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TRAINING PROGRAM 2018

FEES PER PARTICIPANT & IN NAIRA

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
LEADERSHIP & EXECUTIVE MANAGEMENT														
Developing Leadership Competencies	2		✓	✓			✓			✓		✓		100,000
Building and Developing Productive Executives	2		✓		✓			✓			✓			100,000
Critical Thinking Skills: Tools for Problem Solving and Decision Making	2	✓		✓		✓			✓			✓		100,000
Emotional Intelligence for Managers and Team Leads	2		✓		✓			✓			✓		✓	100,000
Executive Coaching	2		✓	✓			✓			✓		✓		100,000
Stakeholder Engagement	2	✓		✓		✓			✓			✓		100,000
Corporate Leadership	2		✓	✓			✓			✓		✓		100,000
Executive Development	2		✓		✓			✓			✓			100,000
Corporate Affairs	2		✓	✓			✓			✓		✓		100,000
International & Global Marketing	2	✓		✓		✓			✓			✓		100,000
Change Management	2		✓	✓			✓			✓		✓		100,000
Board dynamics	2		✓		✓			✓			✓		✓	100,000
Understanding the director's role	2	✓		✓		✓			✓			✓		100,000
Corporate ethics: Ethics and social responsibility for directors	2		✓	✓			✓			✓		✓		100,000
Communicating with stakeholders	2		✓		✓			✓			✓			100,000
Business Optimization	2		✓	✓			✓			✓		✓		100,000
Corporate Governance	2		✓		✓			✓			✓			100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
CORPORATE STRATEGY														
Business Process Mapping and Improvement	2		✓			✓				✓		✓		100,000
Strategic Management	2	✓		✓			✓				✓			100,000
Building and Sustaining Strategy for Competitive Advantage	2		✓		✓			✓				✓		100,000
Corporate Performance Management (CPM)	2		✓	✓			✓			✓			✓	100,000
Strategic Thinking & Goal-Setting	2		✓			✓					✓			100,000
Business Plan Development in Small and Medium Business	2	✓		✓			✓				✓			100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
GENERAL MANAGEMENT														
Supply Chain Management: Initial	2	✓		✓			✓				✓			100,000
Supply Chain Management: Advanced	2		✓			✓			✓			✓		100,000
Quantitative Methods in Business	2			✓						✓			✓	100,000

Research Methods in Business	2	✓			✓			✓			✓			100,000
Conflict Resolution & Crisis Management	2			✓				✓				✓		100,000
WorkPlace & Goal Setting	2		✓		✓			✓			✓			100,000
Time Management	2	✓			✓			✓			✓			100,000
Effective Business Writing Skills	2		✓			✓			✓			✓		100,000
Personal Effectiveness & Mastery	2	✓			✓			✓			✓			100,000
Effective Administration for P. A's and Secretaries	2		✓			✓			✓			✓		100,000
Creative Facilitation Techniques	2	✓			✓					✓				100,000
Effective Presentation Skills	2	✓			✓			✓			✓			100,000
Problem Solving & Decision Making	2		✓				✓			✓				100,000
Emotional Intelligence	2		✓			✓			✓			✓		100,000
QUALITY PROPOSAL & REPORT WRITING AND CRUCIAL COMMUNICATIONS	2			✓			✓				✓			100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
OPERATIONS MANAGEMENT														
Strategic Supply Chain Management	2			✓			✓		✓			✓		100,000
<i>PROJECT Management Basics (refer to Project Management Section)</i>	-													
PERFORMANCE Management	2	✓			✓				✓			✓		100,000
Advanced Supervisory Skills	2		✓			✓		✓		✓			✓	100,000
Waste Management Techniques	2		✓				✓				✓			100,000
Front Desk Management	2			✓				✓				✓		100,000
Administrative Functions & Office Management	2		✓			✓				✓				100,000
Advanced Office Management & Administrative Skills	2			✓			✓				✓			100,000
Cost Control	2		✓			✓				✓			✓	100,000
Strategic Procurement Management	2			✓				✓			✓			100,000
New Approach To Documents Control & Records Management	2	✓			✓		✓			✓				100,000
CONTRACT & PROCUREMENT MANAGEMENT & PROCEDURES	2		✓			✓					✓			100,000
INVENTORY MANAGEMENT & STOCK CONTROL	2		✓			✓			✓			✓		100,000
WAREHOUSE OPERATIONS PLANNING & MANAGEMENT	2		✓				✓				✓			100,000
PROFITABLE BRANCH MANAGEMENT	2			✓				✓				✓		100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
RISK MANAGEMENT & BUSINESS ANALYSIS														
ENTERPRISE RISK MANAGEMENT	2		✓			✓			✓			✓		100,000
FUNDAMENTALS OF BUSINESS ANALYSIS	2		✓		✓			✓			✓			100,000
Developing Enterprise Wide Incident Management	2		✓		✓				✓			✓		100,000
Enhancing Business Value through a Risk Based Approach to Internal Audit	2		✓			✓				✓				100,000
Risks: Prevention, Detection and Response	2	✓		✓			✓				✓			100,000
Healthcare Risk Management	2		✓			✓			✓			✓		100,000
BID AND TENDER MANAGEMENT	2		✓		✓			✓			✓			100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
HUMAN RESOURCE MANAGEMENT & DEVELOPMENT														
HR Policy Development and Auditing	2		✓			✓			✓			✓		100,000
Performance Management: A Practical Approach	2		✓		✓			✓			✓			100,000
Career Planning and Talent Management	2			✓			✓			✓			✓	100,000
Business Etiquette: Mastering Manners & Behaviors at Work	2	✓		✓		✓			✓			✓		100,000
Team building	2		✓			✓			✓		✓			100,000
How can I motivate my employees	2		✓		✓			✓		✓		✓		100,000

How can we stop Demotivation	2			✓		✓			✓		✓		100,000
Human Resource Management: New Models	2	✓		✓		✓			✓		✓		100,000
Human Resource Management: Employee Compensation Issues	2		✓			✓			✓		✓		100,000
Policy & Procedure Implementation	2		✓		✓			✓		✓		✓	100,000
Designing & implementing institutional development strategies in coordination with conformity assessment policies	2			✓				✓			✓		100,000
Training & Development Techniques	2		✓			✓				✓		✓	100,000
Assertiveness & Self Confidence	2			✓			✓				✓		100,000
Continuous Improvement on Personal & Corporate Level	2		✓		✓			✓		✓		✓	100,000
Human Resources Performance Metrics	2												100,000
Strategic Human Resources Management	2	✓			✓			✓			✓		100,000
Effective Management of Time, Priority and Work Pressure	2		✓			✓			✓			✓	100,000
Develop a training strategy	2		✓		✓				✓		✓		100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
SALES & MARKETING														
Introduction to Marketing	2	✓	✓	✓		✓			✓			✓		100,000
Marketing Research & Consumer Behavior	2		✓			✓				✓				100,000
Marketing Strategy	2			✓			✓					✓		100,000
Marketing Analysis	2	✓			✓				✓		✓			100,000
The Strategy of Content Marketing	2		✓			✓				✓		✓		100,000
Branding & Product Management	2		✓		✓			✓			✓			100,000
Marketing Plan & Pricing Strategies	2		✓			✓			✓					100,000
Integrated Marketing Communications: Advertizing, Public Relations, Digital Marketing,..	2			✓				✓			✓			100,000
Positioning: What you need for a successful Marketing Strategy	2		✓				✓					✓		100,000
Planning and Executing Sales and Marketing Strategies	2			✓				✓			✓			100,000
Strategic Account Management	2		✓			✓				✓				100,000
Executive Negotiation & Bargaining for Advantage	2		✓		✓			✓				✓		100,000
Delivering Superior Customer Service & Customer Satisfaction	2			✓			✓				✓			100,000
Customer Relationship Management CRM	2		✓			✓				✓				100,000
Social Media: From Engagement to Business Value & Profit	2	✓		✓			✓				✓			100,000
Sales & Marketing: The Six Sigma Way	2		✓			✓			✓			✓		100,000
Marketing and Business Development for SMEs'	2		✓		✓			✓			✓			100,000
Customer Care Essentials	2		✓		✓				✓					100,000
Customer Experience Management	2		✓			✓					✓			100,000
AGGRESSIVE MARKET PENETRATION	2		✓				✓			✓				100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
HEALTH CARE ADMINISTRATION														
JCI ACCREDITATION PROCESS FOR HEALTH CARE ORAGIZATIONS I	2		✓				✓				✓			150,000
JCI ACCREDITATION PROCESS FOR HEALTH CARE ORAGIZATIONS II	2			✓				✓				✓		150,000
ISO 13485 MEDICAL DEVICES MANAGEMENT SYSTEMS	2		✓		✓				✓		✓			150,000
HEALTH CARE MANAGEMENT & STRATEGY	2			✓				✓				✓		150,000
MEDICAL INFORMATION & DECISION MANAGEMENT	2	✓			✓					✓				150,000
HEALTH CARE FINANCIAL MANAGEMENT	2			✓			✓				✓			150,000
COMMUNITY & PUBLIC HEALTH	2	✓				✓							✓	150,000
HEALTH ECONOMICS & QUANTITATIVE METHODS	2		✓					✓						150,000
QUALITY & PERFORMANCE IMPROVEMENT	2			✓							✓			150,000
SYSTEMS THINKING & HEALTH LEADERSHIP	2	✓							✓					150,000
BUILDING A MULTIDISCIPLINARY APPROACH TO HEALTH	2				✓					✓				150,000

COMMUNICATIONS, MARKETING & PUBLIC RELATIONS FOR HEALTH CARE ADMIN LEADERS	2		✓				✓					✓		150,000
GLOBAL HEALTH & ISSUES IN DISEASE PREVENTION	2			✓						✓				150,000
PROJECT & RESOURCE MANAGEMENT IN INTEGRATED SYSTEMS	2				✓				✓					150,000
ADVANCED APPLICATION OF PRACTICE-BASED RESEARCH IN HEALTH	2	✓				✓					✓			150,000
HEALTHCARE QUALITY MANAGEMENT	2		✓					✓					✓	150,000
DATA-DRIVEN DECISION MAKING	2			✓			✓				✓			150,000
MICRO-ECONOMICS IN PUBLIC HEALTH	2		✓			✓			✓					150,000
INTRODUCTION TO US HEALTHCARE SYSTEM	2			✓							✓			150,000
CURRENT TOPICS IN PUBLIC HEALTH	2		✓				✓						✓	150,000
MANAGED CARE & HEALTH INSURANCE	2				✓				✓					150,000
STRATEGIC PLANNING IN INITIATING HEALTH CARE ORGANIZATION	2			✓							✓			150,000
ORGANIZATIONAL LEADERSHIP IN PUBLIC HEALTH	2		✓				✓						✓	150,000
HUMAN RESOURCES IN HEALTH ORGANIZATIONS	2			✓						✓				150,000
HEALTHCARE QUALITY & PATIENT SAFETY: MANAGEMENT PERSPECTIVE	2				✓						✓			150,000
INTRODUCTION TO HEALTH POLICY	2			✓									✓	150,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
CONSTRUCTION														
Construction Management Foundations	2		✓			✓				✓		✓		100,000
AutoCAD Civil 3D Essential Training	4	✓			✓				✓					170,000
Construction Management: Reading Drawings & Specifications	3	✓		✓			✓				✓			140,000
Construction Management: Safety & Health	2		✓			✓				✓				100,000
Construction Management: Project Delivery Methods	3		✓			✓			✓					140,000
Construction Project Management	4		✓				✓				✓		✓	170,000
Site Managers Safety Training Scheme	3		✓					✓				✓		140,000
Supervisor & Management at construction sites	3		✓			✓			✓			✓		140,000
Contractor Safety Management	2		✓		✓			✓				✓		100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
PHARMACEUTICALS														
Lean to Pharmaceutical Manufacturing	2		✓			✓				✓			✓	100,000
Charting Process Behavior (SPC)	2		✓		✓			✓			✓			100,000
Continual Improvement Assessment (CIA)	2		✓			✓			✓			✓		100,000
Lean Kaizen: A Simplified Approach to Process Improvements	2		✓		✓			✓			✓			100,000
Process Capability Analysis	2			✓			✓			✓				100,000
Risk Management for Medical Device	2		✓			✓					✓			100,000
Process Auditing Techniques	2		✓				✓					✓		100,000
ISO 13485:2016 The Path Forward	2		✓		✓			✓			✓			100,000
Auditor Training for ISO 13485	2		✓				✓					✓		100,000
Lead Auditor Training for ISO 13485	3		✓			✓				✓				140,000
Customer-Supplier Partnerships	2			✓				✓				✓		100,000
Design for Six Sigma (DFSS)	2		✓			✓				✓				100,000
Introduction to Quality Engineering	2			✓				✓				✓		100,000
Lean Enterprise	2		✓			✓			✓			✓		100,000
Lean Kaizen: A Simplified Approach to Process Improvements	2		✓		✓					✓				100,000
Good Manufacturing Practice Training	3			✓				✓				✓		140,000
Good Pharmacovigilance Practice Training	2		✓				✓				✓			100,000
Good Distribution Practice Training	2			✓				✓				✓		100,000
Good Clinical Practice Training	2		✓			✓				✓				100,000

International Good Clinical Practice Training	2			✓			✓				✓			100,000
Process-Based Auditing	2		✓				✓				✓		✓	100,000
Systematic Problem Solving for Sustained Improvements with Quality Tools	2			✓			✓				✓			100,000
Measuring Process And Organizational Performance	2		✓				✓				✓			100,000
Certified Supplier Quality Professional Certification	5			✓					✓				✓	200,000
Pharmaceutical and Medical Device Innovations	2		✓				✓			✓			✓	100,000
Pharmaceutical Supply Management for Developing Countries	2			✓			✓					✓		100,000
Warehousing and distribution logistics	3		✓		✓				✓				✓	140,000
How to forecast/quantify medicines and health products	2			✓			✓			✓				100,000
The Global Pharmaceutical Market Size	2		✓					✓				✓		100,000
Manufacturers versus Wholesalers in the Pharmaceutical Industry	2			✓						✓		✓		100,000
Inventory Control in the Pharmaceutical Industry	2		✓		✓				✓		✓			100,000
Pharmaceutical Supply Management	3			✓				✓				✓		140,000
Importance of proper product specification	2				✓				✓				✓	100,000
Auditing and Qualifying Suppliers and Vendors	2		✓				✓				✓			100,000
Best Practices for an Effective Cleaning Validation Program	2			✓					✓				✓	100,000
Effective Internal and External Quality Assurance Auditing for FDA Regulated Industries	2		✓				✓				✓			100,000
GCP Audits - Best Practices for Ensuring Compliance & Detecting Fraud and Misconduct in Clinical Trials	2			✓					✓				✓	100,000
Pharmaceutical Production Batch Record Review Training	2		✓					✓				✓		100,000
Pharmaceutical Root Cause Analysis of Failures & Deviations - Developing an Effective CAPA Strategy	2			✓					✓			✓		100,000
Pharmaceutical Product shelf life	2		✓				✓				✓			100,000
Pharmaceutical Quality assurance and quality control	2			✓						✓			✓	100,000
Norms, standards and guidance for pharmaceuticals: INITIAL	2		✓				✓			✓		✓		100,000
Norms, standards and guidance for pharmaceuticals: SENIOR	2		✓		✓				✓				✓	100,000
FDA Drugs Guidance	2		✓				✓				✓			100,000
Approaches to drug GMP Inspection: FDA	2			✓				✓				✓		100,000
Quality Metrics for Drug Manufacturing	2		✓		✓					✓		✓		100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
PROJECT MANAGEMENT														
PROJECT MANAGEMENT I	3		✓		✓	✓			✓		✓	✓		140,000
PROJECT MANAGEMENT II	3			✓		✓		✓			✓			140,000
MS PROJECT: Initial Level	2		✓	✓		✓	✓		✓		✓	✓		100,000
MS PROJECT: Intermediate Level	2		✓	✓		✓	✓		✓		✓	✓		100,000
MS PROJECT: Professional Level	2		✓	✓		✓	✓		✓		✓	✓		100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
WTO: WORLD TRADE ORGANIZATION														
Introduction to WTO	1		✓			✓			✓		✓			60,000
WTO: General Agreement on Trade in Services (GATS)	2		✓		✓			✓			✓			100,000
WTO Agreement on Sanitary and Phytosanitary Measures (SPS)	2			✓			✓			✓				100,000
WTO: SPS Handbook: How to apply the transparency provisions of the SPS Agreement	2		✓		✓			✓			✓	✓		100,000
WTO dispute settlement system	2		✓			✓			✓					100,000
Accession to the WTO	2		✓		✓			✓			✓	✓		100,000
Agriculture in the WTO	2		✓		✓			✓			✓			100,000
Copyright in the WTO	2		✓			✓			✓					100,000
WTO: Market Access for goods & Non-Agricultural Market Access, NAMA Negotiations	2		✓		✓			✓			✓			100,000
Patents in the WTO	2		✓			✓			✓		✓			100,000
Regional Trade Agreements & the WTO	2		✓		✓			✓			✓	✓		100,000

WTO: Technical Barriers to Trade (TBT)	2		✓			✓			✓						100,000
WTO: The Multilateral Trade Agreement	2			✓				✓			✓				100,000
Trade in Services in the WTO	2			✓				✓			✓				100,000
WTO: TOURISM-LED POVERTY REDUCTION PROGRAMME	2		✓		✓				✓			✓	✓		100,000
WTO: Trade Policy Review requirement	2			✓				✓			✓				100,000
WTO Agreement Series	2		✓					✓			✓				100,000
Export Competitiveness & WTO Implications	2		✓		✓				✓			✓	✓		100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
SIX SIGMA														
Six Sigma Yellow Belt (CSSYB)	4			✓		✓		✓		✓	✓			350,000
Six Sigma Green Belt (CSSGB)	4			✓		✓		✓		✓	✓			400,000
Six Sigma Black Belt (CSSBB)	5			✓		✓		✓		✓	✓			500,000
Six Sigma Champions Belt (CSSCB)	5			✓		✓		✓		✓	✓			600,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
QUALITY - ISO - INTERNATIONAL STANDARDIZATION														
ISO 9001:2015 Quality Management System: Foundation / Initial Level	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,000
ISO 9001:2015 Quality Management System: Internal Audit	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,000
ISO 9001:2015 Quality Management System: Lead Auditor	4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	170,000
ISO 14001 EMS Environmental Management System: Foundation / Initial Level	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,000
ISO 14001 EMS Environmental Management System: Internal Audit	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,000
ISO 14001 EMS Environmental Management System: Lead Auditor	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	140,000
ISO 18001 OHSAS Occupational Health and Safety: Foundation / Initial Level	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,000
ISO 18001 OHSAS Occupational Health and Safety: Lead Auditor	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	140,000
ISO 45001:2017 OHSAS Occupational Health and Safety: Foundation / Initial Level	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,000
ISO 45001:2017 OHSAS Occupational Health and Safety: Lead Auditor	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	140,000
ISO 22000 HACCAP Food Safety Management System: Foundation / Initial Level	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,000
ISO 22000 HACCAP Food Safety Management System: Auditor	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,000
ISO 22000 HACCAP Food Safety Management System: Lead Auditor	4	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	170,000
ISO 27001 ISMS Information Security Management System: Foundation / Initial Level	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,000
ISO 20000 Continuity, Resilience, and Service Management System: Foundation / Initial Level	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	100,000
ISO 31000 Risk Management: Foundation / Initial Level	2	✓		✓			✓				✓			100,000
ISO 26000 Social Responsibility: Foundation / Initial Level	2		✓			✓			✓			✓		100,000
ISO 10002 Customer Satisfaction, Customer Complaints Handling	2		✓		✓		✓		✓		✓	✓		100,000
ISO 50001 ENERGY MANAGEMENT SYSTEMS / Initial Level	2			✓				✓			✓			100,000
ISO 50001 ENERGY MANAGEMENT SYSTEMS: Lead Auditor	4				✓				✓			✓		170,000
ISO 13485 MEDICAL DEVICES MANAGEMENT SYSTEMS	2		✓				✓			✓				100,000
ISO 28000 SUPPLY CHAIN SECURITY MANAGEMENT SYSTEMS	2			✓				✓			✓			100,000
ISO 55001 ASSET MANAGEMENT SYSTEMS	2			✓		✓		✓			✓			100,000
ISO 18788 MANAGEMENT SYSTEMS CERTIFICATION SCHEME	2		✓				✓			✓				100,000
ISO 37001 ANTI-BRIBERY MANAGEMENT SYSTEMS	2			✓				✓				✓		100,000
ISO 39001 ROAD TRAFFIC SAFETY MANAGEMENT SYSTEMS	2				✓				✓		✓			100,000
ISO 20121 EVENT SUSTAINABILITY MANAGEMENT SYSTEMS	2		✓		✓		✓			✓		✓		100,000
ISO 30301 RECORDS MANAGEMENT SYSTEMS	2		✓			✓					✓			100,000
ISO 22301 BUSINESS CONTINUITY MANAGEMENT SYSTEMS	2		✓		✓			✓				✓		100,000
ISO 21500 Lead Project Manager	4			✓			✓			✓				170,000
ISO/IEC 17025:2017 BASIC	2		✓		✓			✓			✓			100,000
ISO/IEC 17025:2017 ADVANCE	3			✓		✓			✓			✓		140,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
HOTEL MANAGEMENT														
Rooms Division Management Specialization	2		✓		✓		✓		✓		✓	✓		100,000
Functions of Housekeeping Department	2		✓			✓				✓			✓	100,000
Assess the importance of Hotel Security	2			✓				✓				✓		100,000
Front office operations and its organizational structure	2			✓			✓			✓				100,000
Food & Beverage Managerial Skills	3		✓		✓				✓				✓	140,000
Food & Beverage Cost Control Techniques	2			✓			✓				✓			100,000
Suppliers Evaluation Methods	2		✓			✓			✓			✓		100,000
Kitchen Cleanliness and Pre-requisite Programs	2			✓			✓			✓		✓		100,000
Menu Establishments	2		✓			✓		✓			✓			100,000
Serving Techniques	2			✓			✓			✓			✓	100,000
Stores Management	2		✓		✓			✓			✓			100,000
Procurement Tips & Techniques	2			✓			✓			✓		✓		100,000
Food Safety Supervisor Role	2			✓		✓		✓	✓		✓			100,000
Food Handler Methods	2		✓		✓				✓			✓		100,000
Security & Valet	2		✓	✓		✓			✓		✓			100,000
Communication Methods and Reporting Relationship	2		✓		✓		✓			✓		✓		100,000
FRONT OFFICE & CUSTOMER RELATIONS	2			✓				✓			✓			100,000

CATEGORIES / COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	FEES
OIL & GAS														
Cost Reduction & Optimization	2		✓		✓			✓		✓		✓		100,000
Introduction to The Refinery Asset Lifecycle	2		✓	✓		✓		✓		✓	✓		✓	100,000
Up-streaming Petro Skills	2			✓		✓	✓		✓		✓	✓		100,000
Down-Streaming Petro Skills	2		✓		✓		✓		✓		✓	✓		100,000



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EMPOWERING YOUR BUSINESS ALL YEAR LONG

