

## AM – AKEMSON KONSULT 2019 LIST OF TRAINING COURSES IN ABUJA

S/NO	COURSE	DATE	FEE
1	MANAGEMENT SKILL DEVELOPMENT FOR SECRETARIES AND PERSONAL ASSISTANTS	7 <sup>TH</sup> – 8 <sup>TH</sup> FEBRUARY 11 <sup>TH</sup> – 12 <sup>TH</sup> JULY	N55,000.00
2	FACILITIES MAINTENANCE AND MANAGEMENT	14 <sup>TH</sup> – 15 <sup>TH</sup> FEBRUARY 18 <sup>TH</sup> – 19 <sup>TH</sup> JULY	N55,000.00
3	PROFESSIONAL SELLING SKILL	21 <sup>ST</sup> – 22 <sup>ND</sup> FEBRUARY 1 <sup>ST</sup> – 2 <sup>ND</sup> AUGUST	N55,000.00
4	EXCELLENT CUSTOMER SERVICE	7 <sup>TH</sup> – 8 <sup>TH</sup> MARCH 4 <sup>TH</sup> – 5 <sup>TH</sup> JULY	N55,000.00
5	PREVENTIVE MAINTENANCE	14 <sup>TH</sup> – 15 <sup>TH</sup> MARCH 15 <sup>TH</sup> – 16 <sup>TH</sup> AUGUST	N50,000.00
6	STORE, WAREHOUSE AND INVENTORY MANAGEMENT	21 <sup>ST</sup> – 22 <sup>ND</sup> MARCH 8 <sup>TH</sup> – 9 <sup>TH</sup> AUGUST	N50,000.00
7	PRODUCTION PLANNING, SCHEDULING AND CONTROL FOR OPERATIONAL EFFICIENCY	28 <sup>TH</sup> – 29 <sup>TH</sup> MARCH 22 <sup>ND</sup> – 23 <sup>RD</sup> AUGUST	N50,000.00
8	QUALITY MANAGEMENT SYSTEM	4 <sup>TH</sup> – 5 <sup>TH</sup> APRIL 29 <sup>TH</sup> – 30 <sup>TH</sup> AUGUST	N55,000.00
9	MANAGEMENT SKILL APPRECIATION	11 <sup>TH</sup> – 12 <sup>TH</sup> APRIL 19 <sup>TH</sup> – 20 <sup>TH</sup> SEPTEMBER	N50,000.00

10	PERFORMANCE IMPROVEMENT COURSE FOR PRODUCTION STAFF	18 <sup>TH</sup> – 19 <sup>TH</sup> APRIL 12 <sup>TH</sup> – 13 <sup>TH</sup> SEPTEMBER	N50,000.00
11	SUPERVISORY MANAGEMENT COURSE	25 <sup>TH</sup> – 26 <sup>TH</sup> APRIL 5 <sup>TH</sup> – 6 <sup>TH</sup> SEPTEMBER	N50,000.00
12	SUPPLY CHAIN MANAGEMENT	2 <sup>ND</sup> – 3 <sup>RD</sup> MAY 28 <sup>TH</sup> – 29 <sup>TH</sup> NOVEMBER	N55,000.00
13	DEFENSIVE DRIVING COURSE FOR CORPORATE DRIVERS	10 <sup>TH</sup> – 11 <sup>TH</sup> MAY 27 <sup>TH</sup> – 28 <sup>TH</sup> SEPTEMBER	N35,000.00
14	WASTE REDUCTION AND COST CONTROL TECHNIQUES	16 <sup>TH</sup> – 17 <sup>TH</sup> MAY 3 <sup>RD</sup> – 4 <sup>TH</sup> OCTOBER	N55,000.00
15	EFFECTIVE WORKPLACE SAFETY AND FIRE PREVENTION	23 <sup>RD</sup> – 24 <sup>TH</sup> MAY 10 <sup>TH</sup> – 11 <sup>TH</sup> OCTOBER	N50,000.00
16	MASTERING NEGOTIATIONS: PRINCIPLES AND PRACTICES	30 <sup>TH</sup> – 31 <sup>ST</sup> MAY 17 <sup>TH</sup> – 18 <sup>TH</sup> OCTOBER	N55,000.00
17	GOOD LABORATORY PRACTICES AND QUALITY ASSURANCE	6 <sup>TH</sup> – 7 <sup>TH</sup> JUNE	N55,000.00
18	OFFICE MANAGEMENT AND ADMINISTRATION	13 <sup>TH</sup> – 14 <sup>TH</sup> JUNE 7 <sup>TH</sup> – 8 <sup>TH</sup> NOVEMBER	N50,000.00
19	POSITIVE WORK ATTITUDE AND PRODUCTIVITY IMPROVEMENT	20 <sup>TH</sup> – 21 <sup>ST</sup> JUNE 14 <sup>TH</sup> – 15 <sup>TH</sup> NOVEMBER	N50,000.00
20	GOOD MANUFACTURING PRACTICES	28 <sup>TH</sup> FEBRUARY – 1 <sup>ST</sup> MARCH 21 <sup>ST</sup> – 22 <sup>ND</sup> NOVEMBER	N50,000.00