

# Welcome to Training Guide International

## 2011 Course Calendar

Training Guide International is one of the leaders in Management Training and Corporate Consultancy . We offer wide range of business and management training in UK, USA, Canada, Malaysia, Dubai, Egypt, Morocco, Nigeria and India. Our trainers are highly skilled in Finance, Human Resources, Banking, Public Relations, Communications and other subjects. We ensure that our delegates maximize their potential, through our quality training course which are professionally delivered.

### VALUE

- \* Most Competitive Training Provider in the Market
- \* Accommodation and Pre-arrival Assistance
- \* 1 week course at low prices
- \* Entry Visa Assistance and many more

**MISSION:** "To provide highly productive and cost effective training."

**ORGANISATION:** We have been established since 2002. Incorporated in Nigeria and United Kingdom. Our aim is to ensure that delegates receive the highest level of training, customer care and value for money services.

**TRAINERS:** Courses are delivered by professional and highly qualified trainers. Their expertise give delegates superb training, blended with practical case studies.

### TRAINING CENTRES:-

- \* Air Conditioned Training Rooms
- \* Natural Daylight
- \* Access to Office Facilities
- \* Smoke-Free Room

Participants range from CEOs, Administrators, Proprietors of Schools, Chairmen of Council, Personal Assistants, Special Assistants, Chief Lecturer, Association, President, Executive Secretaries, Engineers, Medical Doctors, etc.

### GENERAL INFORMATION

How do I book a Course?

You can book any of our courses in a number of ways:

- \* By Telephone - 07038346600,
- \* By email: executivea@educationhouse.net
- \* By the web: [www.educationhouse.net](http://www.educationhouse.net)
- \* Or through a TGI Alumni

### Accommodation

All courses are non-residential. We can advise you on suitable accommodation within reasonable reach of the Training Centre. Please contact us for details. Accommodation is not included in the course Fees.

**Enrollment Fee** for all international courses is N40,000 only

### October

Start Date	Wks	Course Title	Course fee (GBP)	2011 Nigeria N
3 Oct	1	Inspirational Communication and Presentations	2,975	65,000
3 Oct	1	Motivational Leadership and Building Successful Teams	3,100	85,000
3 Oct	1	Performance Management, Motivation and Development	3,100	85,000
3 Oct	3	Strategic Business Development	5,950	85,000
3 Oct	3	Advanced Business Management Skills	5,500	85,000
3 Oct	3	Advanced Strategic Human Resources Management	5,500	85,000
10 Oct	1	Influencing Skills, Assertiveness and Negotiation	3,100	85,000
10 Oct	2	Oil and Gas Sector: Economic and Finance	4,950	85,000
17 Oct	1	Crisis and Change Management Strategic Planning	3,250	85,000
17 Oct	1	Managing Conflict in the Workplace	3,100	85,000
17 Oct	2	Corporate Financial Planning	4,700	85,000
31 Oct	1	Credit Control and Debt Management	3,035	85,000
31 Oct	2	Effective Secretaries and Personal Assistants Programme	3,750	85,000
31 Oct	2	Dynamic Office Management and Administration	3,950	85,000

### November

Start Date	Wks	Course Title	Course fee (GBP)	2011 Nigeria N
7 Nov	1	Procurement, Contract Management and Effective Negotiation	3,035	85,000
7 Nov	1	Stores Management, Inventory Planning and Control	3,250	85,000
7 Nov	1	Risk Management	3,100	85,000
7 Nov	1	Advanced Management Skills for Personal Assistants	2,850	65,000
7 Nov	2	Strategic Public Relations Management	4,500	85,000
7 Nov	2	Strategic Public Relations, Protocol and Travel Management	4,600	85,000
14 Nov	1	Supervisory Skills in Action	2,975	65,000
14 Nov	1	Capital Markets	3,250	85,000
14 Nov	1	Interviewing Skills, Recruitment and Selection	3,035	85,000
14 Nov	2	Advanced Supervisory Skills	4,500	85,000
21 Nov	2	Corporate Legal Advisers and Chartered Company Secretaries	4,950	85,000
21 Nov	2	Internal Auditing Procedures and Controls	4,650	85,000
28 Nov	1	Corporate Governance	3,575	85,000
28 Nov	2	The Masterclass in Business Success	4,950	85,000

### December

Start Date	Wks	Course Title	Course fee (GBP)	2011 Nigeria N
5 Dec	1	Corporate Social Responsibility	3,450	85,000
5 Dec	1	Financial Analysis, Evaluation and Budgeting	3,100	85,000
5 Dec	2	Advanced Financial Analysis, Evaluation and Budgeting	4,600	85,000
12 Dec	1	Project Management Effective Design and Implementation	2,975	85,000
12 Dec	1	Total Quality Management	3,100	85,000

<b>July</b>				
<b>Start Date</b>	<b>Wks</b>	<b>Course Title</b>	<b>Course fee (GBP)</b>	<b>Nigeria N</b>
4 Jul	2	Economic Crime and Fraud Prevention	4,950	85,000
11 Jul	1	Management Skills for Excellence	3,035	85,000
11 Jul	1	Human Resources Management	3,035	85,000
11 Jul	1	Performance Management, Motivation and Development	3,100	85,000
11 Jul	2	Management Skills for the Modern Day Manager	4,600	85,000
11 Jul	2	Strategic Human Resources and Organisational Behaviour	4,600	85,000
11 Jul	3	Strategic Business Development	5,950	85,000
11 Jul	3	Advanced Business Management Skills	5,500	85,000
11 Jul	3	Advanced Strategic Human Resources Management	5,500	85,000
18 Jul	1	Influencing Skills, Assertiveness and Negotiation	3,100	85,000
18 Jul	1	Risk Management	3,100	85,000
29 Jul	2	Oil and Gas Sector: Economics and Finance	4,950	85,000
25 Jul	1	Crisis and Change Management Strategic Planning	3,250	85,000
25 Jul	1	Managing Conflict in the Workplace	3,100	85,000
25 Jul	2	The Masterclass in Business Success	4,950	85,000
25 Jul	2	Corporate Financial Planning	4,700	85,000

<b>August</b>				
<b>Start Date</b>	<b>Wks</b>	<b>Course Title</b>	<b>Course fee (GBP)</b>	<b>Nigeria N</b>
1 Aug	1	Disaster Recovery and Business Continuity Management	3,450	85,000
1 Aug	2	Corporate Legal Advisers and Chartered Company Secretaries	4,950	85,000
8 Aug	1	Security Risk Management	3,450	85,000
8 Aug	1	Corporate Governance	3,575	85,000
8 Aug	1	Capital Markets	3,250	85,000
15 Aug	1	Corporate Social Responsibility	3,450	85,000
19 Aug	1	Financial Analysis, Evaluation and Budgeting	3,100	85,000
15 Aug	1	Interviewing Skills, Recruitment and Selection	3,035	85,000
15 Aug	2	Advanced Financial Analysis, Evaluation and Budgeting	4,600	85,000
22 Aug	1	Project Management Effective Design and Implementation	2,975	65,000
22 Aug	1	Procurement, Contract Management and Effective Negotiation	3,035	85,000
22 Aug	1	Total Quality Management	3,100	85,000
22 Aug	1	Stores Management, Inventory Planning and Control	3,250	85,000

<b>September</b>				
<b>Start Date</b>	<b>Wks</b>	<b>Course Title</b>	<b>Course fee (GBP)</b>	<b>Nigeria N</b>
12 Sep	1	IP Networking	3,100	85,000
12 Sep	1	Supervisory Skills in Action	2,975	65,000
12 Sep	1	Financial Modelling	3,100	85,000
12 Sep	2	Advanced Supervisory Skills	4,500	85,000
19 Sep	1	3G RF Planning	3,100	85,000
19 Sep	2	Effective Secretaries and Personal Assistants Programme	3,750	85,000
19 Sep	2	Dynamic Office Management and Administration	3,950	85,000
26 Sep	1	2G to 3G Mobile Evolution	3,100	85,000
26 Sep	1	Advanced Management Skills for Personal Assistants	2,850	65,000
26 Sep	2	Economic Crime and Fraud Prevention	4,950	85,000
26 Sep	2	Strategic Public Relations Management	4,500	85,000
26 Sep	2	Strategic Public Relations, Protocol And Travel Management	4,600	85,000

# 2011 COURSE CALENDAR

## United Kingdom And Nigeria

### January

Start Date	Wks	Course Title	Course fee (GBP)	Nigeria N
24 Jan	1	Management Skills for Excellence	3,035	85,000

### February

Start Date	Wks	Course Title	Course fee (GBP)	Nigeria N
7 Feb	1	Human Resources Management	3,035	85,000
7 Feb	2	Strategic Human Resources and Organisational Behaviour	4,600	85,000
14 Feb	1	Influencing Skills, Assertiveness and Negotiation	3,100	85,000
21 Feb	1	Financial Analysis, Evaluation and Budgeting	3,100	85,000
21 Feb	2	Advanced Financial Analysis, Evaluation and Budgeting	4,600	85,000
28 Feb	1	Disaster Recovery and Business Continuity Management	3,450	85,000

### March

Start Date	Wks	Course Title	Course fee (GBP)	Nigeria N
7 Mar	1	Security Risk Management	3,450	85,000
14 Mar	1	3G RF Planning	3,100	85,000
14 Mar	1	Motivational Leadership and Building Successful Teams	3,100	85,000
21 Mar	1	2G to 3G Mobile Evolution	3,100	85,000
21 Mar	1	Accounts, Budgets and Finance for Non-Financial Managers	2,975	65,000
21 Mar	2	Advanced Accounts, Budgets and Finance for Non-financial Managers	4,500	85,000
28 Mar	2	Corporate Financial Planning	4,700	85,000

### April

Start Date	Wks	Course Title	Course fee (GBP)	Nigeria N
Apr	2	Effective Secretaries and Personal Assistants Programme	3,750	85,000
4 Apr	2	Dynamic Office Management and Administration	3,950	85,000
11 Apr	1	Credit Control and Debt Management	3,035	85,000
11 Apr	1	Advanced Management Skills for Personal Assistants	2,850	65,000

### May

Start Date	Wks	Course Title	Course fee (GBP)	Nigeria N
9 May	2	Strategic Public Relations Management	4,500	85,000
9 May	2	Strategic Public Relations, Protocol and Travel Management	4,600	85,000
16 May	1	Performance Management, Motivation and Development	3,100	85,000
23 May	2	Internal Auditing Procedures and Controls	4,650	85,000

### Jun

Start Date	Wks	Course Title	Course fee (GBP)	Nigeria N
6 Jun	2	Effective Secretaries and Personal Assistants Programme	3,750	85,000
6 Jun	2	Dynamic Office Management and Administration	3,950	85,000
13 Jun	1	Advanced Management Skills for Personal Assistants	2,850	65,000
20 Jun	1	Accounts, Budgets and Finance for Non-Financial Managers	2,975	65,000
20 Jun	2	Advanced Accounts, Budgets and Finance for Non-Financial Managers	4,500	85,000

**University Staff College, Nigeria**  
 University Management Training Programmes  
 (United Kingdom, Canada, South Africa and Nigeria)

**United Kingdom**

**Course Fees: £2,800.00, £2,600.00 (for two delegates from same institution)**

- a. 6<sup>th</sup> University Exchange Programme for Registrars, Librarians and Bursars  
(June 6-11, 2011, November 21-26, 2011)
- b. 2011 University Exchange Programme for DVCs, Deans, HODs, and Directors  
(June 6-11, 2011, November 21-26, 2011)
- c. Conferences Available throughout the year (Fees: £1,800.00)

**Canada**

- a. University Management Course (May 13-20, June 3-10, June 10-17, 2011)- USD 7,725
- b. Student Affairs Managers' Forum/Workshop (May 8-11, 2011) - USD 4,800
- c. Deans/Director/HoDs Forum/Workshop (November 2011) - USD 4,800
- d. Challenges in Academic Leadership (November, 2011) - USD 4,800
- e. Conferences Available throughout the year - USD 2,000

**South Africa**

- 2<sup>nd</sup> International Educational Tour and Retreats-(August 1-6, 2011) - USD 3,000.00  
 (Provosts, Rectors, Vice-Chancellors and their Deputies)

**Nigeria**

**Courses for University Middle-Level Managers**

**Venue:** University of Ibadan      **Course Fee:** N18,000.00  
**Member Institution:** 20% Discount Applicable

**Courses Available in 2011**

- (a) 4<sup>th</sup> Annual Faculty/School/College Officers' Forum/Workshop - May 3-5
- (b) 4<sup>th</sup> Annual Admission Officers' Forum/Workshop - May 17-19
- (c) 4<sup>th</sup> Annual Examination Officers' Forum/Workshop - May 17-19
- (d) 4<sup>th</sup> Annual Records Officers' Forum/Workshop - May 17-19
- (e) 4<sup>th</sup> Annual Academic Planning Officers' Forum/Workshop - May 17-19
- (f) 4<sup>th</sup> Annual Student Affairs Managers' Forum/Workshop - May 17-19
- (g) 4<sup>th</sup> Annual Council Affairs Officers' Forum/Workshop - May 24-26
- (h) 4<sup>th</sup> Annual Establishment/Personnel and Protocol Officers  
Forum/Workshop - May 24-26
- (i) 4<sup>th</sup> Annual Deans/Directors/HOD Forum/Workshop - June 7-9

**Note:** (a) Institutions who have sponsored member of their staff to any of our programmes (National or International) also qualify for 20% discount.  
 (b) Three weeks advance registration required.

**In-House Training Programmes**

- a. In-House Training for Clerical Cadre and Personnel Assistants
- b. In-House Training for Office Assistants, Messengers and Cleaners
- c. In-House Training for Secretaries And Personal Assistants
- d. In-House Training for Typist
- e. In-House Training for Security Officers and Intelligent Units  
(These programmes will hold within the premises of Institution/Organisation and held on agreed dates)

# HARVARD UNIVERSITY, USA

## 1 WEEK OFF-CAMPUS COURSES

Start Date	Course Title	Course fee (GBP)
	<b>BRAZIL</b>	
May 15	Agribusiness Seminar	\$8,750
	<b>CALIFORNIA</b>	
May 16	Leadership for Senior Executives	\$12,750
May 10	Making Corporate Boards More Effective	\$10,250
Aug	Creating Value Through Service Excellence	\$9,500
May 2011	Designing and Executing Strategy	\$9,500
January 9	Driving Corporate Performance	\$9,750
June	Growing a professional Service Firm	\$10,250
September	Marketing Strategies for Profitable Growth	\$9,000
June 8	Private Equity and Venture Capita	\$9,750
	<b>FRANCE</b>	
April 3	Leadership and Strategy in Pharmaceuticals and Biotech	€9,175
June 26	Leading High-Performance Healthcare Organizations	€8,475
	<b>INDIA</b>	
February 7	Building a Global Enterprise	Rs 4,18,300
July	Develop India: Real Estate Strategies for Growth	Rs 3,95,000
January 12	Managing and Transforming Service Firms	Rs 3,95,000
	<b>UNITED KINGDOM</b>	
May 22	Business-to-Business Marketing Strategy	€8,475
May 29	Changing the Game: Negotiation and Competitive Decision Making	€10,750
July 4	Leadership Reflections and Insights	€10,250

## ON-CAMPUS COURSES

	<b>Comprehensive Leadership:</b>	
April 4	Advanced Management Program (8 weeks)	\$84,000
September 5	Advanced Management Program (8 weeks)	\$84,000
	<b>OWNER-MANAGED</b>	
January 16	Aligning Strategy and Sales	\$13,000
Nov 6	Families in Business From Generation to Generation	\$40,000
October 9	Key Executive program	\$18,000
April 10	Launching New Ventures: Jump-Starting Innovation for Entrepreneurs and Business Owners	\$13,000
May 15	Owner/President Management (OPM) (3 weeks)	\$33,000
	<b>BUSINESS STRATEGIES</b>	
April 17	Achieving Breakthrough Service Driving Performance and Profitability	\$10,250
May 9	Building and Leading customer-Centric Organizations	\$10,500
April 11	Building Business in Emerging Markets	\$10,750
June	Business Strategy for Partners in Law Firms	\$10,000
November	Corporate Level Strategy	TBD
October 19	Corporate Social Responsibility: Strategies to Create Business and Social Value	\$95,000
May 8	Driving Performance Through Talent Management	\$11,750
December	Effective Strategies for Media Companies: Leading Strategies Renewal	\$10,250

<b>Start Date</b>	<b>Course Title</b>	<b>Course fee (GBP)</b>
Nov 6	Global Energy Seminar	\$10,250
June 20	Global Strategic Management	\$12,000
February 9	Intellectual Property and Business Strategy	\$10,000
March 27	Real estate Executive Seminar: Capital Markets, Innovation Ventures, and Business Strategy	\$10,000
October	Real Estate Management Program: New Conditions, New Leaders	\$10,000
November	Risk Management for Corporate Leaders: Integrating Best Practices For Superior Strategy Execution	TBD
June 12	Strategic Agility	TBD
June 5	Strategy; Building and Sustaining Competitive Advantage	\$14,000
June 5	Turnaround Management Strategies	\$10,250
<b>CORPORATE GOVERNANCE</b>		
July 31	Audit Committees in a new Era of Governance	\$7,400
Nov 13	Audit Committees in a new Era of Governance	\$7,400
August 3	Compensation Committees: New Challenges, New Solution	\$7,400
Nov 16	Compensation Committees: New Challenges, New Solution	\$7,400
July-30	Making Corporate Boards More Effective	\$10,250
Nov 9	Making Corporate Boards More Effective	\$10,250
May 10	Making Corporate Boards More Effective	\$10,250
<b>FINANCIAL MANAGEMENT</b>		
July 17	Corporate Restructuring, Mergers, and Acquisitions: Creating Value in Turbulent Times	\$10,000
July 17	Driving Corporate Performance: Aligning Scorecards, Systems, and strategy	\$12,750
January 16	Financial for Senior Executive	\$13,000
July 17	Financial for Senior Executive	\$13,000
October	Private Equity and Ventures Capital	\$13,000
March 27	Strategic Financial Analysis for Business Evaluation	\$10,000
November	Managing Healthcare Delivery	TBD
<b>LEADERSHIP &amp; CHANGE</b>		
January 9	Agribusiness Seminar	\$9,750
Feb13	Authentic Leadership development	\$12,750
Sep 18	Building Client Management Capabilities in Professional Service Firms	\$12,750
July 17	Building New Business in Established Organizations	\$10,750
May 29	High Potentials Leadership Program	\$14,500
Oct 23	High Potentials Leadership Program	\$12,750
April 4	Leadership Best Practices	\$12,750
March 20	Leading Change and Organizational Renewal	\$15,000
March 13	Leading Professional Service Firms	\$13,750
June 12	Leading Professional Service Firms	\$13,750
June 5	The Corporate Leader: How Corporate Managers Contribute Value	\$12,000
June 15	The Global Economy: Historical Perspective and Future Opportunities	\$10,250
May 2	The Women's Leadership Forum: innovation Strategies For a Changing World	\$10,750

Start Date	Course Title	Course fee (GBP)
	<b>MARKETING</b>	
June 19	Strategic Marketing Management	\$12,250
April 26	Taking Marketing Digital	\$10,250
	<b>NEGOTIATION &amp; MANAGERIAL DECISION MAKING</b>	
March 27	Changing the Game: Negotiation and Competitive Decision Making	\$12,750
July 31	Changing the Game: Negotiation and Competitive Decision Making	\$12,750
Oct 30	Changing the Game: Negotiation and Competitive Decision Making	\$12,750
September	Managing Negotiators and the Deal Process	\$12,750
May 8	Strategic Negotiations: Dealmaking for the long Term	\$12,750
	<b>PERSONAL DEVELOPMENT</b>	
March 27	A New Path: Setting New Professional Directions	\$7,750
	<b>SOCIAL ENTERPRISE</b>	
Nov 2	Governing for Nonprofit Excellence: Critical Issues for Board Leadership	\$5,900
May 31	Performance Measurement for Effective Management of Nonprofit Organization	\$6,900
July 17	Strategic Perspectives in Nonprofit Management	\$5,900
	<b>TECHNOLOGY &amp; OPERATIONS MANAGEMENT</b>	
July 24	Delivering Information Services	\$12,500
July 11	Leading Product Innovation	\$10,750