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VISIONDRIVERS TRAINING CALENDAR  
(One – Day Leadership Master Class)

FOR

**2020**

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**VISIONDRIVERS**  
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**Consultancy.Training.Coaching**

**TRAINING CALENDAR FOR 2020**

<b>S/N</b>	<b>Course Topic</b>	<b>Dates</b>	<b>Duration</b>	<b>Fee</b>	<b>Audience</b>
1	VISIONDRIVERS: The Visionary Employee At Workplace	Jan. 10, Feb. 25, Apr. 16, May 5, Jun 23, Aug. 5, Sept. 22	1-Day	N40,000	All Staff across departments, New Recruits;
2	Leadership Skills for Managers	Jan. 16, Feb. 14, Mar. 6, May 19, Jun 5, Jul. 3, Aug. 20, Sept. 16	1-Day	N40,000	Managers; Supervisors; Unit Heads; HR & Admin
3	Leading your Customers: The Efficacy of Superior Customer Service	Jan. 24, Feb. 4, Mar. 12, May 15, Jun 18, Jul. 16, Sept. 3, Nov. 19	1-Day	N40,000	Customer Service unit; Front Desk Officers; All staff across departments
4	The Sales Leader: How to Become A Sales Superstar	Jan. 23, Mar. 20, Apr. 15, Jun 24, Jul. 21, Aug. 24, Oct. 22, Nov. 4	1-Day	N40,000	Sales & Marketing unit; Customer Service unit; All Staff
5	Team Leadership: Leading High Performance Teams	Jan. 28, Feb. 21, Jun 4, Jul. 27, Sept. 11, Oct. 16, Nov. 10, Dec. 9	1-Day	N40,000	Managers; Team leaders; HR & Admin; All staff across departments.
6	Emotional Intelligence At Workplace	Feb. 12, Mar. 26, Jun 10, Aug. 27, Oct. 5, Nov. 23, Dec. 2	1-Day	N40,000	Senior Managers; Team Leaders; Unit heads; All Supervisors.
7	Creativity, Innovation, and Problem Solving at Workplace	Jan. 21, Feb. 18, Mar. 25, Apr. 24, Jun 30, Jul. 27, Oct. 6, Nov. 5	1-Day	N40,000	Managers, team Leaders, Supervisors, & all staff across departments.
8	Office Behaviour & Etiquettes	Mar. 16, May 22, Jun 11, Jul. 29, Aug. 7, Sept. 28, Oct. 12, Dec. 3	1-Day	N40,000	All staff across departments.
9	Leading your Time: The Power of Effective Time Management	Feb. 20, Mar. 9, Jun 1, Aug. 6, Sept. 14, Oct. 21, Nov. 17, Dec. 1	1-Day	N40,000	Managers; team leaders, & all staff across departments.
10	Personal Effectiveness & Mastery	Jan. 15, Feb. 24, Mar. 19, Apr. 30, May 29, Oct. 26, Nov. 13, Dec. 14	1-Day	N40,000	Unit Heads; Team leaders; All staff across departments.

11	Effective Communication & Interpersonal Skills	Jan. 27, Mar. 5, Apr. 21, Jun 25, Jul. 24, Aug. 25, Sept. 30, Nov. 19	1-Day	N40,000	Managers; Team Leaders; HR Head & Admin;
12	Negotiation Skills for Managers	Feb. 19, Mar. 31, Jun 9, Jul. 15, Aug. 4, Oct. 14, Nov. 12, Dec. 7	1-Day	N40,000	Managers, Sales Executives, marketing managers, HR Heads, procurement officers.
13	Leadership Transition: The Power of Succession Planning	Feb. 6 <sup>th</sup> – 7 <sup>th</sup> , Apr. 22 <sup>nd</sup> – 23 <sup>rd</sup> , May 13 <sup>th</sup> – 14 <sup>th</sup> , Jul. 8 <sup>th</sup> – 9 <sup>th</sup> , Sept. 24 <sup>th</sup> – 25 <sup>th</sup> , Oct. 8 <sup>th</sup> – 9 <sup>th</sup> , Nov. 25 <sup>th</sup> – 26 <sup>th</sup>	2-Day	N60,000	Managers, team leaders, Personal Assistants (PAs), Secretaries
14	Culture Transformation: Healthy Culture, Healthy Organization	Jan. 30, Feb. 27, Apr. 20, Jun 26, Oct. 20, Nov. 24, Dec. 4	1-Day	N40,000	Managers, team leaders, supervisors, and all staff across departments.
15	Coaching Skills for Managers	Mar. 18, Apr. 17, Jun 29, Sept. 15, Oct. 7, Nov. 27, Dec. 8	1-Day	N40,000	Managers; Team Leaders; HR Heads
16	Principles of HR and Performance Management	Feb. 13, Mar. 27, Apr. 2, May 8, Jul. 6, Sept. 10, Nov. 9, Dec. 2	1-Day	N40,000	HR & Admin Heads; Managers
17	Leading Organizational Change	Jan. 20, Feb. 28, May 6, Jun 2, Jul. 22, Aug. 26, Oct. 27, Nov. 30	1-Day	N40,000	Senior Managers; HR & Admin; Team Leaders
18	Public Speaking & Presentation Skills	Jan. 31, Mar. 13, Apr. 9, May 21, Jul. 10, Sept. 1, Nov. 3, Dec. 17	1-Day	N40,000	Managers; HR Heads; Unit Heads; Team Leaders, Sales managers & Reps.
19	The Leading Manager: 25 Major Challenges Managers Face & Step-By-Step Solutions	Jan. 17, Mar. 4, Apr. 3, May 11, Jul. 13, Sept. 17, Nov. 20, Dec. 10	1-Day	N40,000	Executives, Managers, team leaders, supervisors, HR Heads.
20	Leading with Power: How to Influence and Not Intimidate those You Lead	Mar. 10, Apr. 29, Jun 15, Jul. 17, Aug. 25, Sept. 8, Nov. 16, Dec. 11	1-Day	N40,000	Executives, Managers, Team Leaders & Supervisors

**Training venue:** VISIONDRIVERS TRAINING CENTRE  
83, Allen Avenue  
Ikeja-Lagos

**Training hours:** 9:00am – 4:00pm

**Payment details:**

- Payment should be made via wired transfer/Cheque to: Visiondrivers Management Consulting – Eco Bank; A/C 0039713464 or Visiondrivers Leadership Academy; Zenith Bank; A/c 1013615937
- Please bring payment slip along with you for registration.
- As we usually have limited seats available, it is advised you make upfront payment prior to the training day.

**Benefits:**

- Participants will receive materials for the training
- Free eBook and CDs
- 5% discount for group bookings of 3-participants and above
- Certificate of Attendance
- Refreshment will be served

**Note:** If any of the above dates or training topics does not match your particular need, we will be glad to schedule a customized date or training topics that will meet your company's need. Please, visit our site at [www.visiondrivers.com](http://www.visiondrivers.com), and click on the training session to view our training topics.

We look forward to serving you.

**VISIONDRIVERS**  
*Your Vision...Our Passion!*