

	TRAINING PROGRAMMES	DURATION	DATES	AMOUNT	COURSE OVERVIEW
BUSINESS ENHANCEMENT DEVELOPMENT	Negotiating for Results Workshop	2 Days	May 16th - 17th October 8th - 9th	N102,500	Negotiation is a skill that requires adaptability, quick thinking, planning, preparation and strategy. When negotiating, keeping others expectation in mind is absolutely essential. Through this workshop, participants would be able to understand the basic types of negotiations, the phases of negotiations and the skills needed for successful negotiations.
	Sales and Marketing Essentials	2 Days	May 17th - 18th November 22st - 23rd	N170,000	Participants will learn how to vary their selling style for different customers and highlight value rather than price, have a clear understanding of markets and what drives customers decisions to buy. In this course, you'll get modern techniques for analysing markets and quantifying customer needs, wants, and preferences. Learn tactics to utilize the 4 Ps of Marketing (Product, Price, Place, and Promotion) and proven tools and methods to avoid the most common marketing mistakes. In hands-on activities, you'll discover how to implement the right approach for your company's unique needs.
	Optimising Benefits Realisation for Projects & Change Investments	2 Days	March 23rd - 24th June 29th - 30th September 28th - 29th December 12th - 13th	N187,500	This course aims to give participants a practical perspective on the concepts and techniques that can be used to better align projects with an organisation's strategic goals. The course covers integrating Benefits Management practices with Project Management, and building a lifecycle-focus on benefits delivery from concept, through planning and execution, through to project close and ongoing operation and realisation of planned benefits.
	Making Sense of Strategy	2 Days	March 29th - 30th August 16th - 17th	N174,000	This workshop is designed to be highly interactive — all to enable participants to unravel the mystery/power of strategic thinking and build a stronger foundation for sound decision making. Participants will be led on a strategic journey learning the tools - breaking the rules - making a difference.
	Budgeting & Financial Reporting Workshop	2 Days	October 11th - 12th July 19th - 20th	N100,500	This workshop is designed to be highly interactive—all to enable participants to unravel the mystery/power of strategic thinking and build a stronger foundation for sound decision making. Participants will be led on a strategic journey learning the tools - breaking the rules - making a difference.
	Customer Service Excellence Workshop	2 Days	April 19th - 20th September 7th - 8th	N110,000	Excellence in client service is a key determinant for business success, especially in today's fast changing market place. This customer service excellence workshop will enhance each participant's ability to handle interactions with customers and ensure that they have the confidence to enable them to implement best practice customer service techniques, delivering customer satisfaction whilst developing customer loyalty.
CHANGE MANAGEMENT	Prosci Change Management Certification Programme	3 Days	Lagos, Nigeria	\$3,500	<p>Our Prosci's Change Management Certification Programme gives your team extensive knowledge, skills and tools to drive successful change initiatives. The training is a three-day experiential learning programme which is developed to teach the participants to apply a holistic change management methodology and toolset, including the Prosci ADKAR Model, to a real project. The participants will leave with a change management plan that leverages research based best practices to effectively manage change and enhance project results.</p> <p>GENERAL NOTES About the programme fee: Prosci's certification is a total-immersion experience where you will learn with your classmates, stay at the same venue, and complete activities together. The programme fee (excluding VAT) includes your venue package. The venue package is required for all participants. This all-inclusive fee covers: • Certification in the industry-leading Prosci ® Change Management Methodology, including one-on-one application coaching • License to apply the Prosci ® Change Management Methodology to your change projects • A one-year subscription to the Prosci ® Practitioner eToolkit for change managers • Three night stay at the venue including all meals, activities, gratuities and meeting fees. 10% discount available for a group of 3. 100% payment required before the commencement of the programme. Refund policy – No cancellations. Substitutions are allowed within 21 days before the programme. Participants may postpone course to a later date (not later than 3 months from original booked date) within 30 days before the programme.</p>
			Accra, Ghana	\$3,700	

HUMAN RESOURCE SKILL DEVELOPMENT	Managing Talent for Strategic Advantage	2 Days	July 5th - 6th October 18th - 19th	N150,000	Participants will be empowered with just what it takes to have the right people ready. It will help you to create a program that enables you to understand the whole Talent Management process, evaluate talent performance and to decide how to help people grow and prepare for their own futures while supporting and growing the organisation.
	Strategic Human Resource and Business Partnering Workshop	3 Days	March 20th - 23rd August 16th - 17th	N250,000	Human capital is the greatest asset of every organisation. The human resource needs to be effectively managed to maximize potentials and set organisational goals. The dynamic nature of the business environment and the desire to reposition business organisations to achieve excellence put further pressure on human resource managers to effectively leverage this vital asset for sustained results. This workshop will give you a solid view of all aspects of Human Resource Management & Business Partnering.
	Managing for Employee Engagement	2 Days	April 26th - 28th July 13th - 14th October 19th - 20th November 29th - 30th	N174,000	It is a simple fact of business life that any job, from investment banker to dishwasher, can become miserable—and that even the most well-meaning manager can miss the causes. According to Patrick Lencioni, three underlying factors make a job miserable—anonymity, irrelevance, and immeasurability. Based on Lencioni's The Truth About Employee Engagement model, the Managing for Employee Engagement Workshop will help managers understand the root causes of job misery and provides action items to develop an engaged workforce.
	Train the Trainer Workshop	2 Days	May 3rd - 4th September 19th - 20th	N150,000	Gain a practical, how-to overview of the entire training function. Through modeling of the best practices and latest techniques in training delivery, discover the 4Ps of training: Purpose & Assessment, Planning & Preparation, Presentation & Facilitation, and Performance & Evaluation.
MANAGEMENT & SUPERVISORY SKILLS DEVELOPMENT	Liberating Leadership Programme	2 Days	March 2nd - 3rd June 22nd - 23rd September 22nd - 23rd December 7th - 8th	N187,000	Liberating Leadership is a set of competencies and a track to run on that has since been adopted by thousands of managers in a wide range of businesses, across an extensive number of industries. Easy to understand and immensely practical in nature, our experience is that managers strongly identify with the Liberating Leadership approach and easily develop the vital mind-set and skills of high performing leaders, known as High Challenge and High Support.
	Supervisory & Front-line Leadership Development Workshop	2 Days	March 8th - 9th September 13th - 14th	N150,000	Participants to our Supervisory & Front-line workshop will get exposed and equipped with the skills needed to be effective leaders who motivate their team while managing people, projects and deadlines.
	Target Setting & Performance Management Workshop	2 Days	May 18th - 19th September 26th - 27th	N102,000	This course will help participants become conversant with the procedure for determining performance measures at the Corporate, Business Unit and Individual Job Holder levels. Participants will also learn how to manage attainment of targets through regular monitoring and support, appraising employees, identifying skill gaps and development requirements to build relevant competencies, as well as linking individual performance to reward and career advancement.
	Leading Through Coaching and Mentoring	2 Days	June 1st - 2nd October 10th - 11th	N102,000	The aim of this workshop is to provide participants with an understanding of the theory and practice of people development through mentoring and coaching. Participants will understand the role of mentoring in supporting and guiding individuals to achieve outcomes and the benefits of creating a coaching culture within transition programmes.
	Building and Leading High Performing Teams	2 Days	July 27th - 28th September 7th - 8th November 16th - 17th	N174,000	All participants will practice and solidify their leadership and team building skills directly by taking part in an experiential exercise where they are required to choose a leader, work as a team, make decisions, delegate tasks, assign roles & responsibilities and assess their own and others' ability to successfully lead.
	Building Effective Teams Workshop	2 Days	May 12th - 13th October 26th - 27th	N102,000	This workshop will help you to align your team vision, define your purpose, strategise your goals and optimize your use of feedback to develop an energised, motivated team. You and your team will gain new clarity and production capacity as you discover how you work best together.
	Influencing and Persuasion Skills Workshop	2 Days	June 14th - 15th October 19th - 20th	N150,000	This workshop enables you to identify and apply the skills required to effectively influence outcomes through reasoning and effective tactics. It incorporates a great deal of research on human psychology and boils down the information into easy to use tools for delegates to use in their own situations.

WORKPLACE EFFECTIVENESS & PERSONAL DEVELOPMENT	Achieving Through Emotional Intelligence	2 Days	February 28th - 1st October 24th - 25th	N102,000	Our revolutionary communication training course, Building Emotional Intelligence, goes far beyond “people skills” to boil down the essentials of emotional intelligence into language anyone can understand. Employees will obtain practical skills and motivation to improve relationships among fellow employees, reduce stress and increase productivity.
	Handling Difficult Conversations	2 Days	March 16th - 17th May 18th - 19th August 30th - 31st November 23rd - 24th	N187,500	This highly valuable and engaging course empowers professionals to handle difficult conversations with ease to achieve professional success.
	Business Communication, Report Writing & Presentation Skills	2 Days	March 23rd - 24th June 29th - 30th September 28th - 29th December 12th - 13th	N120,000	By the end of the workshop, participants feel increased confidence as communicators and can deliver dynamic presentations to even the most challenging audiences with ease.
	Business Innovation and Creativity Workshop	2 Days	April 25th - 26th September 26th - 27th	N94,500	Participants will learn mind mapping, individual brainstorming, and when to recognise and look for what inspires them to be more creative. Teams and individuals will leave with enhanced skills in developing new products, services and business concepts.
	Time and Stress Management Workshop	2 Days	May 10th - 11th September 28th - 29th	N90,000	By signing up to attend this two-day intensive course, you will improve your present quality of life and be personally effective at workplace. The essential tools and techniques provided in this course will greatly assist you to manage both time and stress management in your daily life.
PROJECT AND RISK MANAGEMENT DEVELOPMENT	Contractual Management Principles and Practices	2 Days	July 26th - 27th November 14th - 15th	N140,000	This course explores vital issues from the manager's perspective, highlighting key roles and responsibilities to give you greater influence over how work is performed.
	Effective Project Reporting & Control	2 Days	May 11th - 12th July 25th - 26th October 26th - 27th	N187,500	The holy grail of project management is knowing where you stand at any given moment in terms of cost, schedule and scope. This workshop will teach you an effective way to achieve this goal.
	Project Earned Value Management Workshop	2 Days	April 4th - 6th August 1st - 3rd	N160,000	In this course, participants learn to effectively manage projects EVM, as an effective performance management technique, establish and maintain a Performance Measurement Baseline (PMB) and report, apply and analyze actuals with PMB. Additionally, attendees learn to analyze magnitude, location and root-causes with Earned Value Analysis (EVA) and determine how risks are identified and managed using EVA.
	Risk Assessment & Management Course	2 Days	August 9th - 10th October 4th - 5th	N150,000	This course provides a solid foundation in the understanding of risk, how it is managed how to plan and use business continuity should things go wrong; and how to monitor and report progress on risk management.
	PMP Certification Preparatory Programme	2 Days	March 21st - 23rd Exam 26th June 20th - 22nd Exam 25th	N170,000	The PMP® training course is designed to ensure that you pass the PMP exam on the first try. We will help you to understand the workings of the 5 process groups and 10 knowledge areas defined by the PMBOK® Guide.
CAPM Certification Preparatory Programme Course Overview	2 Days	May 16th - 18th Exam 21st	N170,000	Our CAPM® training program is designed to ensure that you pass the CAPM® exam in your first attempt. Based on the PMBOK 5, the course delivers knowledge of the five process groups and ten knowledge areas as prescribed by PMI®. The CAPM® certification is valid across industries and is recognized worldwide. This certification will validate your fundamental knowledge of project management and its processes.	
OPERATIONAL MANAGEMENT	Office Management & Administration Skills Workshop	2 Days	May 10th - 12th November 9th - 10th	N150,000	This training course is designed to fill the skills gap experienced by most administrative assistants and office managers. Participants will leave the Course equipped with skills to improve their performance and achieve seamless execution of their functions.

OFFICE & ADMINIS SUPPORT & DEVELOP	Master-class for Executive Assistants, Executive Secretaries & Personal Assistants	2 Days	April 11th - 12th September 27th - 28th	N150,000	Our Masterclass presents a managerial perspective on the Executive PA, EA and senior secretary and Administrator role. It is essential development training for PAs who would like to be first class business partners to their bosses.
	Commercial and Business Awareness for Administrators	2 Days	May 10th - 11th, August 16th - 17th	N102,500	This comprehensive 2 day workshop focuses on commercial and business awareness skills that will enable the office professional to broaden their role and take on increased responsibilities from their managers.
MICROSOFT OFFICE ESSENTIALS	Microsoft Excel, Word and Powerpoint	2 Days	June 12th - 13th, August 23rd - 24th	N100,000	<p>Improve your PowerPoint presentation skills, work better with numbers and data in Excel 2018, and create stunning documents in Word 2018 by attending a short, 2 day, hands-on & practical workshop on Microsoft Office 2018.</p> <p>General Notes For Intermediate - Advanced Basic knowledge of computers, using the keyboard, mouse and Windows is required. This is an Intermediate - advanced level program, so we will teach you all about Microsoft Office and then how to get the most of it for day to day use at your office or home.</p>

OUR LEARNING & DEVELOPMENT PRACTICE

Our approach to capacity building is truly collaborative and results focused. Our work with our clients in strategy development and implementation has earned us 'trusted advisor' status with some of our clients. As our clients evolve, we are able to help them address capability gaps in their workforce through our extensive training and coaching curricula delivered in innovative manners to engage and transform the workforce.

Our learning & development practice offers:

- Open (Public) and In-house (Customisable) programmes
- Group & Individual development coaching services as part of 1 above
- E-learning capability for course delivery, content development and elearning strategy/systems.

To register for our trainings or for more information, call Gloria on 08098137952 or Ezinwa on 08037481323 Or send us an email on enquiries@afriissance.com



Afrissance

www.afriissance.com

Afrissance is an Enterprise Transformation firm, covering a broad spectrum of Organisation and Leadership Development, Change Management, Digital Transformation and related capacity development.

Our focus is to contribute, champion and lead the emergence of global brands from Africa. Aside from our successful engagements on the continent, we realised the importance of an enhanced business performance in African organisations and dedicated to achieving the African Renaissance, we are continually refining our services, product lines and delivery capability to attain our vision.

Address : Lagos: 2nd Floor Plot 5 Chief Yesuf Abiodun St. Victoria Island, Lagos Nigeria
Phone : +234 (0) 1280 9345
Email : enquiries@afriissance.com

Address : London: 71-75 Shelton Street, Covent Garden London, WC2H 9JQ, UK
Phone : +44 (0) 203 949 9127
Email : enquiries@afriissance.com