



VISIONDRIVERS CONSULTING LTD.

VISIONDRIVERS' TRAININGS

TO

CORPORATE ORGANIZATIONS

VISIONDRIVERS
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Training . Coaching . Consulting

TRAINING SCHEDULE

| Dates | Topic | Benefits | Fee | Time | Audience |
|----------------------------|---|--|------------|-------------|---|
| 7 th Feb. 2012 | Personal Effectiveness At Work <ul style="list-style-type: none"> Organizing yourself at work Effective time management Being emotionally intelligent Effective communication Stress management at work Setting and achieving goals Building self-confidence Mental repositioning Effectiveness vs. Efficiency | Participants would Learn: <ul style="list-style-type: none"> Understand how to be effective at work. How to be productive. Build good relationships | N15,000 | 10am to 4pm | -New recruits -Sales unit -Unit Heads -Team leaders -All Staff |
| 9 th Feb. 2012 | Leadership Development for Managers & Team Heads <ul style="list-style-type: none"> The leadership commandments Leadership coaching model Leadership driven organization Five levels of Leadership Why leaders are important How to increase company revenue through leadership What every employee want in a leader. Case studies on Leadership | Participants would Learn: <ul style="list-style-type: none"> How to become an effective leader. Coaching others to be leaders Getting the right results. How to raise the company's bottom-line | N20,000 | 10am to 4pm | -Executives -Supervisors -Unit Heads -HR unit -Admin Unit |
| 14 th Feb. 2012 | Effective Customer Service <ul style="list-style-type: none"> Types of customers Understanding buyers behaviour Effective communication Ways to offer great service Handling angry customers Case studies on customer service Customer satisfaction quiz | Participants would learn <ul style="list-style-type: none"> How to give good customer service. How to build customer loyalty How customer satisfaction is tied to raising revenue | N15,000 | 10am to 4pm | -Customer care unit -Front desk unit -All staff |
| 16 th Feb. 2012 | Effective Marketing for Sales & Marketing Professionals <ul style="list-style-type: none"> Principles of Marketing Niche Marketing Consumer Behavior The Power of Confidence Effective Presentation Marketing Etiquette Setting Marketing Goals Cold Calling Techniques Effective Time Management The Marketing Attitude | Participants would learn <ul style="list-style-type: none"> How to increase customer base Winning marketing & sales techniques How to handle customers objections Increase your marketing & sales intelligence | N20,000 | 10am to 4pm | -Sales unit -Marketing unit -Customer service unit -All staff involve in marketing |

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| 21 st Feb. 2012 | Presentation Skills Training <ul style="list-style-type: none"> • Preparing your subject matter • Winning presentation and communication skills • PowerPoint presentation skills • Overcome fear & stage fright • Building self-confidence • Keep your audience attention | Participants would learn <ul style="list-style-type: none"> • How to be a great presenter. • The most effective format of presentation. • How to keep your audience interested. | N15,000 | 10am to 4pm | -Executives -HR Head -Unit head -Team Leaders -All staffs |
| 23 rd Feb. 2012 | Managers' Skills Training <ul style="list-style-type: none"> • The managerial leadership • Coaching skills for managers • Interpersonal skills • Effective communication skills • Motivating employees • Effective meetings • Resolving conflicts | Participants would learn <ul style="list-style-type: none"> • To be a managerial leader. • Become a catalyst for managerial growth in your organization. | N20,000 | 10am to 4pm | -Managers -Team leaders -HR Heads -All staff leading a team |
| 28 th Feb. 2012 | Leadership Development for Employees <ul style="list-style-type: none"> • What is Leadership? • Are you a LEADER? • The BE, KNOW, DO of Leader • Leadership driven organization • The Five domains of leadership • Why leaders are important • What every leader want in a follower • Leadership at workplace • Case studies on Leadership | Participants would Learn: <ul style="list-style-type: none"> • How to take personal responsibility. • Become an effective leader. • Getting the right results at work. | N15,000 | 10am to 4pm | -All employees |
| 1 st Mar. 2012 | The Visionary Employee <ul style="list-style-type: none"> • Visionary employee defined • The Portrait of a Visionary Employee • Keying into the company's VISION • Going the extra-mile • Thinking out of the Box • Dos and Don'ts of visionary employees • Know thy BOSS • Changing your Belief, Attitude, and Value System • How to be a STAR at WORK | Participants would learn <ul style="list-style-type: none"> • How to think in line with corporate vision • Understand the business of your organization. • Set and achieve goals. • Become high performing employees. | N15,000 | 10am to 4pm | -All employees |
| 6 th Mar. 2012 | Office Behaviour & Ethics <ul style="list-style-type: none"> • What are ethics • Office Business Ethics • Unethical Behaviour—Its' Impact on today's Workplace • Importance of Ethical Behaviour in the Workplace • Professionalism at Workplace • 10 Accountability Mistakes every Employee Makes • 15 Things Every "Employer" Hate about the "Employee" • Case Study on "Office Behaviour & Ethics" | Participants would learn: <ul style="list-style-type: none"> • How to be professionals at work • Understand and keep to the work ethics • How to act & behave toward fellow colleagues • To become responsible employees | N15,000 | 10am to 4pm | -All employees |

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| 8 th Mar. 2012 | Corporate Culture Orientation <ul style="list-style-type: none"> • What is culture? • How culture is formed • Weak & strong culture • Understanding the essence of corporate vision and mission • Building culture of excellence • The Loyal Employee • Corporate Patriotism • Cultivating the right attitude to work and life • Working with PASSION! | Participants would learn: <ul style="list-style-type: none"> • Know the impact of positive & negative culture • Building a culture of excellence. • Promoting a Healthy Culture that attracts loyal customers. | N15,000 | 10am to 4pm | -All employees |
| 13 th Mar. 2012 | Communication Skills TRAINING <ul style="list-style-type: none"> • What is Communication? • Importance of Good Communication • The Communication Process • Types of Communication • Communication Styles • Barriers To Effective Communication • Effective Communication Skills • Conflict Resolution & Negotiation • Communication Exercises | Participants would learn: <ul style="list-style-type: none"> • How to communicate effectively. • Resolve conflict & build solid relationships • Avoid financial losses due to lack of good communication at work. | N15,000 | 10am to 4pm | -Executives -Managers -Team Leaders -Supervisors -All Employees |

Registration: To register call: 01-745 4796, 0703 4777 979, 08106545 127

Training Venue: VISIONDRIVERS TRAINING CENTRE
Suite 20, Qubest Plaza,
13, Majekodunmi Street,
Off Allen Avenue, Ikeja-Lagos

Payment details:

- Participants should make payment to: VisiondriversConsulting Ltd. – Oceanic Bank; A/C 1411101006075. Please call any of the above numbers after payment for confirmation. Also come along with the payment slip to the training venue.
- You can pay by cash at the venue on the date of Training.

Benefits:

- Participants will receive materials for the training
- 10% discount for group bookings of 3-participants and above
- Refreshment will be served

Note: If any of the above dates or training topics does not suite your particular need, Visiondrivers will be glad to schedule a customized date or training topics that will suite your personal and corporate need. For more details, visit our site at www.visiondrivers.com.

We look forward to serving you.The VISIONDRIVERS!**Your Vision...Our Passion!**