

INSEL CONSULTING 2019 TRAINING CATALOGUE



The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn and relearn *~Alvin Toffler -Writer and Futurologist*



Outstanding Performance Delivered...!

Courses	Start Date	End Date	Amount	Days
JANUARY				
Leadership and Management Excellence (A Practical Workshop For Managers)	25-Jan-19	26-Jan-19	95,820.00	2 Days
The Sales Advantage: Selling Techniques for the New or Prospective Sale	30-Jan-19	31-Jan-19	95,820.00	2 Days
FEBRUARY				
Supply Chain Management and Integrated Logistics	7-Feb-19	9-Feb-19	139,820.00	3 Days
Talent Management & Strategic HR Partnering	7-Feb-19	9-Feb-19	139,820.00	3 Days
Strategic Account Management	21-Feb-19	23-Feb-19	139,820.00	3 Days
Professional Office Management & Administration Skill	22-Feb-19	23-Feb-19	95,820.00	2 Days
MARCH				
Contract Management in the Oil & Gas Industry	7-Mar-19	9-Mar-19	139,820.00	3 Days
The Leader as Coach: Coaching for Real Results	8-Mar-19	9-Mar-19	95,820.00	2 Days
Strategic Customer Service Management (The Quality Improvement Process)	15-Mar-19	16-Mar-19	95,820.00	2 Days
Effective Business Communication Skill	29-Mar-19	30-Mar-19	95,820.00	2 Days
APRIL				
Proposal and Report Writing Skill	5-Apr-19	6-Apr-19	95,820.00	2 Days
Work Ethics, Positive Work-Attitude and Productivity Improvement Course	12-Apr-19	13-Apr-19	95,820.00	2 Days
Administrative Support and Office Management Skill	19-Apr-19	20-Apr-19	95,820.00	2 Days
The Sales Advantage: Selling Techniques for the New or Prospective Sales Person	25-Apr-19	26-Apr-19	95,820.00	2 Days
MAY				

Performance Management for HR & Non-HR professionals	3-May-19	4-May-19	95,890.00	2 Days
Customer Service Excellence: The Moment of Truth	9-May-19	10-May-19	95,820.00	2 Days
Strategic Procurement Management	8-May-19	10-May-19	139,820.00	3 Days
Finance for non-Finance Managers	16-May-19	18-May-19	139,820.00	3 Days
Organizational Leadership for Senior Managers and Business Leaders	23-May-19	25-May-19	150,000.00	4 Days
JUNE				
Strategic Human Resources Management Audit Course	6-Jun-19	7-Jun-19	95,764.50	2 Days
Effective Negotiation and Selling Skills	13-Jun-19	14-Jun-19	95,820.00	2 Days
Presentation skills: Making a powerful impact on any audience	13-Jun-19	14-Jun-19	95,890.00	2 Days
Self Organization and Time Management For Personal Effectiveness	21-Jun-19	22-Jun-19	95,820.00	2 Days
Leadership and Management Excellence (A Practical Workshop For Managers)	27-Jun-19	28-Jun-19	95,820.00	2 Days
JULY				
Effective Interpersonal & Communication Skills	4-Jul-19	5-Jul-19	95,820.00	2 Days
Advanced Communication Skills for Leaders & Managers	12-Jul-19	13-Jul-19	95,820.00	2 Days
Talent Management & Strategic HR Partnering	17-Jul-19	18-Jul-19	95,820.00	2 Days
Leading Teams : Forming a Team That Makes the Difference	26-Jul-19	27-Jul-19	95,820.00	2 Days
AUGUST				
HR for the Non-HR Manager	2-Aug-19	3-Aug-19	95,820.00	2 Days
Managing Business Development Portfolio	8-Aug-19	9-Aug-19	95,820.00	2 Days

Sales Advantage: Selling Techniques for the 21st Century Sales Person	14-Aug-19	15-Aug-19	95,820.00	2 Days
Negotiation for Business Result	22-Aug-19	23-Aug-19	95,820.00	2 Days
SEPTEMBER				
Strategic Account Management	5-Sep-19	7-Sep-19	139,820.00	3 Days
Logistics and Supply Chain Management	12-Sep-19	14-Sep-19	139,820.00	3 Days
Professionalism and Workplace Etiquette	19-Sep-19	20-Sep-19	95,820.00	2 Days
Business Writing Skill	20-Sep-19	21-Sep-19	95,820.00	2 Days
Introduction to Business Startup SME 101 Workshop	27-Sep-19	28-Sep-19	95,820.00	2 Days
OCTOBER				
Administrative Support and Office Management Skill	4-Oct-19	5-Oct-19	95,820.00	2 Days
Business plan and Business Model Canvas Workshop	11-Oct-19	12-Oct-19	95,820.00	2 Days
Proposal and Report Writing Skill	17-Oct-19	18-Oct-19	95,820.00	2 Days
Emotional Intelligence	25-Oct-19	26-Oct-19	95,820.00	2 Days
NOVEMBER				
Talent Management & Strategic HR Partnering	8-Nov-19	9-Nov-19	95,820.00	2 Days
Frontline Leadership: Developing First-Level Leaders	14-Nov-19	15-Nov-19	95,820.00	2 Days
Professional Secretarial & Administration Skill	21-Nov-19	22-Nov-19	95,820.00	2 Days

Marketing with Social Media	28-Nov-19	29-Nov-19	95,820.00	2 Days
DECEMBER				
Strategic Planning/Management Retreat	These are organization-specific programmes, tailored to fit your requirements and budget.			
Goal Setting and Getting Things Done Effectively				

Additional Courses- Insel Learning Academy

The curriculum is structured along the competency areas as follow:

Finance & Banking Competency Courses
Treasury Risk Management
Liquidity Risk Management
Understanding Corporate Treasury & Cash Management
Mastering Financial Negotiations
Banking Products and Solutions for Senior Relationship Managers
Corporate Credit Analysis
Financial Analysis & Forecasting
Early Warning Signals, Problem Loans & Restructuring
Fundamentals of Corporate Credit Analysis
Understanding Financial Statements and Cash Flow
Financial Modeling and Forecasting Techniques using MS Excel
Governance Risk and Assurance

Strategic Planning Competency Courses
Overview of Strategic Management
Organizational Structures and Behavioral Imperatives
Strategic Management Tools (SWOT Analysis)
Strategic Management Tools (PESTLE Analysis)
Strategic Management and Performance Management: Executing Strategies Effectively
Business Development and Portfolio Management: Exploring Strategic Options
Developing Competitive Advantage through Sourcing and Procurement Strategies
Developing Competitive Advantage through Marketing Strategies
Successful Project Management

Office and Administrative Training Competency Courses
Time Management
Information Risk Management
Anti-bribery and Corruption compliance
Effective Business Writing and Presentation Skills
Running Effective Meetings
Project Management Competency Courses
Successful Project Management: Management Development Program
Project Management Essentials: Introduction to Project Management
Program Management: Managing Several Projects Simultaneously
Project Management Tools (Primavera)
Project Management Tools (MS Office Project)
Project Management Professional PMP® Preparation Series
Change Management: Building Support for your Project
Leadership and Management Competency Courses
Delegation in Leadership and Management
Advanced communication skills for managers and leaders
Managing change & culture across an organization
Stakeholder Management
Mergers and Acquisitions
Leadership by Influence
Effective Business Communication
Motivating your Workforce
Leading by Influence: Leveraging Leadership Styles and Influencing Tactics
Stakeholder Management and Engagement Skills
Problem Solving and Decision Making Skills and Approaches
Change Management: Leading Change in the Workplace

Human Resource Management Competency Courses

HR for Non-HR Managers
Motivating your workforce
Human Resource Management Master class
Effective HR Business Partnering
Best Practices in Performance Management and Staff Appraisal
Change Management: Leading Change in the Workplace

Interpersonal Skills Competency Courses

Emotional Intelligence at Work and in the Society
Non Verbal Communication
Understanding Personality Types
Working Effectively in Teams: Key to Creativity and Productivity
Dealing with Difficult People and Negative Team behavior
Conflict Management and Resolution Tactics

This calendar of programmes contains the details of our open enrolment seminars for the year 2019. While every effort has been made in the compilation of this calendar to avoid schedule changes, it is however possible that some alterations may occur during the course of the year. In addition to these titles, new seminars may be added. All changes will be subsequently announced on our website www.inselconsulting.com

Registration, Payments, Discounts and Cancellation

Registration

Prior registration is mandatory to ensure a place in the seminar our participants wish to attend, and to receive the joining instructions and other seminar materials that may be sent ahead of the seminar start dates.

You may choose one of these options to register for an open seminar:

- Send an email to info@inselconsulting.com , adedoyin@inselconsulting.com indicating the full name(s) of the participant(s), email address of the participant, company name if applicable and mobile number.
- Register online at www.inselconsulting.com.
- Call the Training and Development Coordinator
Mobile: Tel : 2 3 4 - **8035506818 ,234- 8028631259 (Ayoade)**

Payments

Fees stated cover tuition, course materials and meals, and are inclusive of VAT. Bookings are confirmed only with the payment of the fees. You may make payments in cash or cheques. Write cheques in favour of **Insel Consulting**.

Cancellation

If you must cancel your registration for any reason, please notify us by sending an email to **info@inselconsulting.com** at least five business days to the date of the seminar you paid to attend. You can utilise amounts paid for seminars which you were unable to attend, for other seminars. Refund of fees paid will be made less 20 percent administrative charge if a notification is received at least five business days to the date of the seminar. No refunds will be made for no-show situations.

Discount

We offer discount on our seminars based on the number of participants.

Programme Venue

All programmes take place in the company's facility except for in-company's seminars which may take place at the client's location.

OUR CLIENTS

Over the years, we have successfully trained employees of some of these organizations.

