

2017

2017 Training & Workshop Calendar



“building leaders,
building organizations,
building nations”



TRAINING COURSES AND WORKSHOPS

Total Ascent provides a suite of Training Courses across different categories:

- **Workplace Essentials**: foundational training courses for all employees
- **Management Training Courses**: build skills that help participants improve productivity, increase personal effectiveness and more effectively manage themselves, others and teams.
- **Functional Training Courses**: build skills in standard functional areas or departments such as HR, Sales, Marketing, Finance/Accounting, Operations and Administration.
- **Competency Training Courses**: training programs targeted at developing proficiency in behavioral competencies and abilities such as Innovative Thinking or Emotional Intelligence.

We also organize quarterly programs targeted at specific career “transition stages” that equip professionals climbing the career ladder with the required skills and knowledge to be successful in new roles as Sole Contributors, Managers or Leaders:

- New Manager Workshop
- Sales Professionals Workshop
- HR Professionals Workshop

Some of Our Training Courses (by Category)

Workplace Essentials

- Business Ethics and Professionalism
- Business Writing for Business Professionals
- Effective Communication Skills
- Effective Meeting Management
- Effective Time- and Self-Management
- Microsoft Office – Getting The Most Out of Word, Excel and PowerPoint

Management Training Courses

- Building a High Performance Team
- Customer Service: Putting Your Customers First
- Coaching For Success – A Leadership Skill
- Decision Making Under Uncertainty
- Finance for Non-Finance Professionals
- Leading and Managing Change
- Negotiation Skills - Getting to “Yes”
- Presentation Skills: Building and Delivering Power Presentations
- Project Management for Non Project Managers
- The Art of Delegating and Empowering Others



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Functional Training Courses

- Administration: Fundamentals of Office Management
- Finance: Financial Modelling with Excel
- Finance: Financial Analysis Essentials
- HR: HR Professionals Workshop
- Operations: Operational Excellence and the Art of Quality
- Sales and Marketing Boot Camp – Fundamentals of Selling

Competency Training Courses

- Innovative Thinking
- Emotional Intelligence
- Thinking Strategically

SEE MONTHLY SCHEDULE OF TRAINING COURSES AND WORKSHOPS ON NEXT PAGE

For more information on our Training Courses and Workshops, please contact us:

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TRAINING AND WORKSHOP CALENDAR – DETAILED SCHEDULE

Month	Course	Duration	Dates	Category	Location	Price
January	HR Professional Workshop	2 Days	26th & 27th	Functional	Lagos	100,000
February	Emotional Intelligence	1Day	22nd	Competency	Lagos	67,500
	Effective Time and Self Management	1Day	24th	Workplace Essentials	Lagos	45,000
March	Customer Service: Putting Your Customers First	2 Day	8th & 9th	Management	Lagos	100,000
	Fundamentals of Office Management	2 Days	15th & 16th	Functional	Lagos	100,000
	Project Management for Non Project Managers	1Day	21st	Management	Lagos	50,000
April	Coaching For Success – A Leadership Skill	2 Day	2nd & 3rd	Management	Lagos	100,000
	Business Writing for Business Professionals	1Day	4th	Workplace Essentials	Lagos	45,000
	New Employee Orientation Program	3 Days	4th - 6th	Workshop	Lagos	120,000
	Presentation Skills: Building and Delivering Power Presentations	1Day	11th	Management	Lagos	50,000
	Microsoft Office – Getting The Most Out of Word, Excel and PowerPoint	2 Day	16th & 17th	Workplace Essentials	Lagos	90,000
	Effective Time and Self Management	1Day	19th	Workplace Essentials	Lagos	45,000
	New Manager Workshop	3 Days	23rd - 25th	Workshop	Lagos	150,000
May	Financial Modelling with Excel	3 Days	25th - 27th	Functional	Lagos	135,000
	Sales and Marketing Boot Camp – Fundamentals of Selling	2 Days	1st & 2nd	Functional	Lagos	120,000
	Finance for Non-Finance Professionals	2 Days	5th & 6th	Management	Lagos	100,000
	Effective Communication Skills	1Day	9th	Workplace Essentials	Lagos	45,000
	Business Ethics and Professionalism	1Day	12th	Workplace Essentials	Lagos	45,000
	Financial Analysis Essentials	2 Days	14th & 15th	Functional	Lagos	120,000
	Leading and Managing Change	1Day	21st	Management	Lagos	50,000
June	Effective Meeting Management	1Day	23rd	Workplace Essentials	Lagos	45,000
	Building a High Performance Team	2 Day	1st & 2nd	Management	Lagos	100,000
	Operational Excellence and the Art of Quality	2 Days	6th & 7th	Functional	Lagos	90,000
	Business Writing for Business Professionals	1Day	8th	Workplace Essentials	Lagos	45,000
	Microsoft Office – Getting The Most Out of Word, Excel and PowerPoint	2 Day	14th & 15th	Workplace Essentials	Lagos	90,000
	Innovative Thinking	2 Days	20th & 21st	Competency	Lagos	135,000
	The Art of Delegating and Empowering Others	1Day	25th	Management	Lagos	50,000
July	Effective Time and Self Management	1Day	28th	Workplace Essentials	Lagos	45,000
	Decision Making Under Uncertainty	2 Days	2nd & 3rd	Management	Lagos	100,000
	New Employee Orientation Program	3 Days	4th - 6th	Workshop	Lagos	120,000
	Fundamentals of Office Management	2 Days	9th & 10th	Functional	Lagos	100,000
	Effective Communication Skills	1Day	11th	Workplace Essentials	Lagos	45,000
	Business Ethics and Professionalism	1Day	13th	Workplace Essentials	Lagos	45,000
	New Manager Workshop	3 Days	18th - 20th	Workshop	Lagos	150,000
August	Effective Meeting Management	1Day	23rd	Workplace Essentials	Lagos	45,000
	Negotiation Skills - Getting to "Yes"	1Day	25th	Management	Lagos	50,000
	Customer Service: Putting Your Customers First	2 Day	2nd & 3rd	Management	Lagos	100,000
	HR Professionals Workshop	2 Day	8th & 9th	Functional	Lagos	100,000
	Business Writing for Business Professionals	1Day	13th	Workplace Essentials	Lagos	45,000
	Microsoft Office – Getting The Most Out of Word, Excel and PowerPoint	2 Day	20th & 21st	Workplace Essentials	Lagos	90,000
September	Project Management for Non Project Managers	1Day	22nd	Management	Lagos	50,000
	Effective Time and Self Management	1Day	24th	Workplace Essentials	Lagos	45,000
	Presentation Skills: Building and Delivering Power Presentations	1Day	3rd	Management	Lagos	50,000
	Effective Communication Skills	1Day	7th	Workplace Essentials	Lagos	45,000
	Coaching For Success – A Leadership Skill	2 Day	10th & 11th	Management	Lagos	100,000
	Business Ethics and Professionalism	1Day	13th	Workplace Essentials	Lagos	45,000
October	Financial Modelling with Excel	3 Days	19th & 20th	Functional	Lagos	135,000
	Effective Meeting Management	1Day	24th	Workplace Essentials	Lagos	45,000
	Sales and Marketing Boot Camp – Fundamentals of Selling	2 Days	3rd & 4th	Functional	Lagos	120,000
	New Employee Orientation Program	3 Days	8th - 10th	Workshop	Lagos	120,000
	Finance for Non-Finance Professionals	2 Days	11th & 12th	Management	Lagos	100,000
	Business Writing for Business Professionals	1Day	15th	Workplace Essentials	Lagos	45,000
	Microsoft Office – Getting The Most Out of Word, Excel and PowerPoint	2 Day	17th & 18th	Workplace Essentials	Lagos	90,000
November	New Manager Workshop	3 Days	22nd - 24th	Workshop	Lagos	150,000
	Leading and Managing Change	1Day	25th	Management	Lagos	50,000
	Effective Time and Self Management	1Day	26th	Workplace Essentials	Lagos	45,000
	Building a High Performance Team	2 Day	1st & 2nd	Management	Lagos	100,000
	Effective Communication Skills	1Day	7th	Workplace Essentials	Lagos	45,000
	Operational Excellence and the Art of Quality	2 Days	15th & 16th	Functional	Lagos	90,000
December	Business Ethics and Professionalism	1Day	19th	Workplace Essentials	Lagos	45,000
	The Art of Delegating and Empowering Others	1Day	22nd	Management	Lagos	50,000
	Effective Meeting Management	1Day	23rd	Workplace Essentials	Lagos	45,000
	Negotiation Skills - Getting to "Yes"	1Day	1st	Management	Lagos	50,000
	Business Writing for Business Professionals	1Day	5th	Workplace Essentials	Lagos	45,000
	Decision Making Under Uncertainty	2 Days	6th & 7th	Management	Lagos	100,000
December	Microsoft Office – Getting The Most Out of Word, Excel and PowerPoint	2 Day	10th & 11th	Workplace Essentials	Lagos	90,000
	Effective Time and Self Management	1Day	14th	Workplace Essentials	Lagos	45,000
	Financial Analysis Essentials	2 Days	18th & 19th	Functional	Lagos	120,000

* Schedule is subject to change. For the most up to date Schedule OF Training Courses, go to www.total-ascent.com