

2023 CALENDAR *of* PROGRAMS

LOCAL AND INTERNATIONAL EXECUTIVE COURSES



GIMEL NIGERIA LIMITED

..... inspiring competence!



Your Strategic Talent Development Partner

For enquires @

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COURSE CATEGORIES

- ❖ DATA MANAGEMENT AND ICT COMPETENCE COURSES
- ❖ HUMAN RESOURCE MANAGEMENT COURSES
- ❖ SALES AND MARKETING COURSES
- ❖ ADMINISTRATION AND OFFICE MANAGEMENT COURSES
- ❖ MANAGEMENT AND LEADERSHIP COURSES
- ❖ PROCUREMENT, SUPPLY CHAIN AND LOGISTICS COURSES
- ❖ PROJECT AND CONTRACT MANAGEMENT COURSES

DATA MANAGEMENT AND ICT COMPETENCES COURSES														
COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Microsoft Excel Masterclass - Beginner to Advanced Level	5	N200,000	17-21	07-11	26-30	13-17		12-16	11-15	8-12	19-23	10-14	21-25	
Advanced Data Analysis and KPI Dashboard with Microsoft Power BI (Business Intelligence)	2	N155,000		03-04	21-22	3-4		11-12	18-19	15-17	19-20	4-6	8-9	7-8
Forecasting with Excel: Suggestions for Managers	2	N100,000		15-16		13-14		12-13		10-12		12-14		12-14
Tableau Desktop for Data Analysis & Visualization	3	N160,000	25-26	14-15		3-4			13-15	17-19		3-5		
Basic Excel Masterclass for Officers & Managers	2	N80,000		7-9		5-7		15-17		22-24		24-26		19-21
Intermediate Excel Masterclass for Professionals & Managers	2	N85,000			18-20		10-12				26-28		28-30	
Advanced Excel Masterclass for Professionals & Managers	3	N95,000	16-18	5-7	18-20	6-8	15-17	14-16	18-20	22-24	21-23	4-6	1-3	5-7
Advanced PowerPoint and Excellent Presentation Skills - How to wow your audience!	2	N125,000	26-27	01-03		13-14			5-6	9-10		18-19	15-16	13-14
Microsoft Word Masterclass for Professionals	2	N100,000		17-19			15-16		19-20	23-24	12-13	26-27		
Microsoft Project Masterclass for Professionals	3	N150,000		24-26		20-21				20-21		13-14		
Microsoft Access Masterclasses - Beginner to Advanced Level	5	N255,000		14-18			8-12		13-14				21-22	
Business Intelligence & Analytics for Finance Professionals	3	N155,000		15-16		13-14		12-13		10-12		12-14		12-14
Data Visualization with Story Telling	3	N150,000	25-26	14-15		3-4			13-15	17-19		3-5		
Advanced Data Analysis and Business Modeling	4	N185,000		7-9		5-7		15-17		22-24		24-26		19-21
Data Analysis and Reporting Techniques	3	N160,000			18-20		10-12				26-28		28-30	
Advanced Data Analysis & Data Model with Microsoft Excel	3	N150,000		14-16		23-25		22-24		24-26		26-28		14-16

Visual Basic for Applications (VBA) and Databases Masterclass	3	N150,000		14-16		27-28		13-15		25-26		20-21		14-15
HUMAN RESOURCE MANAGEMENT COURSES														
COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
HR Data Analytics with Excel and Power BI	2	N155,000		14-15		11-12		1-2		3-4		5-6		1-2
Effective Job Evaluation and Analysis	2	N95,000		16-17		3-4		13-14		8-9		10-11		8-9
Advanced Excel for Personnel/HR Data Analysis & Reporting	3	N100,000	19-21		28-30		15-17		19-21		20-22		22-24	
Managing Training and Return on Investment (ROI)	3	N95,000		20-22		6-8		5-6		2-3		4-5		
Employee Relations Best Practices	2	N105,000		13-14		9-10		8-9		9-10		11-12		
Developing Core Skills for Training Coordinators and Specialists	3	N95,000		7-9		13-15		20-22		16-17		18-19		
Managing HR Processes, Culture and Change	3	N150,000		14-16			18-20	15-17		18-19				
Employee Relations and Engagement	2	N85,000		21-22		20-21		28-29		24-25		25-26		
Creating and Developing an Effective Personnel Function	3	N95,000		13-15		2-3		22-24		17-18		12-13		
Risk Management for Human Resources	3	N125,000			8-10		29-31							
Essential Facilitation Skills and the Psychology of Group Dynamics	2	N95,000		14-16		24-25		15-16		11-12		19-20		
Performance Management: Setting Objectives and KPIs	3	N115,000		23-25		16-18		18-20		16-17		17-18		
Job Evaluation and Analysis: Understanding Reward Management	3	N150,000		7-9		23-25		15-17		23-24		25-26		
Retirement and Employee Investment Planning	2	N95,000			26-27		2-3		18-19		21-22		16-17	
Advanced Selection, Interviewing and Recruitment Skills	2	N95,000		23-24		25-26		26-27		2-3		3-4		5-6
Planning, Developing, Conducting and Evaluating Training Activities	3	N150,000		15-17		18-20		19-21		9-10		12-13		12-13
People Analytics: Transforming Management with Behavioral	3	N150,000		15-17		2-4		7-9		16-18		18-20		

Data														
HR Analytics: Using Data to Drive Results	2	N95,000	17-18		5-6		9-10	22-23		24-25	27-28	25-26		

SALES AND MARKETING COURSES

COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Fundamentals of Effective Marketing	2	N85,000		2-3		11-12		14-15		1-2		3-4		6-7
Effective Time Management and Personal Effectiveness	2	N95,000		5-6		3-4		13-14		8-9		10-11		12-13
Advanced Excel for Sales/Marketing Data Analysis & Reporting	3	N85,000	24-26		28-30		15-17		18-20		19-21		21-23	
Mastering Advanced Presentation Skills	2	N85,000		07-08		6-7		5-6		8-9		5-6		1-2
Managing a High-Performing Sales Team	3	N85,000		12-14		18-20		8-10		10-12		12-14		5-7
Advanced Negotiation Skills and Deal Making Strategies	3	N95,000		1-3		13-15		21-23		15-17		19-21		12-14
Planning, Developing and Implementing Effective Marketing Strategies	3	N155,000			26-28			15-17			13-15			7-9
Emotional Intelligence for Sales Professionals	2	N85,000	19-20		8-9	20-21		18-19	18-19		20-21		21-22	
Advanced Selling Skills and Business Development Strategies	3	125,000		20-22		27-29		22-24		22-24		24-26		
Customer Profiling Techniques and Procedures	3	N85,000		07-09		20-22		25-27		16-18		17-19		
Market Research and Intelligence Masterclass	2	N75,000		11-12		24-25		24-25		22-24		19-21		
Mastering Sales and Marketing in the Age of New Social Media	3	N95,000		02-04		28-30		25-27		16-18		17-20		
Developing Customer - Focused Selling Strategies	3	N100,000		14-16			21-23		19-21			18-20		
Key Account Management Strategies: Best Practices	3	N95,000		26-28		9-11		14-16		17-19		11-13		
Achieving Marketing Excellence in Service Organizations	3	N85,000		14-16		23-25		13-15		8-10		25-27		

Effective Business to Business (B2B) Marketing	2	N75,000			19-20		25-26				20-21		22-23	
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CUSTOMER SERVICE COURSES

COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Achieving Excellence in Customer Service	2	N95,000		13-14		10-11				16-18		18-20		
Beyond Customer Service: Service Quality and Excellence	3	N125,000			5-7			21-23			6-8			7-9
Managing Service Quality and Customer Satisfaction	3	N125,000		1-2		9-11		8-10		8-10		10-12		12-14
Customer Relationship Management (CRM) Strategies: Best Practices	3	N120,000		13-15				12-14		9-11			14-16	
Customer Service Excellence: Tools & Techniques for Achieving Customer Retention	3	N150,000		7-9			16-18			16-18			22-24	
Building a Customer-Centric Service Culture: The Key to Driving Superior Performance	3	N150,000			20-22			19-21			19-21			12-14
Effective Communication and Interpersonal Skills	2	N85,000		26-27		23-24		22-23		24-25		20-21		8-9
Mastering Social Media Activities and Leading Digital Transformation	3	N95,000			14-16	27-29		14-16			29-30	27-28		1-2

PUBLIC SECTOR MANAGEMENT COURSES

COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Developing Effective Public Policy and Policy Delivery	3	150,000			19-21			26-28			14-16			5-7
Effective Customer Service for the Public Sector	3	N125,000		6-8		25-27		14-16		6-8		5-7		12-14
Performance Monitoring, Contract Compliance and Dispute Resolution	3	N150,000			1-2		11-13	8-10			13-15		21-23	7-9
Managing Effective Performance in Public Organizations	3	N120,000		12-14		13-15		1-3		8-10		10-12		14-16
Critical Thinking and Problem Solving for Public Service Leaders	3	N185,000			7-9			15-17			19-21			6-8

Mastering Financial Planning, Budgeting and Management in the Public Sector	3	N150,000		20-22		20-22		19-21		17-19		17-19		13-15
Project Appraisal: Identification, Policy Analysis and Selection	3	N100,000				23-25		22-24				24-26		9-11
International Public Sector Accounting Standards (IPSAS)	4	N185,000		6-9		23-27		26-30		15-17		12-14		12-14

FINANCE, ACCOUNTING AND BUDGETING COURSES

COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Practical Excel Masterclass for Budgeting & Forecasting	3	N100,000		23-24		11-13		1-3		1-3		3-5		1-2
Advanced Excel for Accountants, Auditors & Finance Professionals	3	N100,000	16-18	5-7	18-20	6-8	15-17	14-16	18-20	22-24	21-23	4-6	1-3	5-7
Advanced Financial Modeling with Excel for Professionals	3	N150,000			11-13	9-11		8-10			7-9	5-7		6-8
Preparing Financial Statement and Annual Report	2	N105,000		15-16		13-14		12-13		10-12		12-14		12-14
Advanced Excel for Designing Financial Templates (from ledgers to final accounts)	2	N125,000	25-26	14-15		3-4			13-15	17-19		3-5		
Financial Analysis: Evaluation, Budgeting and Decision Making	3	N125,000		7-9		5-7		15-17		22-24		24-26		19-21
Accounting and Finance for Non-Financial Professionals: Sources, Uses and Management	3	N95,000			18-20		10-12				26-28		28-30	
Financial Management for Non-Financial Professionals	3	N125,000		14-16		23-25		22-24		24-26		26-28		14-16
Advanced International Financial Reporting Standards (IFRS)	4	N185,000			24-27			17-20			19-22			13-16
Accounts Receivable Management: Planning, Organising and Achieving Best Result	2	N85,000		27-28				5-6		29-30				1-2
Accounts Payable Management: Planning, Organising and Achieving Best Result	2	N85,000			13-14			26-27			22-23			21-22
Managing the Cash Cycle: Accounts Receivable and Payable Best Practices	3	N95,000				11-13				15-17				

The Essentials of Budgeting and Cost Control: Principles and Practices	2	N95,000		20-21			22-23			18-19			17-18	
Fast Closing Month-end and Year-end Accounts	2	N85,000		21-22				19-20		17-18				5-6
Feasibility Studies: Preparation, Analysis and Evaluation	2	N85,000			16-17		1-2				7-8			8-9
Bank Reconciliation and Petty Cash Management	2	N85,000												
Ratio Analysis, Decision Making and Financial Distress	3	N150,000			5-7			15-17			5-7			12-14
Fundamentals Skills for Budget Preparation	2	N95,000		17-18			24-25			10-11		27-28		

Financial Management Skills for Non-Accountants and Managers	3	N125,000			11-13		7-9				12-14		14-16	
Credit Policies Management: Protect the Investment in Debtors	3	N95,000		21-23					27-29		8-10			5-7
Treasury and Cash Management Masterclass	3	N95,000			23-25		16-18				5-7			5-7

AUDIT, RISK AND GOVERNANCE COURSES

COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Internal Auditing and Control Best Practices	2	N85,000		13-14		19-20		12-13		3-4		5-6		7-8
Internal Controls System: Monitoring, Evaluation and Risk-Based Auditing	3	N95,000			18-20		7-9		4-6		5-7		7-9	
Risk Management, Control and Compliance: Minimising Risk & Exercising Internal Control	3	N95,000				14-16		23-25		22-24		17-19		
Fraud and Forensic Auditing: Identification, Detection and Prevention	3	N95,000			10-12			8-10			12-14			5-7
Review of Financial Accounting and Detecting Fraud	2	N85,000		7-8		17-18				8-10		10-12		
Value for Money Audit Masterclass	3	N85,000			18-20		14-16		12-14		12-14		14-16	
Fraud Prevention, Detection and Investigation: The Invisible Enemy	3	N125,000		14-16		22-25		18-20		22-24		17-19		
Opportunity Auditing: Delivering Measurable Benefits	3	N95,000		26-28				22-24		23-25			22-24	
International Standards in Auditing (ISA) and Practical Application in the Audit Process	4	N185,000		20-24			28-31			15-18			17-20	
Effective Analytical and Auditing Skills	2	N75,000		27-28			3-4	29-30		3-4		11-12		6-7

ADMINISTRATION AND OFFICE MANAGEMENT COURSES														
COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Business Writing Skills for Administrators, Secretaries and PAs	2	N105,000		13-14		21-22		1-2		1-2		3-4		1-2
Developing Professionals Skills for Senior Secretaries and Personal Assistants	3	N125,000			5-7			3-5			5-7			5-7
Enhancing Core Skills for Administrators and Secretaries	3	N95,000		12-14		9-11				8-10		10-12		
Advanced Office Management & Effective Administration Skills	2	N95,000			13-15		29-30	11-12			12-13	14-15		12-13
Financial Management Skills for Office Administrators and Secretaries	3	N85,000			17-19			15-16		16-17			15-16	
Documents and Records Management Masterclass	2	N75,000		20-21			17-18			16-17			15-16	
Facilities Management Masterclass	3	N85,000				20-22		22-24				24-26		12-14
GENERAL MANAGEMENT AND LEADERSHIP COURSES														
COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Data Analysis Techniques: Essential for Positive Business Outcomes	3	N150,000			18-20			1-3			5-7			5-7
Brainstorming, Creative Thinking, Innovation and Problem Solving	3	N150,000		6-8			3-5			9-11			7-9	
Strategic Planning, Development and Implementation: Strategic Tools for Effective Leadership	3	N250,000				9-11		8-10		8-10		10-12		5-7
Communication, Interpersonal and Influencing Skills	2	N95,000		13-14		23-24		11-12		15-16		17-18		12-13

PROCUREMENT, SUPPLY CHAIN AND LOGISTICS COURSES														
COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Negotiation Skills: Mastering the Art of Deal Making Strategies	2	N85,000	30-31			15-16		25-26	20-21			18-19		
Managing Inventory and Stock Control Masterclass	2	N75,000		19-20		17-18		17-18		17-18		18-19		12-13
Advanced Purchasing and Cost Saving Techniques	3	N80,000			24-26		21-23		25-27		26-28		22-24	
Procurement Specialist: The A to Z of Procurement Best Practices	3	N125,000		27-29		23-25		25-27		24-26		25-27		
Purchasing Management, Tendering and Supplier Selection	3	N100,000		5-7		27-29		8-10		9-11		11-13		12-14
PROJECT AND CONTRACT MANAGEMENT COURSES														
COURSES	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Project Planning, Scheduling and Control: International Best Practices	3	N150,000		1-3		21-23		1-3		1-3		4-6		5-7
Contracts: Bidding, Evaluation, Negotiation and Award	3	N95,000		6-8			2-4		12-14			11-13		
Project Appraisal Masterclass - Financial and Economic Factors	3	N150,000	10-12		9-11			8-10	11-13		12-14			6-8
Fundamentals of Project Management	2	N95,000		13-14		13-14		11-12		15-16		17-18		12-13
Contracts: Drafting, Reading and Understanding	3	N85,000			17-19		15-17				13-15		17-19	
Contract Management for Non-Contract Professionals	3	N125,000		20-22		20-22		18-20		22-24		17-19		

TRAINING TERMS AND CONDITIONS

REGISTRATION

Prior registration is mandatory to secure a place in the open courses and executive programmes (one on one Course). Registration is also required to receive the training instructions and other materials that will be sent before the course start date. You may choose one of these options to register for an open course or executive one on one course:

1. Send an email to us at **info@gimelnigeria.com.ng** indicating the full name(s), email address of participant, company name (if applicable), mobile number and the course title.
2. Register online at www.gimelnigeria.com.ng/course-registration.
3. Call the Academy programmes Manager's Office. Tel: **+234 (909) 990 0655**.
4. Write to the Programmes Manager, Gimel Nigeria Limited, Oak Business School, 5th Floor, Isheri Road, Ogba Ikeja, Lagos. Also, you can visit our office between the hours 9am to 5pm, Monday to Friday.

PAYMENT

Fees stated cover course fee, course materials, and meals, and are exclusive of VAT. Booking are confirmed only with the payment of fees. Payments can be made via cheque, online or bank deposit to our GTBank account - **0121823080**.

All cheques should be written in favour of Gimel Nigeria Limited. The Academy reserves the right to close registration before the start of a programme to maintain effective class sizes.

CANCELLATION AND REFUND POLICY

If you must cancel your registration for any reason, please notify us by sending an email to **info@gimelnigeria.com.ng** at least five business days before the start date of the course you wish to attend. You can utilise amounts paid for courses you were unable to attend for other courses in the Academy.

Refund of fees paid will be made less a 20 percent administrative charge if a notification is received at least five business days to the date of the course. No refunds will be made for no-show situations.

DISCOUNTS

We offer the following discounts:

1. Past participants: A 15 percent discount applies to all past participants, either individuals who have previously attended any of our courses or organisations who has previously nominated staff for any of our courses.
2. Corporate Partner Programme: Discounts across all programmes are available to participating companies.
3. Open Course Group Booking are as follows:
 - a. 5 and above Staff (5%)
 - b. 10 and above Staff (10%)
4. Early Bird: A 10 percent applies to individual nominees who pay at least four (5) weeks ahead of the scheduled course. Up to five nominees attracts additional 5 percent discount.

COURSE VENUES

All our courses hold on the Academy's facilities and other centres outside Lagos for our upcountry programmes, except for in-plant courses which may take place at the client's location.

The Academy is located at Olatunji House, 299 Ikorodu Road, Idiroko, Maryland, Lagos. Other locations are:

ABUJA: Nigerian Institute of Management, Abuja Office. 4, Kaltungo Street, Off Egbedi Close, Beside Zenith Bank, Garki 2, FCT Abuja.

PORT HARCOURT: NIM PORT HARCOURT MANAGEMENT CENTRE 6B, Rumuadaolu Road, Off Aba Road, Rumuola, Port Harcourt.

SOME OF THE ORGANISATIONS WHO NOMINATED STAFF FOR OUR TRAINING

