



## GENERAL MANAGEMENT

- 1 Strategic Planning and Execution.
- 2 Personal Financial Planning
- 3 Start Tomorrow, Today – Life after Paid Employment (Retirement Planning Workshop)
- 4 Leading for Better Performance
- 5 Mentoring as a Leadership Tool
- 6 Human Resources for non-Human Resources staff
- 7 Executive Health, Corporate Wellness and Fitness
- 8 Improving Personal Effectiveness
- 9 Corporate Governance – The Role of Management
- 10 Risk Management
- 11 Build, Lead and Manage an Effective Team
- 12 Communication and Interpersonal Skills for Career Advancement
- 13 Communication and Critical Thinking
- 14 Effective Delegation & Accountability
- 15 Time Management
- 16 Protocol, Etiquette, Personal Grooming and Development
- 17 Essential Office Skills for Effectiveness – Microsoft Excel, Word, PowerPoint and Access
- 18 Presentation Skills
- 19 Excellent Customer Service - A Competitive advantage
- 20 Creating a Service Culture – Every Employee is a Customer Service Representative
- 21 Effective Selling Skills for Optimal Results
- 22 Negotiation Skills and Tools
- 23 Digital Marketing & Social Selling

## ACCOUNTING AND FINANCE TRAINING

- 24 Principles of Accounting- beginners intermediate and advanced.
- 25 Finance for non-Finance Professionals
- 26 Effective Budgetary Planning and Control
- 27 Budgeting in a Change Era – Zero Budgeting Initiative
- 28 Balance Sheet and Account Profitability

## AUDIT AND INTERNAL CONTROL

- 29 Effective fraud management
- 30 Operating an effective Internal Control and Audit Department
- 31 Auditing and Reconciliation of Accounts
- 32 Auditing and Reconciliation of Collection Accounts
- 33 Internal Control Frame work and Applications
- 34 Operational Risk Assessments and Internal Control



**AVERTI Professional Managers**

# 2019 OPEN NOMINATION CALENDAR

<b>JANUARY</b>							<b>FEBRUARY</b>							<b>MARCH</b>							<b>APRIL</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6			
8	9	10	11	12	13	14	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12			
15	16	17	18	19	20	21	14	15	16	17	18	19	14	15	16	17	18	19	14	15	16	17	18	19			
22	23	24	25	26	27	28	21	22	23	24	25	26	21	22	23	24	25	26	21	22	23	24	25	26			
29	30	31					28	29	30	31			28	29	30	31			28	29	30	31					

<b>MAY</b>							<b>JUNE</b>							<b>JULY</b>							<b>AUGUST</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6			
8	9	10	11	12	13	14	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12			
15	16	17	18	19	20	21	14	15	16	17	18	19	14	15	16	17	18	19	14	15	16	17	18	19			
22	23	24	25	26	27	28	21	22	23	24	25	26	21	22	23	24	25	26	21	22	23	24	25	26			
29	30	31					28	29	30	31			28	29	30	31			25	26	27	28	29	30	31		

<b>SEPTEMBER</b>							<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6			
8	9	10	11	12	13	14	7	8	9	10	11	12	7	8	9	10	11	12	7	8	9	10	11	12			
15	16	17	18	19	20	21	14	15	16	17	18	19	14	15	16	17	18	19	14	15	16	17	18	19			
22	23	24	25	26	27	28	21	22	23	24	25	26	21	22	23	24	25	26	22	23	24	25	26	27			
29	30						28	29	30	31			28	29	30	31			29	30	31						

2-DAY COURSES: N75,000.00  
3-4 DAY COURSES: N100,000.00

<b>JANUARY</b>	Interpersonal Skills and Communication for Career Advancement Presentation Skills	10-11 21-22
<b>FEBRUARY</b>	Digital Marketing & Social Selling Essential Office Skills for Effectiveness – Microsoft Excel, Word, PowerPoint, Access	4-5 18-19
<b>MARCH</b>	Improving Personal Effectiveness Effective Selling Skills for Optimal Results	13-15 25-27
<b>APRIL</b>	Build, Lead and Manage an Effective Team Finance for the Non-Finance Professional	11-12 24-26
<b>MAY</b>	Protocol, Etiquette, Personal Grooming & Development Leading for Better Performance	9-10 22-24
<b>JUNE</b>	Finance for the Business Owner/Entrepreneur Presentation Skills	12-13,19-20 25-26
<b>JULY</b>	Negotiation Skills and Tools Interpersonal Skills and Communication for Career Advancement	8-9 22-23
<b>AUGUST</b>	Build, Lead and Manage an Effective Team Essential Office Skills for Effectiveness – Microsoft Excel, Word, PowerPoint, Access	1-2 22-23
<b>SEPTEMBER</b>	Digital Marketing and Social Selling Finance for the Non-Finance Professional	10-11 23-25
<b>OCTOBER</b>	Improving Personal Effectiveness Protocol, Etiquette, Personal Grooming & Development	7-9 21-22
<b>NOVEMBER</b>	Leading for Better Performance Negotiation Skills and Tools	4-6 25-26
<b>DECEMBER</b>	Finance for the Business Owner/Entrepreneur Effective Selling Skills for Optimal Results	4-5,11-12 16-18

