 2days           | 80,000         |                                    | 26 <sup>th</sup> – 27 <sup>th</sup> |                                    | 1 <sup>st</sup> -2 <sup>nd</sup>    |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Telemarketing and Telephone Sales   | 1day            | 35,000         |                                    |                                     | 12 <sup>th</sup>                   |                                     |                                    |                                     | 20 <sup>th</sup>                   |                                    |                                    |                                    |                                    |     |
| <b>SALES &amp; MARKETING</b>  |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Sales Training – Selling Smarter  | 2days           | 55,000         |                                    |                                     | 26 <sup>th</sup> -27 <sup>th</sup> |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Sales Prospecting for Leads like a Pro                                    | 1day            | 35,000         |                                    |                                     |                                    |                                     |                                    |                                     | 1 <sup>st</sup>                    |                                    |                                    |                                    |                                    |     |
| Advanced Marketing and Sales (Banking Industry)                           | 3days           | 135,000        |                                    | 19 <sup>th</sup> – 21 <sup>st</sup> |                                    |                                     |                                    | 3 <sup>rd</sup> – 5 <sup>th</sup>   |                                    |                                    |                                    |                                    |                                    |     |
| Advanced Marketing and Sales  | 2days           | 80,000         |                                    |                                     |                                    | 9 <sup>th</sup> -10 <sup>th</sup>   |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| How to Find and win New Business  | 2days           | 60,000         | 28 <sup>th</sup> -29 <sup>th</sup> |                                     |                                    |                                     |                                    |                                     | 9 <sup>th</sup> -10 <sup>th</sup>  |                                    |                                    |                                    |                                    |     |
| <b>PERSONAL DEVELOPMENT</b>   |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Change and How to Deal with it  | 2days           | 70,000         |                                    |                                     |                                    | 16 <sup>th</sup> -17 <sup>th</sup>  |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Communication Strategies  | 2days           | 85,000         |                                    |                                     |                                    | 23 <sup>rd</sup> – 24 <sup>th</sup> |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Stress Management   | 1day            | 35,000         |                                    |                                     |                                    |                                     | 7 <sup>th</sup> -8 <sup>th</sup>   |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Skills for the Administrative Assistant                                   | 2days           | 95,000         |                                    |                                     |                                    |                                     | 14 <sup>th</sup> -15 <sup>th</sup> |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Time Management – Get Organized For Peak Performance Training             | 2days           | 85,000         |                                    |                                     | 19 <sup>th</sup> –20 <sup>th</sup> |                                     | 28 <sup>th</sup> -29 <sup>th</sup> |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Interpersonal Skills and Emotional Intelligence                           | 2days           | 85,000         |                                    |                                     |                                    |                                     |                                    | 11 <sup>th</sup> – 12 <sup>th</sup> |                                    |                                    |                                    |                                    |                                    |     |
| PMP Exam Preparation Boot Camp  | 4days           | 110,000        |                                    |                                     |                                    |                                     |                                    | 17 <sup>th</sup> - 20 <sup>th</sup> |                                    |                                    |                                    |                                    |                                    |     |
| Business Writing, Communication and Reporting Skills                      | 2days           | 55,000         |                                    |                                     |                                    |                                     |                                    | 25 <sup>th</sup> - 26 <sup>th</sup> |                                    |                                    |                                    |                                    |                                    |     |
| Anger Management – Understanding Anger                                    | 1day            | 55,000         |                                    |                                     | 10 <sup>th</sup>                   | 8 <sup>th</sup>                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Negotiating for Results   | 1day            | 45,000         |                                    |                                     |                                    | 3 <sup>rd</sup>                     |                                    |                                     | 28 <sup>th</sup>                   |                                    |                                    |                                    |                                    |     |
| <b>LEADERSHIP &amp; MANAGEMENT DEVELOPMENT</b>                            |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Project Management Skills   | 3days           | 85,000         |                                    | 3 <sup>rd</sup> – 5 <sup>th</sup>   |                                    |                                     |                                    |                                     | 2 <sup>th</sup> – 4 <sup>th</sup>  |                                    |                                    |                                    |                                    |     |
| Leadership Strategies for Senior Managers                                 | 2days           | 105,000        |                                    |                                     |                                    |                                     |                                    |                                     | 16 <sup>th</sup> -17 <sup>th</sup> |                                    |                                    |                                    |                                    |     |
| Developing Leadership Competencies  | 2days           | 85,000         |                                    |                                     |                                    | 14 <sup>th</sup> -15 <sup>th</sup>  |                                    |                                     |                                    | 21 <sup>st</sup> -22 <sup>nd</sup> |                                    |                                    |                                    |     |
| Problem Solving and Decision Making                                       | 2days           | 75,000         |                                    |                                     |                                    |                                     |                                    |                                     | 30 <sup>th</sup> -31 <sup>st</sup> |                                    |                                    |                                    |                                    |     |
| ABC's of supervising  | 2days           | 95,000         | 22 <sup>nd</sup> -23 <sup>rd</sup> |                                     |                                    | 6 <sup>th</sup> - 7 <sup>th</sup>   |                                    |                                     |                                    | 6 <sup>th</sup> -7 <sup>th</sup>   |                                    |                                    |                                    |     |
| Coaching – A Leadership Skill   | 2days           | 105,000        |                                    |                                     |                                    |                                     |                                    | 22 <sup>nd</sup> - 23 <sup>rd</sup> |                                    |                                    | 3 <sup>rd</sup> -4 <sup>th</sup>   |                                    |                                    |     |
| HR Boot camp  | 3days           | 115,000        |                                    |                                     |                                    |                                     |                                    |                                     |                                    | 12 <sup>th</sup> -13 <sup>th</sup> |                                    |                                    |                                    |     |
| Train the Trainer   | 2days           | 75,000         |                                    | 23 <sup>rd</sup> -24 <sup>th</sup>  |                                    |                                     |                                    |                                     |                                    | 17 <sup>th</sup> -18 <sup>th</sup> |                                    |                                    |                                    |     |
| Curriculum Development  | 2days           | 75,000         |                                    |                                     |                                    | 20 <sup>th</sup> - 21 <sup>st</sup> |                                    |                                     |                                    |                                    | 9 <sup>th</sup> -10 <sup>th</sup>  |                                    |                                    |     |
| Budget and Financial Reports  | 2days           | 105,000        |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    | 29 <sup>th</sup> -30 <sup>th</sup> |                                    |                                    |     |
| Change Management   | 2days           | 65,000         |                                    |                                     |                                    | 28 <sup>th</sup> -29 <sup>th</sup>  |                                    |                                     |                                    |                                    |                                    | 5 <sup>th</sup> -6 <sup>th</sup>   |                                    |     |
| Risk Assessment and Management  | 2days           | 75,000         |                                    |                                     |                                    |                                     |                                    | 29 <sup>th</sup> -30 <sup>th</sup>  |                                    |                                    |                                    |                                    |                                    |     |
| Building Better Teams   | 2days           | 75,000         |                                    |                                     | 2 <sup>nd</sup> -3 <sup>rd</sup>   |                                     |                                    |                                     |                                    |                                    |                                    | 15 <sup>th</sup> -16 <sup>th</sup> |                                    |     |
| Conflict Resolution – Dealing with Difficult People                       | 2days           | 95,000         |                                    |                                     |                                    |                                     |                                    |                                     | 22 <sup>nd</sup> -23 <sup>rd</sup> |                                    |                                    |                                    | 21 <sup>st</sup> -22 <sup>nd</sup> |     |
| Delegation – The Art of Delegating Effectively                            | 1day            | 55,000         |                                    |                                     | 17 <sup>th</sup>                   |                                     | 22 <sup>nd</sup>                   |                                     |                                    |                                    | 19 <sup>th</sup>                   |                                    |                                    |     |
| Inventory Management – The Nuts & Bolts on Inventory Warehouse Management | 2days           | 95,000         |                                    |                                     |                                    |                                     |                                    | 8 <sup>th</sup> -9 <sup>th</sup>    |                                    |                                    |                                    | 29 <sup>th</sup> -30 <sup>th</sup> |                                    |     |
| Motivation Training – Motivating your Workforce                           | 2days           | 75,000         |                                    | 11 <sup>th</sup> – 12 <sup>th</sup> |                                    |                                     | 19 <sup>th</sup> -20 <sup>th</sup> |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Orientation Handbook  | 2days           | 85,000         |                                    | 17 <sup>th</sup> – 18 <sup>th</sup> |                                    |                                     | 4 <sup>th</sup> -5 <sup>th</sup>   |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Performance Management – Managing Employee performance                    | 2days           | 75,000         |                                    |                                     |                                    |                                     | 12 <sup>th</sup> -13 <sup>th</sup> |                                     |                                    |                                    |                                    |                                    |                                    |     |
| The Professional Supervisor   | 2days           | 95,000         |                                    |                                     | 5 <sup>th</sup> – 6 <sup>th</sup>  |                                     |                                    |                                     | 13 <sup>th</sup> -14 <sup>th</sup> |                                    |                                    |                                    |                                    |     |
| Real Estate as an Economic Development Tool (On request)                  | 2days           | 125,000        |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Public Safety   | 2days           | 50,000         |                                    |                                     | 13 <sup>th</sup> -14 <sup>th</sup> |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Portfolio Management  | 2days           | 95,000         |                                    |                                     |                                    |                                     |                                    |                                     | 6 <sup>th</sup> -7 <sup>th</sup>   |                                    |                                    |                                    |                                    |     |
| <b>OFFICE COMPETENCY ON REQUEST</b>                                       |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Office Management Skills  |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Advanced Excel  |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Creating Winning Presentations  |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Microsoft Project   |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Basic Bookkeeping   |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Quick Book  |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Microsoft Outlook   |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Executive Assistance Training   |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| <b>IT TRAINING (ON REQUEST)</b>   |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| SAP   |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Oracle  |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| CRM   |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |
| Java  |                 |                |                                    |                                     |                                    |                                     |                                    |                                     |                                    |                                    |                                    |                                    |                                    |     |

\*Trainings can be offered In-plant and International locations,

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