



2024 LEARNING BROCHURE - LEARNWAY AFRICA

| S/N | COURSES | DURATION | FEES | | JAN | FEB | MARCH | APRIL | MAY | JUN |
|-----|--|----------|------------|----------|-------|---------------|-------|-------|-------|-------|
| | | | NGN | USD | | | | | | |
| 1 | Accelerated Business Growth Training | 5 days | 170,000.00 | 600.00 | 8-12 | 5-9 | 4-8 | 22-26 | 6-10 | 10-14 |
| 2 | Accounts Receivables, Debt Recovery and Credit Policies Management | 5 days | 190,000.00 | 700.00 | 8-12 | 5-9 | 4-8 | 22-26 | 6-10 | 10-14 |
| 3 | Achieving Result through People: People and Business Relationship Management Skill | 10 days | 300,000.00 | 1,000.00 | 8-19 | 5-16 | 4-15 | 15-26 | 6-17 | 10-21 |
| 4 | Office Management & Administration: Delivering Best Practices | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 4-8 | 22-26 | 20-24 | 10-14 |
| 5 | IFRS Technicalities and Advanced Budget Presentation, Administration and Management | 10 days | 350,000.00 | 1,000.00 | 15-26 | 19/02 - 01/03 | 4-15 | 15-26 | 20-31 | 10-21 |

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|----|--|---------|------------|----------|-------|---------------|-------|-------|-------|-------|
| 6 | Advanced Technical Report Writing and Presentation Skills | 10 days | 380,000.00 | 1,000.00 | 15-26 | 19/02 - 01/03 | 4-15 | 15-26 | 20-31 | 10-21 |
| 7 | Advanced Administrative Skills and Office Management for Senior Executives | 10 days | 350,000.00 | 1,000.00 | 8-19 | 5-16 | 4-15 | 15-26 | 6-17 | 10-21 |
| 8 | Advanced Secretarial Skills for Executive Assistants | 10 days | 350,000.00 | 1,999.00 | 8-19 | 5-16 | 4-15 | 15-26 | 6-17 | 10-21 |
| 9 | Advanced Executive Assistant and Office Managers Course | 10 days | 320,000.00 | 1,000.00 | 15-26 | 12-23 | 18-29 | 15-26 | 20-31 | 17-28 |
| 10 | The Professional Front Desk Officer: Delivering Value through Service | 5 days | 175,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |
| 11 | Advanced Team Development and Management for Senior Executives | 10 days | 350,000.00 | 1,000.00 | 15-26 | 12-23 | 18-29 | 15-26 | 20-31 | 17-28 |
| 12 | Professional Telephone Handling and Reception Management Skills for Senior Executives | 10 days | 300,000.00 | 1,000.00 | 15-26 | 12-23 | 18-29 | 15-26 | 20-31 | 17-28 |
| 13 | Advanced Treasury and Cash Management Course | 10 days | 400,000.00 | 1,000.00 | 15-26 | 12-23 | 18-29 | 15-26 | 20-31 | 17-28 |

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|----|---|---------|------------|----------|-------|-------|-------|-------|-------|-------|
| 14 | Advanced Wealth Management for Investment Marketers | 10 days | 400,000.00 | 1,000.00 | 8-19 | 5-16 | 4-15 | 15-26 | 6-17 | 10-21 |
| 15 | ATTITUDE!: Resolving Difficult Situations in the Workplace | 5 days | 180,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |
| 16 | Bookkeeping and Accounting Course for Beginners | 5 days | 180,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |
| 17 | Excellent Front Desk and Office Management Skills | 5 days | 175,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |
| 18 | Production and Operations: Delivering Value through Service | 5 days | 195,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |
| 19 | Budget Preparation, Allocation & Cost Control | 5 days | 190,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |
| 20 | Business Data Analytics and Reporting: Intermediate Excel Skill for Managers | 10 days | 350,000.00 | 1,000.00 | 15-26 | 12-23 | 18-29 | 15-26 | 20-31 | 17-28 |
| 21 | Basic Data Analytics for Beginners | 5 days | 195,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |

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|----|---|--------|------------|--------|-------|-------|-------|-------|-------|-------|
| 22 | Workplace Ethics, Protocol Management and Service Delivery Excellence | 5 days | 180,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |
| 23 | Business Leadership Skills Development | 5 days | 195,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |
| 24 | Business Writing Skills for Secretaries, Personal & Executive assistants | 5 days | 180,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |
| 25 | Business, Social Media and Growth | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| 26 | Coaching & Mentoring Framework for People Managers | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| 27 | Communication Strategies for a Virtual Age | 5 days | 190,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| 28 | Communication Skills for Supervisors | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| 29 | Cooperative Society Management for Success | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |

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|----|--|---------|------------|--------|-------|-------|-------|-------|-------|-------|
| 30 | Corporate Governance in the Boardroom: A Practical Approach | 5 days | 200,000.00 | 800.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| 31 | Total Team Building and Developing Strategic Leaders Workshop | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| 32 | Business Continuity and Crisis Management | 5 days | 200,000.00 | 800.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| 33 | Conflict Management and Resolution Strategies | 10 days | 350,000.00 | 900.00 | 15-26 | 12-23 | 18-29 | 15-26 | 20-31 | 17-28 |
| 34 | Customer Relationship Management That Works | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| 35 | Customer Service, Hygiene and Safety for Office Cleaning Employees | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| 36 | Diversity and Inclusion: A Step-by-Step Guide for Employees | 5 days | 195,000.00 | 700.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| 37 | Effective Leadership and Communication Skills for Senior Executives | 5 days | 180,000.00 | 700.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |

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|----|---|---------|------------|----------|-------|-------|-------|-------|-------|-------|
| 38 | Effective Payroll Management and Accounts Administration: Control and Reconciliation | 5 days | 205,000.00 | 800.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| 39 | Effective People and Business Relationship Management Skills for Managers | 10 days | 350,000.00 | 1,000.00 | 15-26 | 12-23 | 18-29 | 15-26 | 20-31 | 17-28 |
| 40 | Effective People and Business Relationship Management Skills for Managers | 10 days | 250,000.00 | 800.00 | 15-26 | 12-23 | 18-29 | 15-26 | 20-31 | 17-28 |
| 41 | Effective People and Relationship Management Skills | 5 days | 180,000.00 | 700.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| 42 | Emergency Action Plan for Managers: Crisis Under Control | 5 days | 180,000.00 | 700.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| 43 | Emotional Intelligence & Anger Management in the Workplace | 10 days | 350,000.00 | 1,000.00 | 8-19 | 12-23 | 4-15 | 8-19 | 6-17 | 3-14 |
| 44 | Emotional Intelligence for Workplace Success | 5 days | 195,000.00 | 700.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| 45 | Emotional Intelligence for Call Centre Representatives | 5 days | 180,000.00 | 700.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |

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|----|---|--------|------------|--------|-------|-------|-------|-------|-------------|-------|
| 46 | Employee Appraisal & Performance Management | 5 days | 195,000.00 | 700.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| 47 | Entrepreneurship Skill Development for Business Executives | 5 days | 180,000.00 | 700.00 | 22-26 | 19-23 | 4-8 | 22-26 | 6-10 | 24-28 |
| 48 | Enterprise Risk Management | 5 days | 220,000.00 | 800.00 | 22-26 | 5-9 | 11-15 | 1-5 | 29/04-03/05 | 17-21 |
| 49 | Entrepreneurship: Be Your Own Boss | 5 days | 150,000.00 | 500.00 | 22-26 | 5-9 | 11-15 | 1-5 | 29/04-03/05 | 17-21 |
| 50 | Total Productive Maintenance | 5 days | 195,000.00 | 600.00 | 22-26 | 5-9 | 11-15 | 1-5 | 29/04-03/05 | 17-21 |
| 51 | Essentials of Recordkeeping in Human Resource Management | 5 days | 180,000.00 | 700.00 | 22-26 | 5-9 | 11-15 | 1-5 | 29/04-03/05 | 17-21 |
| 52 | Financial Reporting & Analysis Skills Course | 5 days | 220,000.00 | 800.00 | 8-12 | 5-9 | 18-22 | 8-12 | 20-24 | 17-21 |
| 53 | Foundation Excel For Beginners | 5 days | 180,000.00 | 700.00 | 8-12 | 5-9 | 18-22 | 8-12 | 20-24 | 17-21 |

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|----|---|---------|------------|----------|-------|-------|-------|-------|-------|-------|
| 54 | Fraud Detection And Investigation For Internal Auditors | 5 days | 200,000.00 | 800.00 | 8-12 | 5-9 | 18-22 | 8-12 | 20-24 | 17-21 |
| 55 | Front Desk & Cubicle Management Techniques | 5 days | 160,000.00 | 600.00 | 8-12 | 5-9 | 18-22 | 8-12 | 20-24 | 17-21 |
| 56 | Fundamentals of Relationship Management: The Boss and the PA | 5 days | 160,000.00 | 600.00 | 8-12 | 5-9 | 18-22 | 8-12 | 20-24 | 17-21 |
| 57 | Growth and Sustainability: Strategies for Top Leaders, Professionals & Entrepreneurs | 5 days | 195,000.00 | 700.00 | 8-12 | 5-9 | 18-22 | 8-12 | 20-24 | 17-21 |
| 58 | Hospitality Etiquette and Customer Service Excellence | 5 days | 180,000.00 | 700.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 59 | Human Resource Business Partner (HRBP) Training | 5 days | 195,000.00 | 700.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 60 | Human Resource Metrics and Analytics: The Strategic Business Partner Course | 5 days | 200,000.00 | 800.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 61 | Human Resource Metrics, Analytics and Insight: The Strategic Business Partner | 10 days | 350,000.00 | 1,000.00 | 15-26 | 12-23 | 18-29 | 15-26 | 20-31 | 17-28 |

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| 62 | Industrial Relations Practice In Nigeria | 5 days | 150,000.00 | 500.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 63 | Insurance Marketing | 5 days | 195,000.00 | 700.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 64 | Internal Control and Audit for Result | 5 days | 195,000.00 | 700.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 65 | Internal Control Principles and Practice | 5 days | 195,000.00 | 700.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 66 | Internal Control, Compliance and Risk Management | 5 days | 195,000.00 | 700.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 67 | Interpersonal Communication and Service Management Course | 10 days | 300,000.00 | 900.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 68 | Interviewing, Selection & Recruitment Skills | 5 days | 195,000.00 | 700.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 69 | Leadership and Effective Communication for Internal Auditors | 5 days | 220,000.00 | 800.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |

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|----|---|--------|------------|--------|-------------|---------------|-------|-------|-------|-------|
| 79 | Microsoft Excel for HR Professionals | 5 days | 200,000.00 | 800.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 80 | Microsoft Excel Skills for Business Analysis and Reporting | 5 days | 160,000.00 | 500.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 81 | Navigating Office Politics for Managers | 5 days | 160,000.00 | 500.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 82 | Office Management Skills | 5 days | 180,000.00 | 500.00 | 22-26 | 19-23 | 18-22 | 15-19 | 27-31 | 24-28 |
| 83 | Operational Safety for the Oil & Gas Industry | 5 days | 200,000.00 | 700.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 84 | Personal Effectiveness & Team Work | 5 days | 160,000.00 | 500.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 85 | Pension Administration and Retirement - Planning | 5 days | 180,000.00 | 600.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 86 | Pension Fund Strategies, Governance, Regulation and Investment | 5 days | 200,000.00 | 800.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |

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|----|---|--------|------------|--------|-------------|---------------|-----|------|-------|-----|
| 87 | Planning and Forecasting: Analysis and Tools for Positioning your Agency for | 5 days | 205,000.00 | 700.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 88 | Post Traumatic Counseling | 5 days | 200,000.00 | 600.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 89 | Production and Operations Management | 5 days | 205,000.00 | 500.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 90 | Professional Telephone Skills for the Help Desk | 5 days | 180,000.00 | 500.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 91 | Project Management essentials | 5 days | 205,000.00 | 600.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 92 | Project Management in ICT | 5 days | 225,000.00 | 700.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 93 | Public – Private- Partnership (PPP) that works | 5 days | 220,000.00 | 600.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 94 | Public Presentation Skills: "The winning Speech". | 5 days | 195,000.00 | 700.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |

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|-----|--|--------|------------|--------|-------------|---------------|-----|------|-------|-----|
| 95 | Purchasing and Procurement Management Course | 5 days | 195,000.00 | 700.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 96 | Quality Assurance and Quality Control Essentials course | 5 days | 205,000.00 | 500.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 97 | Real Estate Development and Finance for Executives | 5 days | 195,000.00 | 700.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 98 | Record Keeping and File Management | 5 days | 175,000.00 | 600.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 99 | Revenue Generation and Management: Best Practices | 5 days | 180,000.00 | 700.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 100 | Safety and security techniques for humanitarian / aid life work | 5 days | 180,000.00 | 700.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 101 | Selling Essentials: Developing Clients for Life | 5 days | 180,000.00 | 500.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |
| 102 | Service Quality & Customer Satisfaction: Tools & Techniques | 5 days | 202,000.00 | 500.00 | 29/01-02/02 | 26/02 - 01/03 | 4-8 | 8-12 | 20-24 | 3-7 |

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|-----|---|---------|------------|--------|------|-------|------|------|------|------|
| I03 | Strategic Communication and Media Presentation: Public Speaking Strategy that Works | 10 days | 260,000.00 | 800.00 | 8-19 | 12-23 | 4-15 | 8-19 | 6-17 | 3-14 |
| I04 | Strategic Negotiations and conflict resolutions For Public and Private Sector Executives | 5 days | 195,000.00 | 700.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| I05 | Strategic Planning & Operational Research In Public Agencies | 5 days | 180,000.00 | 700.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| I06 | Strategic Planning and Operational Research in the Public Sector | 5 days | 195,000.00 | 700.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| I07 | Strategic Retirement Workshop: Retire and Live Strong | 5 days | 200,000.00 | 800.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| I08 | Tax Management for Organizations | 5 days | 205,000.00 | 800.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| I09 | The Art of Common Sense and Critical Thinking In The Workplace | 5 days | 160,000.00 | 600.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| I10 | The HRM in the Boardroom: Navigating the Politics | 5 days | 205,000.00 | 500.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |

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|-----|--|--------|------------|--------|-------|-------|-------|-------|-------|-------|
| I11 | Time & Task Management | 5 days | 180,000.00 | 600.00 | 8-12 | 12-16 | 4-8 | 8-12 | 6-10 | 3-7 |
| I12 | Tomorrow's HR Department- Transform The HR Function | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| I13 | Top notch Accounting Skills Training for Accounting Officers | 5 days | 195,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| I14 | Training Methods & Presentation Skills | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| I15 | Value Chain and Stakeholder Management: Business Growth Strategy for Managers | 5 days | 220,000.00 | 800.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| I16 | Virtual team building and management | 5 days | 205,000.00 | 800.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |
| I17 | Work Ethics, Hygiene And Safety In Food Handling | 5 days | 180,000.00 | 700.00 | 15-19 | 19-23 | 18-22 | 22-26 | 20-24 | 10-14 |

Training Venue: Lagos. Venue can also be adjusted to meet your requirement. In house training is negotiable

Account Details: Learnway Africa: Keystone Bank: 1012467810

For more details contact: Director of Programs, Learnway Africa

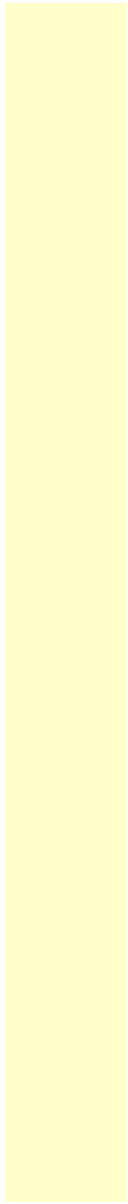
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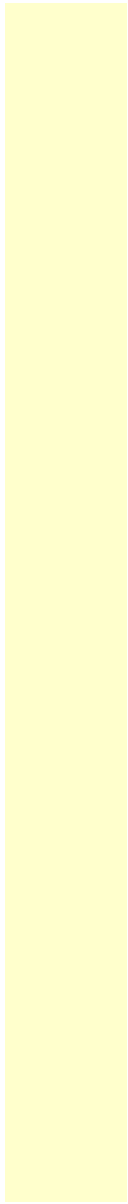
Email: capacity@learnwayafrica.com.ng

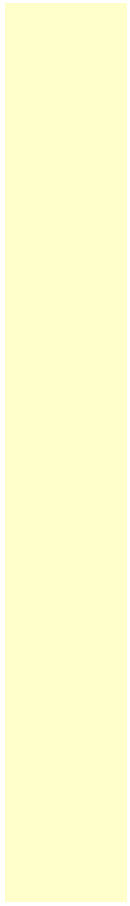
Website: www.learnwayafrica.com.ng

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









[Internal Control Documentation, Evaluation and Review for Internal Auditors](#)

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