



## 2023 LEARNING BROCHURE - LEARNWAY AFRICA

S/N	COURSES	DURATION	FEES							
			NGN	USD	JAN	FEB	MARCH	APRIL	MAY	JUN
1	Accelerated Business Growth Training	5 days	150,000.00	500.00	9-13	13-17	20-24	17-21	15-19	5-9
2	Account Payable, Account Receivable and Debt recovery management course.	5 days	160,000.00	600.00	16-20	20-24	13-17	3-7	8-12	19-23
3	Achieving Result through People: People and Relationship Management Skill for Managers	10 days	250,000.00	800.00	9-20	13-24	20-31	27/03-7/4	15-26	29/5-9/6
4	Administrative Functions & Office Management	5 days	150,000.00	500.00	23-27	6-10	6-10	24-28	8-12	5-9
5	Advanced Budget Presentation, Administration & Management Techniques	10 days	280,000.00	800.00	9-20	6-17	13-24	27/03-7/4	22/5-2/6	29/5-9/6
6	Advanced Business Writing Skills for Senior Executives	10 days	250,000.00	800.00	16-27	13-24	6-17	27/03-7/4	8-19	29/5-9/6
7	Advanced Office Management and Administrative Skills for Managers/Supervisors	10 days	250,000.00	800.00	16-27	13-24	6-17	27/03-7/4	8-19	29/5-9/6

8	<b>Advanced office management and administrative Skills for senior executive assistants</b>	10 days	250,000.00	800.00	16-27	13-24	6-17	27/03-7/4	8-19	29/5-9/6
9	<b>Advanced Office Management Skills for Managers/Supervisors</b>	5 days	150,000.00	500.00	23-27	6-10	6-10	17-21	8-12	5-9
10	<b>Advanced Secretarial Skills for Executive Assistants</b>	10 days	250,000.00	800.00	16-27	13-24	6-17	27/03-7/4	8-19	29/5-9/6
11	<b>Advanced Service Etiquette and Safety Tips for Drivers</b>	5 days	150,000.00	500.00	9-13	13-17	27-31	17-21	15-19	19-23
12	<b>Advanced Skill Development For Front Desk Officers</b>	5 days	150,000.00	500.00	23-27	13-17	6-10	17-21	22-26	5-9
13	<b>Advanced Team Development and Management for Senior Executives</b>	10 days	280,000.00	800.00	9-20	13-24	20-31	27/03-7/4	15-26	29/5-9/6
14	<b>Advanced Telephone Handling and Front Desk Management for Senior Executives</b>	10 days	280,000.00	800.00	23-27	6-10	6-10	17-21	8-12	5-9
15	<b>Advanced Wealth Management for Investment Marketers</b>	10 days	300,000.00	800.00	9-20	6-17	13-24	27/03-7/4	22/5-2/6	29/5-9/6
16	<b>Ageing and Driving: Self and Safety Management</b>	5 days	150,000.00	500.00	9-13	13-17	27-31	17-21	15-19	19-23
17	<b>ATTITUDE!: Resolving Difficult Situations in the Workplace</b>	5 days	150,000.00	500.00	23-27	6-10	6-10	24-28	8-12	5-9

18	Basic Bookkeeping Accounting Course	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
19	Basic Front Desk and Customer Service Skills	5 days	150,000.00	500.00	9-13	6-10	20-24	3-7	15-19	19-23
20	Best Practice in Pension Administration	5 days	160,000.00	600.00	23-27	13-17	20-24	17-21	22-26	5-9
21	Beyond Customer Service Excellence	5 days	160,000.00	600.00	9-13	6-10	20-24	3-7	15-19	19-23
22	Budget Presentation, Administration & Management Techniques	5 days	160,000.00	600.00	16-20	13-17	20-24	17-21	8-12	5-9
23	Business Data Analytics and Reporting: Intermediate Excel Skill for Managers	10 days	350,000.00	900.00	9-20	6-17	13-24	27/03-7/4	22/5-2/6	29/5-9/6
24	Business Data Analytics with Excel	5 days	180,000.00	700.00	16-20	13-17	20-24	17-21	8-12	5-9
25	Business Etiquette and Excellent Service Delivery	5 days	160,000.00	600.00	9-13	6-10	20-24	3-7	15-19	19-23
26	Business Leadership Skills Development	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	27/03-7/4	8-12	5-9
27	Business Writing Skills for Secretaries, Personal & Executive assistants	5 days	160,000.00	600.00	9-20	13-24	20-31	27/03-7/4	15-26	29/5-9/6

28	<b>Business, Social Media and Growth</b>	5 days	180,000.00	700.00	9-20	13-24	20-31	27/03-7/4	15-26	29/5-9/6
29	<b>Coaching &amp; Mentoring Framework for People Managers</b>	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
30	<b>Communication Skills for Supervisors</b>	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
31	<b>Cooperative Society Management for success</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	12-16
32	<b>Corporate Governance in the Boardroom: A Practical Approach</b>	5 days	160,000.00	600.00	9-20	13-24	20-31	27/03-7/4	15-26	29/5-9/6
33	<b>Corporate Team Building &amp; Leadership Skills</b>	5 days	160,000.00	600.00	9-13	13-17	27-31	17-21	15-19	19-23
34	<b>Crisis Management Techniques for Managers</b>	5 days	150,000.00	500.00	9-20	13-24	20-31	27/03-7/4	15-26	29/5-9/6
35	<b>Customer Relationship Management That Works</b>	5 days	150,000.00	500.00	9-13	13-17	20-24	17-21	15-19	5-9
36	<b>Customer Service, Hygiene and Safety for Office Cleaning Employees</b>	5 days	150,000.00	500.00	9-13	6-10	20-24	3-7	15-19	19-23
37	<b>Defensive Driving &amp; Safety Consciousness for Drivers and Dispatch Riders</b>	5 days	150,000.00	500.00	9-13	13-17	27-31	17-21	15-19	19-23

38	Diversity and Inclusion: A Step-by-Step Guide for Employees	5 days	150,000.00	500.00	9-13	13-17	27-31	17-21	15-19	19-23
39	Driving behavior and personality development	5 days	150,000.00	500.00	9-13	13-17	27-31	17-21	15-19	19-23
40	Effective Leadership and Communication Skills for Senior Executives	5 days	180,000.00	700.00	9-13	13-17	27-31	17-21	15-19	19-23
41	Effective Payroll Management and Accounts Administration: Control and Reconciliation Techniques	5 days	180,000.00	700.00	23-27	6-10	13-17	10-14	1-5	19-23
42	Effective People and Business Relationship Management Skills for Managers	10 days	250,000.00	800.00	23-27	6-10	13-17	10-14	1-5	19-23
43	Effective People and Relationship Management Skills	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
44	Emergency Action Plan for Managers: Crisis Under Control	5 days	160,000.00	600.00	23-27	6-10	13-17	10-14	1-5	19-23
45	Emotional Intelligence & Anger Management in the Workplace	10 days	280,000.00	800.00	16-20	30/01 - 03/02	6-10	27/03-7/4	8-12	5-9
46	Emotional Intelligence for Call Centre Representatives	5 days	150,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
47	Employee Appraisal & Performance Management	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	17-21	1-5	5-9

48	Employee Appraisal & Performance Management	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	17-21	1-5	5-9
49	Entrepreneurship Skill Development for Business Executives	5 days	180,000.00	700.00	23-27	6-10	13-17	10-14	1-5	19-23
50	Enterprise Risk Management	5 days	180,000.00	700.00	23-27	6-10	13-17	10-14	1-5	19-23
51	Entrepreneurship: Be Your Own Boss	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	3-7	1-5	5-9
52	Equipment Maintenance & Facilities Management	5 days	160,000.00	600.00	16-20	20-24	13-17	17-21	1-5	26-30
53	Essentials of Recordkeeping in Human Resource Management	5 days	150,000.00	500.00	16-20	13-17	20-24	17-21	8-12	5-9
54	Excellent Service Delivery And Safety Consciousness For Drivers And Dispatch Riders	5 days	150,000.00	500.00	9-13	13-17	27-31	17-21	15-19	19-23
55	Financial Reporting & Analysis Skills Course	5 days	180,000.00	700.00	23-27	6-10	13-17	10-14	1-5	19-23
56	Fleet Management Course for Drivers	5 days	150,000.00	500.00	9-13	13-17	27-31	17-21	15-19	19-23
57	Foundation Excel For Beginners	5 days	150,000.00	500.00	23-27	6-10	27-31	17-21	8-12	29/05 - 02/06

58	Fraud Detection And Investigation For Internal Auditors	5 days	180,000.00	700.00	23-27	6-10	13-17	10-14	1-5	19-23
59	Front Desk & Cubicle Management Techniques	5 days	150,000.00	500.00	9-13	6-10	27/02 - 03/03	27/03-7/4	15-19	19-23
60	Fundamentals of Relationship Management: The Boss and the PA	5 days	150,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
61	Growth and Sustainability: Strategies for Top Leaders, Professionals & Entrepreneurs	5 days	160,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
62	Hospitality Etiquette and Customer Service Excellence	5 days	150,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
63	Human Resource Business Partner (HRBP) Training	5 days	160,000.00	600.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
64	Human Resource Metrics and Analytics: The Strategic Business Partner Course	5 days	160,000.00	600.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
65	Human Resource Metrics, Analytics and Insight: The Strategic Business Partner Course	10 days	300,000.00	1,000.00	9-20	6-17	13-24	27/03-7/4	22/5-2/6	29/5-9/6
66	Industrial Relations Practice In Nigeria	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
67	Insurance Marketing	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	12-16

68	Internal Control and Audit for Result	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
69	Internal Control Principles and Practice	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
70	Internal Control, Compliance and Risk Management	5 days	180,000.00	700.00	23-27	6-10	13-17	10-14	1-5	19-23
71	Interpersonal Communication and Service Management Course	10 days	280,000.00	800.00	9-20	6-17	13-24	27/03-7/4	22/5-2/6	29/5-9/6
72	Interviewing, Selection & Recruitment Skills	5 days	160,000.00	600.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
73	Leadership and Communication Skills for Internal Auditors	5 days	150,000.00	500.00	23-27	6-10	13-17	27/03-7/4	1-5	19-23
74	Leadership, management and entrepreneurship course in the 21st century	5 days	160,000.00	600.00	23-27	13-17	20-24	17-21	22-26	5-9
75	Logistics and Supply Chain Management	5 days	160,000.00	600.00	9-13	13-17	27-31	17-21	15-19	19-23
76	Managing an Effective Internal Audit: A sure guide	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
77	Managing HR Processes, Culture & Change	5 days	160,000.00	600.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9



78	Managing Operational Risk in Organizations.	5 days	180,000.00	700.00	23-27	6-10	13-17	10-14	1-5	19-23
79	Managing Your Boss: "Accelerating Growth"	5 days	150,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
80	Manpower Succession & Retention Planning	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
81	Microsoft Excel for HR Professionals	5 days	150,000.00	500.00	23-27	6-10	27-31	17-21	8-12	29/05 - 02/06
82	Microsoft Excel Skills for Business Analysis and Reporting	5 days	160,000.00	500.00	23-27	6-10	27-31	17-21	8-12	29/05 - 02/06
83	Navigating Office Politics for Managers	5 days	160,000.00	500.00	16-20	30/01 - 03/02	6-10	17-21	8-12	5-9
84	Office Management Skills	5 days	150,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
85	Operational Safety for the Oil & Gas Industry	5 days	180,000.00	700.00	23-27	13-17	20-24	17-21	22-26	19-23
86	Personal Effectiveness & Team Work	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
87	Pension Administration and Retirement - Pla	5 days	160,000.00	600.00	23-27	13-17	20-24	17-21	22-26	5-9

88	Pension Fund Strategies, Governance, Regula	5	200,000.00	800.00	23-27	13-17	20-24	17-21	22-26	5-9
89	Planning and Forecasting: Analysis and Tools for Positioning your Agency for Global Relevance	5 days	180,000.00	700.00	23-27	13-17	20-24	17-21	22-26	19-23
90	Post Traumatic Counseling	5 days	160,000.00	600.00	23-27	13-17	20-24	17-21	22-26	5-9
91	Production and Operations Management	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	29/05 - 02/06
92	Professional Telephone Skills for the Help Desk	5 days	150,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
93	Project Management essentials	5 days	160,000.00	600.00	23-27	13-17	20-24	17-21	22-26	5-9
94	Project Management in ICT	5 days	180,000.00	700.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
95	Public – Private- Partnership (PPP) that works	5 days	160,000.00	600.00	23-27	13-17	20-24	17-21	22-26	12-16
96	Public Presentation Skills: "The winning Speech".	5 days	150,000.00	500.00	16-20	20-24	13-17	17-21	1-5	26-30
97	Public Presentation Skills: "The winning Speech".	5 days	150,000.00	500.00	23-27	13-17	20-24	24-28	8-12	29/05 - 02/06

98	<b>Purchasing and Procurement Management Course</b>	5 days	150,000.00	500.00	23-27	13-17	20-24	17-21	22-26	5-9
99	<b>Quality Assurance and Quality Control Essentials course</b>	5 days	150,000.00	500.00	23-27	6-10	13-17	10-14	1-5	19-23
100	<b>Real Estate Development and Finance for Executives</b>	5 days	160,000.00	550.00	16-20	20-24	13-17	17-21	1-5	26-30
101	<b>Record Keeping and File Management</b>	5 days	150,000.00	500.00	9-13	20-24	27/02 - 03/03	3-7	15-19	19-23
102	<b>Revenue Generation Strategies: Tools and Techniques</b>	5 days	160,000.00	600.00	9-13	13-17	20-24	17-21	15-19	5-9
103	<b>Sales and Marketing in ICT</b>	5 days	160,000.00	600.00	23-27	20-24	27-31	10-14	15-19	5-9
104	<b>Safety and security techniques for humanitarian / aid life work</b>	5 days	160,000.00	600.00	23-27	13-17	20-24	17-21	22-26	5-9
105	<b>Selling Essentials: Developing Clients for Life</b>	5 days	150,000.00	500.00	23-27	20-24	27-31	10-14	15-19	5-9
106	<b>Service Quality &amp; Customer Satisfaction: Tools &amp; Techniques</b>	5 days	150,000.00	500.00	9-13	6-10	27/02 - 03/03	3-7	15-19	19-23
107	<b>Strategic Communication and Media Presentation: Public Speaking Strategy that Works</b>	10 days	260,000.00	800.00	9-20	6-17	13-24	27/03-7/4	22/5-2/6	29/5-9/6

108	Strategic Negotiations and conflict resolutions For Public and Private Sector Executives	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	17-21	8-12	5-9
109	Strategic Planning & Operational Research In Public Agencies	5 days	180,000.00	700.00	23-27	13-17	20-24	17-21	22-26	5-9
110	Strategic Planning and Operational Research in the Public Sector	5 days	160,000.00	600.00	16-20	30/01 - 03/02	6-10	17-21	8-12	5-9
111	Strategic Retirement Workshop: Retire and Live Strong	5 days	180,000.00	700.00	23-27	13-17	20-24	17-21	22-26	5-9
112	Tax Management for Organizations	5 days	160,000.00	600.00	16-20	20-24	13-17	3-7	8-12	19-23
113	The Art of Common Sense and Critical Thinking In The Workplace	5 days	160,000.00	600.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
114	The HRM in the Boardroom: Navigating the Politics	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
115	Time & Task Management	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
116	Tomorrow's HR Department-Transform The HR Function	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
117	Top notch Accounting Skills Training for Accounting Officers	5 days	150,000.00	500.00	16-20	20-24	13-17	3-7	8-12	19-23

118	Training Methods & Presentation Skills	5 days	150,000.00	500.00	16-20	30/01 - 03/02	6-10	24-28	8-12	5-9
119	Virtual team building and management	5 days	150,000.00	500.00	9-13	30/01 - 03/02	6-10	24-28	1-5	5-9
120	Work Ethics and Safety Awareness for Drivers	5 days	150,000.00	500.00	16-20	13-17	20-24	3-7	22-26	29/05 - 02/06
121	Work Ethics, Hygiene And Safety In Food Handling	5 days	160,000.00	600.00	16-20	20-24	13-17	17-21	1-5	26-30

**Training Venue:** Lagos/Abuja/Nassarawa/Port Harcourt

**Account Details:** Learnway Africa: Keystone Bank: 1012467810

**For more details contact:** Director of Programs, Learnway Africa

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**Website:** [www.learnwayafrica.com.ng](http://www.learnwayafrica.com.ng)

Please note that course fee, date and venue can be adjusted to suit your need.





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