



**EDGEWOOD**  
CONSULTING LIMITED



# TRAINING CALENDER FOR 2022

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*...your partner in Improving Organisational Performance.*

All the Courses are also available as Customized In-house training

S/N	OPEN COURSES	MONTHS	FEES	DURATION
		<b>JUNE</b>		
1	MANAGING PEOPLE FOR STRATEGIC ADVANTAGE	7th – 8th Jun, 2022	<b>N98,500</b>	<b>2 DAYS</b>
2	WORK ETHICS AND PRODUCTIVITY IMPROVEMENT FOR PEAK PERFORMANCE	9th – 10th Jun, 2022	<b>N98,500</b>	<b>2 DAYS</b>
3	LEADING FOR EXCELLENCE	14th – 15th Jun, 2022	<b>N98,500</b>	<b>2 DAYS</b>
4	TIME MANAGEMENT AND PERSONAL EFFECTIVENESS	16 <sup>th</sup> - 17 <sup>th</sup> Jun, 2022	<b>N98,500</b>	<b>2 DAYS</b>
5	CUSTOMERS MANAGEMENT STRATEGIES FOR RETENTION AND GROWTH	22nd – 23rd Jun, 2022	<b>N98,500</b>	<b>2 DAYS</b>
		<b>JULY</b>		
6	FINANCE FOR NON - FINANCE MANAGERS	6th – 7th Jul, 2022	<b>N98,500</b>	<b>2 DAYS</b>
7	HIGH - IMPACT SALES MANAGEMENT TRAINING	13th – 14th Jul, 2022	<b>N98,500</b>	<b>2 DAYS</b>
8	TURNING STRATEGY TO BUSINESS RESULT THROUGH PEOPLE	19th – 21st Jul, 2022	<b>N100,000</b>	<b>3 DAYS</b>
9	EFFECTIVE SUPERVISORY MANAGEMENT SKILLS	26th – 27th Jul, 2022	<b>N98,500</b>	<b>2 DAYS</b>
10	BASIC MICROSOFT EXCEL SKILLS	28th – 29th Jul, 2022	<b>N98,500</b>	<b>2 DAYS</b>
		<b>AUGUST</b>		
11	GRADUATE TRAINEE AND NEW MANAGERS WORK PLACE PERFORMANCE ESSENTIALS	9th – 10th Aug, 2022	<b>N98,500</b>	<b>2 DAYS</b>
12	IMPROVING LEADERSHIP EFFECTIVENESS IN THE WORKPLACE	11th – 12th Aug, 2022	<b>N98,500</b>	<b>2 DAYS</b>
13	EFFECTIVE BUSINESS WRITING & COMMUNICATION	16th – 17th Aug, 2022	<b>N98,500</b>	<b>2 DAYS</b>
14	TIME MANAGEMENT & PERSONAL EFFECTIVENESS	18th – 19th Aug, 2022	<b>N98,500</b>	<b>2 DAYS</b>
15	BASIC HUMAN RESOURCES MANAGEMENT	23th – 24th Aug, 2022	<b>N98,500</b>	<b>2 DAYS</b>
		<b>SEPTEMBER</b>		
16	HIGH IMPACT SALES MANAGEMENT TRAINING	6th – 7th Sept, 2022	<b>N98,500</b>	<b>2 DAYS</b>
17	PERFORMANCE ENHANCEMENT SKILLS FOR BUSINESS DEVELOPMENT EXECUTIVES	13th – 14th Sept, 2022	<b>N98,500</b>	<b>2 DAYS</b>
18	EFFECTIVE NEGOTIATION SKILLS FOR MANAGERS	15th – 16th Sept, 2022	<b>N98,500</b>	<b>2 DAYS</b>
19	FRONT OFFICE AND CUSTOMER RELATIONSHIP	21st – 22nd Sept, 2022	<b>N98,500</b>	<b>2 DAYS</b>
		<b>OCTOBER</b>		
20	BASIC MICROSOFT EXCEL SKILLS	4th – 6th Oct, 2022	<b>N105,000</b>	<b>3 DAYS</b>
21	ADVANCED MICROSOFT EXCEL SKILLS	12th – 14th Oct, 2022	<b>N105,000</b>	<b>3 DAYS</b>
22	MANAGING INTER-PERSONAL RELATIONSHIPS	21st – 22nd Oct, 2022	<b>N98,500</b>	<b>2 DAYS</b>
23	POSITIVE MENTAL ATTITUDE IN THE WORK PLACE	18th – 19th Oct, 2022	<b>N98,500</b>	<b>2 DAYS</b>
24	PRODUCTIVITY IMPROVEMENT SKILLS FOR NEW GRADUATES TRAINEE	26th – 27th Oct, 2022	<b>N98,500</b>	<b>2 DAYS</b>

S/N	OPEN COURSES	MONTHS	FEEES	DURATION
		<b>NOVEMBER</b>		
25	SUPERVISORY MANAGEMENT SKILLS FOR FACTORY FLOOR STAFF	8th – 9th Nov, 2022	<b>N98,500</b>	2 DAYS
26	COST REDUCTION AND PROFIT IMPROVEMENT	15th – 16th Nov, 2022	<b>N98,500</b>	2 DAYS
27	PUBLIC SPEAKING & PRESENTATION SKILLS	22nd – 23rd Nov, 2022	<b>N98,500</b>	2 DAYS
28	DELIVERING RESULT THROUGH EXCELLENT PERFORMANCE	29th – 30th Nov, 2022	<b>N98,500</b>	2 DAYS
		<b>DECEMBER</b>		
29	OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	1st – 2nd Dec, 2022	<b>N98,500</b>	2 DAYS
30	ADVANCED SELLING SKILLS	6th – 7 <sup>th</sup> Dec, 2022	<b>N98,500</b>	2 DAYS
31	ADVANCED MICROSOFT EXCEL SKILLS	13th – 15th Dec, 2022	<b>N120,000</b>	3 DAYS
32	EFFECTIVE INVENTORY AND STORE MANAGEMENT WORKSHOP	14th – 15th Dec, 2022	<b>N98,500</b>	2 DAYS



**ONLINE / VIRTUAL COURSES**

All the Courses are also available as Customized In-house training

S/N	ONLINE COURSES	MONTHS	FEES	DURATION
1	<b>Time Management and Personal Effectiveness</b>	Jun 2 - 3 <sup>rd</sup> Oct 4 - 5 <sup>th</sup>	<b>N60,000</b>	2 DAYS
2	<b>Advanced Selling Skills</b>	Aug 3 - 4 <sup>th</sup> Nov 2 - 3 <sup>rd</sup>	<b>N60,000</b>	2 DAYS
3	<b>Leadership Skills for Supervisors</b>	Jun 8 - 9 <sup>th</sup> Oct 12 - 13 <sup>th</sup>	<b>N60,000</b>	2 DAYS
4	<b>Managing Employees for Strategic Advantage</b>	Jul 6 - 7 <sup>th</sup> Sept 7 - 8 <sup>th</sup>	<b>N60,000</b>	2 DAYS
5	<b>Productivity Improvement and Personal effectiveness</b>	Aug 10 - 11 <sup>th</sup>	<b>N60,000</b>	2 DAYS
6	<b>Developing Leadership Excellence: Result Based Leadership</b>	June 15 - 16 <sup>th</sup> Oct 19 - 20 <sup>th</sup>	<b>N60,000</b>	2 DAYS
7	<b>Strategic Customer Servicing and Account Management</b>	June 22 - 23 <sup>rd</sup>	<b>N60,000</b>	2 DAYS
8	<b>Effective Office Management and Administrative Skills</b>	Aug 24 - 25 <sup>th</sup>	<b>N60,000</b>	2 DAYS
9	<b>Performance Enhancement Skills (Graduate Development )</b>	Jul 13 - 14 <sup>th</sup> Sept 21 - 22 <sup>nd</sup>	<b>N60,000</b>	2 DAYS
10	<b>Management and Protection of Information</b>	July 27 - 28 <sup>th</sup> Sept 28 - 29 <sup>th</sup>	<b>N60,000</b>	2 DAYS
11	<b>Email Etiquette</b>	Oct 28 - 29 <sup>th</sup>	<b>N60,000</b>	2 DAYS

All the Courses are also available as Customized In-house training

**Time: 9:00 - 4:00pm**

**Days: Mondays - Fridays**



Please let us know the courses you would like your employees to attend.

**For further information on these courses and for in-house training arrangements, please call MRS. KEMI OJO ,  
08162044853, 08069671010**

**E-mail: [info@edgewoodconsulting.com](mailto:info@edgewoodconsulting.com) Website: <http://www.edgewoodconsulting.com.ng>**

## CUSTOMIZED LEARNING AND DEVELOPMENT PROGRAMMES FOR 2022

- Building and Leading Productive Teams
- Creative thinking and innovation workshop
- Critical Skills for Exceptional Performance in the Workplace
- Critical Success Skills for Middle Level Managers
- Critical Success Skills for New Managers
- Critical Success Skills for Supervisors and Team Leads
- Critical Workplace Skills for Fresh Graduate Trainees
- Culture Change in workplace: Driving and Embedding Corporate Values for Organizational Performance
- Driving and Embedding Corporate Values for Organizational Performance
- Effective Coaching and Counselling Skills
- Effective Coaching Skills for Top Performance
- Effective Office Management and Administration
- Effective Problem Solving and Decision Making Workshop
- Effective Succession Planning and Career Development
- Emotional Intelligence - Think Like a Leader
- Finance for Non Finance Professionals
- Fundamentals of Selling
- Getting the best from your Team
- Graduate Development Programme
- High Performance Leadership Course
- Implementing Strategy Through People
- Leading and Managing Change for Business Success
- Leading for Excellence
- Management Skills for New Managers and Supervisors
- Managing Conflict in the workplace
- Managing Key Accounts
- Managing Multiple Tasks, Priorities & Deadlines
- Managing People for Superior Performance
- Measuring, Monitoring and Improving Customer Experience
- Microsoft Office Suites – Basic and Intermediate.
- Performance Management Workshop
- Personal Effectiveness and Productivity Improvement Skills
- Personal Finance Management
- Practical Team Building Sessions for Organizational Synergy
- Practical Team Building Sessions Operatives Synergy
- Problem-Solving and Critical Thinking Skills
- Professional Project Management Skills
- Public Speaking and Presentation Skills
- Sales and Business Development Skills
- Supervisory Excellence Skills
- Supervisory management Skills for Factory Floor Operatives
- Talent Reviews, Succession Planning and Talent retention strategies
- Turning Strategy into Business Results through People
- Work Ethics and Productivity Improvement Skills for Factory Floor Operatives
- Advanced Microsoft Excel Skills
- Pre-retirement Course



SOME OF OUR CLIENTS:



**The Lagos Chamber of  
Commerce and Industry**

...Giving your Business a Voice



Oriental Foods



NIGERIA DISTILLERIES LIMITED



Amini International Petroleum  
Development Company Limited





## OUR KEY DIFFERENTIATORS

At Edgewood Consulting, we visualize, plan and create solutions before we deploy them for you.

Edgewood Consulting provides personalized services to its clients and maintains confidentiality on need basis.

We follow up with our clients after the implementation of an intervention

Edgewood consulting is adept in formulating and aligning organization's people, strategy and operations with a focus on value maximization.

## Contact Us

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