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2024 OPEN PROGRAMME PLANNEI

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Office: 10, Obokun street, Off Coker road, Ilupeju, Lagos, **Tel:** 08033014321, 08033876456, 08023060462

	COURSES/PROGRAMMES	DAYS	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL	
	PROFESSIONAL EFFECTIVENESS											
1	PRODUCTIVITY IMPROVEMENT SKILLS	2			10-11				140,000.00	169,500.00	\$145.00	1
2	OFFICE MANAGEMENT & ADMINISTRATION	3	9-11				6-8		165,000.00	199,500.00	\$165.00	2
3	RECORDS MANAGEMENT & ARCHIVING	3	10-12				6-8		165,000.00	199,500.00	\$165.00	3
4	DESIGN THINKING AND INNOVATION	2								Negotiable		4
5	PROTOCOL & TRAVEL MANAGEMENT	3			4-6				165,000.00	199,500.00	\$165.00	5
6	EFFECTIVE PRESENTATION & PUBLIC SPEAKING SKILLS	2				10-11			140,000.00	169,500.00	\$145.00	6
7	BUSINESS WRITING & COMM. SKILLS	3					13-15		165,000.00	199,500.00	\$165.00	7
8	EFFECTIVE INTERPERSONAL SKILLS	3	10-12			9-11			165,000.00	199,500.00	\$165.00	8
9	COMMERCIAL AWARENESS FOR TECHNICAL PEOPLE	3			11-13				165,000.00	199,500.00	\$165.00	9
10	IMPROVING PERSONAL EFFECTIVENESS	2		8-9			14-15		140,000.00	169,500.00	\$145.00	10
11	TEAM BUILDING FOR HIGH PERFORMANCE	2			5-6				140,000.00	169,500.00	\$145.00	11
12	CREATIVE PROBLEM SOLVING & DECISION MAKING	2	6-7			12-13			140,000.00	169,500.00	\$145.00	12
13	TIME & PRIORITY MANAGEMENT	2		8-9		3-4			140,000.00	169,500.00	\$145.00	13
14	EMOTIONAL INTELLIGENCE AT WORK	2		13-14			7-8		140,000.00	169,500.00	\$145.00	14
15	SHARPENING NEGOTIATION SKILLS	2			12-13				140,000.00	169,500.00	\$145.00	15
	SALES & MARKETING EFFECTIVENESS	DAYS										
16	FUNDAMENTAL SELLING SKILLS	3		14-16			13-15		165,000.00	199,500.00	\$165.00	16
17	EFFECTIVE BUSINESS TO BUSINESS MARKETING	3			4-6				165,000.00	199,500.00	\$165.00	17
18	PROFESSIONAL SELLING SKILLS	3				9-11			165,000.00	199,500.00	\$165.00	18
19	SELLING TO MAJOR ACCOUNTS	3					6-8		165,000.00	199,500.00	\$165.00	19
20	CUSTOMER ENGAGEMENT & MANAGEMENT	2				9-10			140,000.00	169,500.00	\$145.00	20
21	SELLING IN TOUGH TIMES	2			10-12				140,000.00	169,500.00	\$165.00	21
22	RETAIL SELLING & MERCHANDISING	2	4-5						140,000.00	169,500.00	\$145.00	22
23	ADVANCED SELLING SKILLS	3		7-9				4-6	165,000.00	199,500.00	\$165.00	23
24	KEY ACCOUNT MANAGEMENT	3			3-5				165,000.00	199,500.00	\$165.00	24

25	FIELD SALES MANAGEMENT	3	10-12				6-8		165,000.00	199,500.00	\$165.00	25
26	STRATEGIES FOR FINDING & WINNING NEW BUS.	3		13-15					165,000.00	199,500.00	\$165.00	26
27	DIGITAL SELLING SKILLS	2			12-13				140,000.00	169,500.00	\$145.00	27
28	MARKETING & RELATIONSHIP MANAGEMENT	3	17-19			9-11			165,000.00	199,500.00	\$165.00	28
		DAYS	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL	
	LOGISTICS & SUPPLY CHAIN MANAGEMENT											
29	BID AND TENDER MANAGEMENT	2			12-13				140,000.00	169,500.00	\$145.00	29
30	LOGISTICS & SUPPLY CHAIN MANAGEMENT	3	10-12			16-18			165,000.00	199,500.00	\$165.00	30
31	INVENTORY MANAGEMENT & STOCK CONTROL COURSE	3		7-9			13-15		165,000.00	199,500.00	\$165.00	31
32	CONTRACT & PROCUREMENT MANAGEMENT	3		14-16			13-15		165,000.00	199,500.00	\$165.00	32
33	FLEET MANAGEMENT	3			10-12				165,000.00	199,500.00	\$165.00	33
34	DISTRIBUTION & LOGISTICS MANAGEMENT	3				9-11			165,000.00	199,500.00	\$165.00	34
35	WAREHOUSE OPERATIONS PLANNING & MANAGEMENT	3	17-19				13-15		165,000.00	199,500.00	\$165.00	35
36	NEGOTIATION SKILLS FOR PROCUREMENT OFFICERS	2							140,000.00	169,500.00	\$145.00	36
	MANAGEMENT & LEADERSHIP	DAYS										
37	MANAGING PEOPLE FOR RESULT	3			4-6				165,000.00	199,500.00	\$165.00	37
38	LEADING TEAMS	2		14-15					140,000.00	169,500.00	\$145.00	38
39	MANAGEMENT & BUSINESS SKILLS FOR ADMIN OFFICERS	2	10-11			16-17			140,000.00	169,500.00	\$165.00	39
40	PROFITABLE BRANCH MANAGEMENT	3								Negotiable		40
41	ACHIEVING ADMINISTRATIVE EXCELLENCE	3					6-8		165,000.00	199,500.00	\$165.00	41
42	SUPERVISORY SKILLS DEVELOPMENT	3		6-8			13-15		165,000.00	199,500.00	\$165.00	42
43	LEADERSHIP DEVELOPMENT PROGRAMME	3			11-13			4-6	165,000.00	199,500.00	\$165.00	43
44	EFFECTIVE DELEGATION & MOTIVATION	2		14-15					140,000.00	169,500.00	\$145.00	44
45	ADVANCED SUPERVISORY SKILLS	3	16-18				13-15		165,000.00	199,500.00	\$165.00	45
46	MANAGEMENT SKILLS DEVELOPMENT	3				9-11			165,000.00	199,500.00	\$165.00	46
47	IMPROVING MANAGERIAL EFFECTIVENESS	3	9-11			9-11			165,000.00	199,500.00	\$165.00	47
	HUMAN RESOURCES MANAGEMENT	DAYS										
48	FUNDAMENTALS OF HR MANAGEMENT	3			7-9				165,000.00	199,500.00	\$165.00	48
49	PERFORMANCE MANAGEMENT WORKSHOP	1-2								Negotiable		49
50	RECRUITMENT & SELECTION BEST PRACTICES	2	18-19			9-10			140,000.00	169,500.00	\$145.00	50
51	HR METRICS AND ANALYTICS	2					6-8		140,000.00	169,500.00	\$165.00	51
52	TRAINING MGT. & FACILITATION SKILLS	3		14-16					165,000.00	199,500.00	\$165.00	52
53	ADVANCED HUMAN RESOURCES	2	9-10					4-6	140,000.00	165,000.00	\$145.00	53
54	EMPLOYMENT & CONTRACT LAW	2		13-15		9-10			140,000.00	165,000.00	\$145.00	54
55	MANAGING CONFLICTS IN THE WORKPLACE	2	10-12						140,000.00	165,000.00	\$145.00	55

56	CONTEMPORARY LABOUR & INDUSTRIAL RELATIONS PRACTICE	3			11-13				165,000.00	199,500.00	\$165.00	56
		DAYS	JUL	AUG	SEP	OCT	NOV	DEC	N FEE VIRTUAL	N FEE PHYSICAL	\$ FEE VIRTUAL	
	QUALITY, SERVICE EXCELLENCE, HEALTHCARE & SAFETY											
57	QUALITY IMPROVEMENT & MANAGEMENT	3		7-9			13-15		165,000.00	199,500.00	\$165.00	57
58	PRODUCTION PLANNING AND CONTROL	3	10-12			9-11			165,000.00	199,500.00	\$165.00	58
59	OCCUPATIONAL HEALTH, SAFETY & WELLNESS	4					13-15			250,000.00	\$165.00	59
60	INFECTION CONTROL AND PREVENTION TRAINING	3			4-6				165,000.00	199,500.00	\$165.00	60
61	HEALTHCARE RISK MANAGEMENT COURSE	4		7-9		9-11				250,000.00	\$165.00	61
62	EFFECTIVE CUSTOMER SERVICE	2	10-11		4-5				140,000.00	169,500.00	\$145.00	62
63	FRONT OFFICE & CUSTOMER RELATIONS	2					13-15		140,000.00	169,500.00	\$145.00	63
64	CUSTOMER EXPERIENCE MANAGEMENT	3			10-12				165,000.00	199,500.00	\$165.00	64
65	HANDLING CUSTOMER COMPLAINTS	2				9-10			140,000.00	169,500.00	\$145.00	65
	PROJECT & FACILITIES MANAGEMENT SUCCESS	DAYS										
66	EFFECTIVE PROJECT MANAGEMENT	3		14-16					165,000.00	199,500.00	\$165.00	66
67	PROJECT COST AND RISK MANAGEMENT	2					7-8		140,000.00	169,500.00	\$145.00	67
68	PROJECT LEADERSHP COURSE	2			3-5				140,000.00	169,500.00	\$145.00	68
69	PROJECT MONITORING AND CONTROL	2	10-11			16-17			140,000.00	169,500.00	\$145.00	69
70	FACILITIES MANAGEMENT	3			11-13				165,000.00	199,500.00	\$165.00	70
71	STAKEHOLDERS RELATIONSHIP MANAGEMENT	2				16-17			140,000.00	169,500.00	\$145.00	71
	FINANCE & ACCOUNTS EFFECTIVENESS	DAYS										
72	FINANCE FOR NON FINANCE MANAGERS	3				9-11			165,000.00	199,500.00	\$165.00	72
73	FINANCIAL ANALYSIS & MODELLING	3	10-12	5-7		16-18			165,000.00	199,500.00	\$165.00	73
74	ACCOUNTING & BOOK-KEEPING	3			4-6				165,000.00	199,500.00	\$165.00	74
75	EFFECTIVE BUDGET & COST CONTROL	2			11-13				140,000.00	169,500.00	\$145.00	75
76	FIXED ASSETS MANAGEMENT	2		21-23			13-15		140,000.00	169,500.00	\$145.00	76
77	CREDIT CONTROL & DEBT RECOVERY	2					14-15		140,000.00	169,500.00	\$145.00	77
78	CREDIT ANALYSIS	2-3								NEGOTIABLE		78
	STRATEGY & BUSINESS PREFORMANCE	DAYS							ST			
79	MANAGEMENT RETREAT	2-3								Negotiable		79
80	SALES PERFORMANCE CONFERENCE	1-2								Negotiable		80
81	STRATEGIC PLANNING & IMPLEMENTATION	2-3								Negotiable		81
82	EFFECTIVE CHANGE MANAGEMENT	1-2								Negotiable		82
83	HOW TO PREPARE A BUSINESS PLAN	1-2								Negotiable		83
		DAYS	JUL	AUG	SEP	OCT	NOV	DEC	VIRTUAL	PHYSICAL	VIRTUAL	