



ALPHA LEARNING TRAINING CALENDER

(MAY – DECEMBER, 2011)

Positively transforming the future of Individuals, Organizations, & Communities in Nigeria and beyond

COURSES	DURATION	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Management and Leadership Courses									
The Senior Management Programme	2 days		28 th – 29 th						
Leadership and Team Building	2 days			5 th – 6 th					
Commercial Awareness Programme for Managers	2 days						11 th – 12 th		
Reinvent Your Business: Ideas, Tools & People- Power of Vision	2 days							14 th -15 th	
Office Management and Effective Administrative Skills	2 days					20 th – 21 st			
Communication Courses									
Effective Communication and Interpersonal Skills	2 days		8 th – 9 th						
Business Writing Skills	1 day			20 th					
Neuro-Linguistic Programming (NLP)	2 days				27 th – 29 th				
Effective Speaking, Presentation and Assertive Communication	2 days						5 th – 6 th		

COURSES	DURATION	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Human Resources Management									
Train the Trainer	3 days			13 th – 15 th					
Recruitment, Selection and Resourcing Talent	2 days						19 th – 20 th		
Strategic HR Management	2 days							9 th – 10 th	
Sales and Negotiation Skills									
Extreme Negotiations Skills- Tying the Knot	2 days								14 th -15 th
Professional Selling and Marketing of Financial and Non-Financial Products	2 days					13 th – 14 th			
Relationship Management and Influencing Skills	2 days							22 nd – 23 rd	
Networking and Leveraging on Network Resources	2 days					6 th – 7 th			
Extreme Negotiations Skills- Tying the Knot				25 th – 26 th					
Service Excellence									
Effective Customer Service Skills	2 days								20 th – 21 st
Developing Personal Effectiveness	2 days	25 th – 26 th	21 st – 22 nd						
Financial Skills									
Financial Accounting for Non Financial Managers	2 days								5 th -6 th
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