



OPEN COURSE CALENDER

2021

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OPEN COURSE CALENDER



SUBJECT AREA	TOPIC	DURATION	COST	DATE
LEADERSHIP, MANAGEMENT AND HUMAN RESOURCES	Business strategy for HR managers	3 days	85,000	Jan. 29th – 30th
	Leading highly effective teams	3 days	105,000	Mar. 25th - 27th
	Effectively managing direct reports	3 days	105,000	Aug. 19th – 21st
	Professional course in HR management	3 days	125,000	May. 20th – 22nd
	Advanced management master class	3 days	150,000	Jul. 22nd - 24th
	Certificate course in administration and office management	2 days	120,000	Sept. 10th - 11th
	Delegating for effective output	2 days	105,000	Feb. 12th - 13th
	Certificate course in HR business partnership	3 days	135,000	Apr. 9th – 10th
FINANCE AND ACCOUNTING	Budgeting & financial planning	2 days	120,000	Jan. 21st – 22nd
	Finance for non-finance managers: for entrepreneurs and business managers	2 days	105,000	Mar. 5th – 6th
	Credit & debt management	2 days	105,000	Apr. 16th -17th
	Effective payroll administration and tax management	2 days	105,000	Jun. 4th - 5th
	Specialist training on budgeting, forecasting & budgetary controls	3 days	125,000	Aug. 5th - 7th
MARKETING AND SALES	Business communications and proposal writing	2-days	85,000	Feb. 19th – 20th
	Bid and tender management	2-days	120,000	Apr. 23rd – 24th
	Motivating the sales force for performance	2-days	105,000	Jan. 17th – 18th
	Prospecting, handling objections and managing the sales pipeline	2-days	105,000	Aug. 13th - 14th
	Client service essentials and key account management	2-days	120,000	Nov. 26th - 27th

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AUDIT AND RISK MANAGEMENT				
	Audit & internal control essentials	2-days	105,000	Feb. 5th - 6th
	Auditing for regulatory compliance	2-days	105,000	May 7th - 8th
	Enterprise risk management	3-days	135,000	Sept. 24th - 25th
	Internal controls and fraud prevention	2-days	120,000	Nov. 13th - 14th
HOSPITALITY				
	Customer service excellence for the hospitality industry	2-days	85,000	Mar. 19th - 20th
	Certificate course in conference & event management	2-days	85,000	May. 28th - 29th
INSURANCE				
	Insurance portfolio management workshop	2-days	105,000	Oct. 22nd - 23rd
	Group life insurance administration	2-days	105,000	Jul. 9th - 10th
	Insurance accounting techniques	2-days	105,000	Jun. 11th - 12th
BANKING AND FINANCE				
	Loan administration, accounting and debt recovery	2-days	105,000	Jul. 2nd - 3rd
	Cash handling and management techniques in bank & non-bank financial institutions	2-days	120,000	Sept. 16th - 18th
	Effectively mobilizing deposits and marketing financial services	3-days	125,000	Nov. 5th - 7th
COMMUNICATION / PUBLIC RELATIONS				
	Strengthening team communication and workplace relationships	2-days	95,000	Apr. 2nd - 3rd
	Advanced communication and presentation skills	2-days	115,000	Oct. 15th - 16th
	Effective managing meetings	2-days	95,000	Aug. 20th - 21st

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PUBLIC SECTOR				
	Work ethics, attitudes and productivity enhancement program for public sector officers	2-days	125,000	Feb. 12th - 13th
	Code of conduct for public officers: provisions, implementation, execution and challenges	2-days	125,000	Jun. 18th - 19th
	Public sector leadership and management	3-days	135,000	Oct. 28th - 29th
	Due process and policy guidelines for procurement and award of contracts in Nigeria.	3-days	165,000	Jul. 29th - 30th

PERSONAL DEVELOPMENT COURSES				
	Assertiveness and confidence building training	1-day	35,000	May 15th Oct. 8th
	Developing personal power and influence	1-day	35,000	Mar. 13th June 10th
	Achieving personal communication effectiveness.	1-day	35,000	Jan. 23rd Nov. 20th
	EQ vs IQ: getting the emotional intelligence edge	1-day	35,000	Feb. 27th Sept. 4th.

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